

Since GO is a new online system, **you will need to register for a new user role, name, password, etc.** To understand which user role is most appropriate for your application, please read the [User Role and Registration information instructions](#) prior to registering.

All schools and teachers wishing to apply for **any** NDCA grant program must contact Arts in Education Director, Rebecca Engelman, at rengelman@nd.gov for detailed instructions before registering or starting the online application.

Once you have read the [User Role and Registration information instructions](#), you may now register your new GO profile by visiting <https://nd.culturegrants.org/>, and clicking **“Sign Up.”** The [User Role and Registration information instructions](#) will guide you through the process.

If you have already register your profile, you will simply need to click on the **“Login”** link.

s://nd.culturegrants.org/ North Dakota Council on th...

Home Help Sign Up Log In

Welcome to the North Dakota Council on the Arts (NDCA's) Online Grant System (GO)!

***RETURNING USERS: [LOGIN HERE](#)**

Please read the following information and instructions carefully prior to registering (creating) your profile:

[*Application User Role and Registration Instructions](#)

To apply to the grant programs, you must register (create) a profile in the Grants Online (GO) system. Your profile will allow you to apply to one or multiple grant programs each year. Please write down your username and password in a secure place for future use as you will need your username and password to access current and future NDCA grant applications each year.

***TO CREATE A NEW PROFILE: [SIGN UP HERE](#)**

For help with starting and completing an NDCA online grant application:

[*Detailed General Application Instructions](#)

[*Detailed Artist in Residence Planning Guide and Application Instructions](#)

[*Link to the NDCA's Grant Programs and Guidelines](#)

Please visit the [Help](#) page if you have any questions or concerns.

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Once you have created your profile you are now ready to apply for a NDCA grant. To see which grants are currently available, select the **“My Forms”** link, then select **“Open Applications.”**

The screenshot shows the 'Open Applications' page on the NDCA Arts website. The navigation bar includes 'Home', 'Help', 'My Forms', 'My Portfolio', and 'Manage Account'. The user is logged in as 'Amy Testing'. The page has tabs for 'My Data', 'Open Applications', and 'Test Applications'. A dropdown menu is set to 'Sort by Program'. The page is organized into sections: 'Organizations' and 'Individuals'. Under 'Organizations', there are three grants: 'Artist in Residence Sponsor', 'Community Arts Access', and 'Presenters Support'. Under 'Individuals', there is one grant: 'Professional Development'. The 'Apply' button for 'Presenters Support' is green, while the others are grayed out.

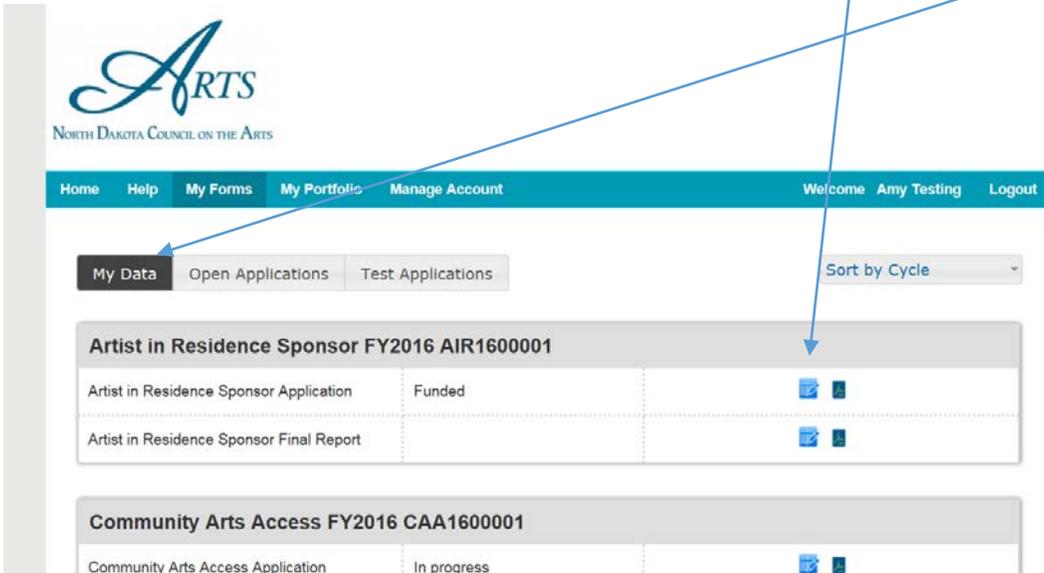
Category	Grant Name	Fiscal Year	Apply Button Status
Organizations	Artist in Residence Sponsor	FY2016	Grayed out
	Community Arts Access	FY2016	Grayed out
	Presenters Support	FY2016	Green
Individuals	Professional Development	FY2016	Grayed out

Grant applications that are available will display a green **“Apply”** button. If the **“Apply”** button is **grayed out**, that application is currently not available, or you have already started an application for that particular type of grant.

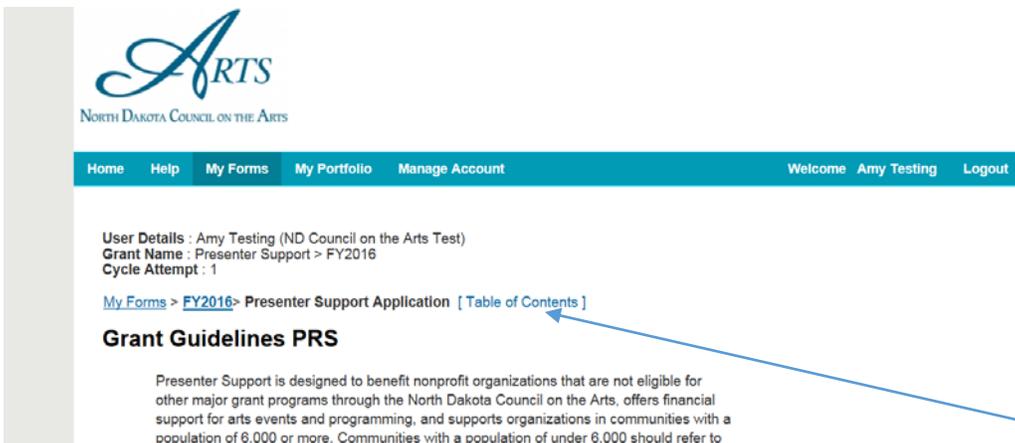
This screenshot is identical to the one above, but with blue arrows pointing to the 'Apply' buttons. One arrow points to the green 'Apply' button for 'Presenters Support', and two arrows point to the grayed-out 'Apply' buttons for 'Artist in Residence Sponsor' and 'Professional Development'.

Category	Grant Name	Fiscal Year	Apply Button Status
Organizations	Artist in Residence Sponsor	FY2016	Grayed out
	Community Arts Access	FY2016	Grayed out
	Presenters Support	FY2016	Green
Individuals	Professional Development	FY2016	Grayed out

If you have previously started an application and want to continue working on it, select the **“My Data”** link. You will then see your previously opened and saved application(s). Select the **blue “paper” icon** to continue working on the grant.



For new applications, once you have selected the green “Apply” button, the following screen will appear (*I am using a Presenter Support grant for an example, but the instructions pertain to most grants*):



If you would like to review all of the pages of the grant application prior to entering data, click on the **“Table of Contents”** link. Alternatively you may use the **“Next”** button at the bottom of the page(s).

The **Grant Guidelines page** is always the first to appear; please read thoroughly! Then use the check box that states you have read and understand the guidelines.



After you check the box, remember to **“Save”** your work. If you wish to continue, select **“Save & Continue”** and you will advance to the next page. If you do not save your work prior to clicking on the **“Next”** button, that particular pages’ information will not be saved.

Please be sure to complete all pages in the grant application before submitting your application.

ARTS
NORTH DAKOTA COUNCIL ON THE ARTS

Home Help My Forms My Portfolio Manage Account Welcome Amy Testing Logout

User Details : Amy Testing (ND Council on the Arts Test) PS1600001
Grant Name : Presenter Support > FY2016
Cycle Attempt : 1

My Forms > [FY2016](#) > Presenter Support Application [[Table of Contents](#)]

Grant Application PRS

All fields must be completed by the applicant. print out a hard copy, sign the "Authorizing Official" (postmarked by November 1, 2011) this "Grant Application PRS" the person legally authorized to commit the organization (president, board chair or executive director), and if you were unable to upload, to: NDCA, 1600 E. Century Avenue, Bismarck, ND 58503-0649.

Please remember to **SAVE YOUR WORK** if you made any changes to this page before viewing this section or returning to a previous section!

- [Table of Contents](#)
- [Grant Guidelines PRS](#)
- [Grant Application PRS](#)
- [Applicant Profile PRS](#)
- [Required NEA Questions](#)
- [Location\(s\) of Project Activities](#)
- [Project Budget PRS](#)
- [Operating Budget Additional Information PRS](#)
- [Narrative Questions PRS](#)
- [Support Materials PRS](#)
- [Applicant Board List PRS](#)
- [Project Personnel Resume\(s\) PRS](#)
- [Financial Statement PRS](#)
- [Signature Page](#)

Submitting Your Application

ARTS
NORTH DAKOTA COUNCIL ON THE ARTS

Home Help My Forms My Portfolio Manage Account Welcome Amy Testing Logout

User Details : Amy Testing (ND Council on the Arts Test) PS1600001
Grant Name : Presenter Support > FY2016
Cycle Attempt : 1

My Forms > [FY2016](#) > Presenter Support Application [[Table of Contents](#)]

Signature Page

The following information must be provided by all organizations applying for an NDCA grant. Applicants must mail (postmarked by the grant deadline date) this "Signature Page" signed in ink by the authorizing official, along with required documents, and any additional materials you were unable to upload, to:

North Dakota Council on the Arts
1600 E. Century Avenue, Suite 6
Bismarck, ND 58503-0649

Please remember to **SAVE YOUR WORK** if you have entered information or made any changes to this page before advancing to the next section or returning to a previous section!

*Check the type of Federal non-profit status currently held *

501(c)3 (needed for most grants) None (Individual) Other

I verify that I have mailed proof of 501(c)3 non-profit status, most commonly a copy of a current 501(c)3 status letter from I have mailed a hard copy of

The last page of every NDCA grant application is the "Signature Page." Applicants must mail (postmarked by the grant deadline date) this "Signature Page" signed in ink by the authorizing official, along with required documents, and any additional materials you were unable to upload, to NDCA.

If you would like NDCA staff to review your grant application prior to submission, please select “Save” instead of selecting “Submit”. You will then need to email the grant manager (contact information can be found in the “For Assistance” section on the Grant Guidelines page, the first page of this application) to request a draft review. Draft reviews may be requested no later than 15 days prior to the grant deadline date.

Once you are ready to submit your application, “Save” your completed Signature Page and double-check your information to be sure you have completed all required questions. Click the “Submit” button to submit your application.

Authorizing Official's Name

Authorizing Official's Title *

Authorizing Official's Signature indicating approval of this application. ***Please do not type your name here, print out a hard copy, sign it, and mail this page of the application only, to the NDCA office.**

Date * 

I certify that the information contained in this report is true and correct to the best of my knowledge. * Yes No

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