GO: Organizational Roles Understanding

How to sign up as an organization and how to be associated with an organization. This will also clarify how to use the fiscal receiver/agency feature of GO.

Account Types:
Individual Account
Organizational Type

Organizational Type Roles:
Direct Receivers (Primary or Non Primary Users)
Indirect Receiver (Primary or Non Primary Users)

Understanding of the registration and account set up process:
All users must start out as a registered user. To register visit https://nd.culturegrants.org/ and click on "SIGN UP HERE."

Please note: **ALL organizational applicants who apply for a grant from the NDCA are now required to register for a DUNS number online before receiving grant funds. The process for registering is simple, easy, and only takes a few minutes. To register visit http://www.americansforthearts.org/by-program/reports-and-data/research-studies-publications/creative-industries/sign-up-and-be-counted/registering-for-a-d-u-n-s-number.

Before you begin, determine if you are an Individual Account user or an Organizational Account user. This is critical, because the GO™ System is set up so that only individuals can see grant programs offered to individuals, and only organizations can see grant programs offered to organizations.

Individual Accounts:
If you are an individual account user, on the the Sign Up form, you will be asked the following question:

- "Would you like to associate this user account with an organization"

Select **NO**, and you will be directed to complete an Individual profile. This page allows you to create an Individual account.

Organizational Accounts:
If you are an Organizational Account user, on the the Sign Up form, you will be asked the following question:

- "Would you like to associate this user account with an organization"

Select **YES**. This will take the user to set up an organizational account or associate themselves with an existing organizational account. This will then take you to the Organization landing page. Before making a selection on the organization landing page, be sure to determine your organization role and user role classification (see below).

Organization Role and Organization User Role Classification

At this point, you will have to determine which conditions meet your needs as an organization and as an organizational user.

1) Distributor/Direct Receiver - Primary Users (examples: arts councils, arts organizations and school districts *[school districts must contact Arts Education Director prior to registering]*). This is the basic organizational account (the majority who sign up will be in this classification).
- You are the primary grant contact for your organization.
- Your organization owns their FEIN and/or 501c3 status.
- Your organization can receive money directly from the granting agency.
- You are the main organization and not a department of an organization.

2) Direct Receiver - Non Primary Users (example: an additional grant writer for direct receiver). This allows you to be associated with an existing account but you cannot submit your own application. You can only work on the organization's application.
- Someone else (the primary user) has already registered your organization as a direct receiver organization.

- As a user, you will share the tasks with the primary user to apply for grant applications on behalf of your organization.

3) Indirect Receiver - Primary Users (examples: schools and/or teachers within a district, or arts organizations that do not have 501c3 status or an FEIN number). This means that you need a fiscal agent to receive and manage funds, and/or you need to use another organization's FEIN number or 501c3 status.
- You are the primary grant contact for your organization *o*r department.
- Your organization does NOT have 501c3 status and will need to use the 501c3 status and FEIN number from an existing organization.

- Or your department shares an FEIN with the main organization (such as schools within a district).
- Your organization or department cannot receive money directly from the granting agency.
- As an organization, you can apply to grants separately from a sponsoring organization whose FEIN number you are using, or as a department you are allowed to apply to additional grant applications separate from your main organization.

4) Indirect Receiver - Non Primary Users (example: additional grant writers) (fiscal agents/sponsored organization)
- Someone else (the primary user) has already registered your organization as an Indirect Receiver.

- As an organization, you can apply to grants separately from a sponsoring organization whose FEIN number you are using, or as a department you are allowed to apply to additional grant applications separate from your main organization.
- As a user, you will share the tasks with the primary user to apply for grant applications on behalf of your organization.

Setting Up Organizational Accounts

Once you have determined your role and classification, follow these steps register your account:

1) Direct Receiver - Primary Users
- Choose the option on the right
- Click on Create New Organization

- Select Distributor/Direct Receiver

- **FEIN:** All FEIN numbers must be submitted at this time including those for *Fiscal Agents serving Indirect Receivers (allowing others to use their FEIN or 501c3 status)*. Please note you cannot change, add or update your FEIN after this point.
- Complete the form.
- Select "Submit."

Approving Non Primary users

As the primary user, you have the right to approve - non-primary users to view your account and work on your applications. If you have other staff that need to be working on your application, have them follow the steps for **2) Direct Receiver - Non Primary Users.** Once they have signed up, you will have to approve their access to your account. To do so log into your account. Click manage account and click on manage users. You will see a list of pending users and you can select the check mark to approve.

Approving Indirect Receivers

As the Primary User - Direct Receiver account, you have the right to approve other organizations that are using your FEIN as an Indirect Receiver account. Be sure that the organization using your FEIN has follow the steps for **3)ndirect Receiver - Primary Users.** Once they have signed up, you will have to approve their access to use your FEIN. To do so, log into your account. Click manage account, and select manage users; you will see a list of pending users and you can select the check marks to approve. Once you approve the user, if you click on Associated Organizations, you will see that organization populate.

2) Direct Receiver - Non Primary Users

First you must know what FEIN or the name the primary user registered your organization under. Also, the primary user must have registered before you sign up.

- Chose the option on the left, search by your organization name
- Enter your organization name click search.

- A new box will appear with a list of organization that match your search criteria.
- Select the radio button next to the organization you want to be associated with and click the select organization button.

Is your organization already registered?

Search by Organization Name or EIN# (xx-xxxxxxx)

| russ | Search |

Search Results

○ russell's org

Select Organization

● This will take you to a completed Organizational Profile. Click Submit.

Confirm Organization Contact Information

FEIN Number	94-5322358
Organization Name *	russell's org
Address 1 *	1234 w. 119th Cir
Address 2	
City *	Denver
State *	Colorado
Zip Code *	80221
Phone *	303-629-1166
Fax *	303-123-4555
Website *	mysite.com
State Senate District	024
State House District	031
Congressional District	2

Submit

At this point you cannot edit the application until your primary user has approved your account. Please contact him/her to request approval of your account.

3) Indirect Receiver - Primary Users
This means that you need a fiscal agent to receive and manage funds, and/or you need to use another organization's FEIN number or 501c3 status.

● Choose the option on the right
● Click on Create New Organization
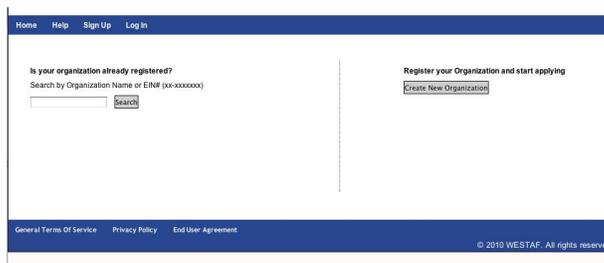
| Home | Help | Sign Up | Log In |

Is your organization already registered?
Search by Organization Name or EIN# (xx-xxxxxxx)
| | Search |

Register your Organization and start applying
| Create New Organization |

General Terms Of Service   Privacy Policy   End User Agreement

● Organization Role: Select Indirect Receiver

- A new field called "Existing Org" will appear

Existing Org (Dist/Dir Rec) [   ] Search [Search by Organization Name or EIN# (xx-xxxxxxx)]

FEIN: At this point, you should have a conversation with your sponsoring organization and have received approval from them to use their FEIN and/or 501c3 status, or you are a department of the organization and you have the right to use the main organization's FEIN and/or 501c3 status.

- Enter the FEIN number of the direct receiver organization or their name, and click Search.
- A new box will appear with a list of organizations that match your search criteria.
- Select the radio button next to the organization you want to be associated with and click the select organization button.

Organization Contact Information
Organization registration

Organization Role   [Indirect Receiver   ▾]

Existing Org (Dist/Dir Rec)   [russ   ] Search [Search by Organization Name or EIN# (xx-xxxxxxx)]
                                 Search Results

                                 ○ russell's org

- Once you select the organization, the FEIN number will auto populate.
- You will have to complete the remainder of the form with your organization's information, including DUNS number.
- Select "Submit."

Indirect Receivers Status Pending Approval
At this point, you may not apply for grants until your account has been approved by the organization that holds the Direct Receiver account. Please contact your Direct Receiver account holder to request approval of your account.

Approving Non primary users
Note as the Primary user, you have the right to approve Non Primary users to view your account and work on your applications even if you are an Indirect Receiver account. If your have other staff that need to be working on your application have them follow the step for **3)Indirect Receiver - Non Primary Users.** Once they have signed up, you will have to approve their access to your account. To do so log into your account. Select manage account and click on manage users; you will see a list of pending users and you can select the check mark to approve.

3) Indirect Receiver - Non Primary Users
First you must know what FEIN or the name the primary user registered your organization under. Also, the primary user must have registered before you sign up.

- Chose the option on the left; search by your organization name.
- Enter your organization name; click Search.

- A new box will appear with a list of organizations that match your search criteria.
- Select the radio button next to the organization you want to be associated with and click the select organization button.

Is your organization already registered?

Search by Organization Name or EIN# (xx-xxxxxxx)

| seyan org indirect | Search |

Search Results

⊙ seyan org indirect

Select Organization

- This will take you to a completed Organizational Profile. Click Submit.

Confirm Organization Contact Information

FEIN Number	94-5322358
Organization Name *	seyan org indirect
Address 1 *	1
Address 2	1
City *	1
State *	Florida ⬍
Zip Code *	11111
Phone *	111-111-1111
Fax *	111-111-1111
Website *	westaf.org
State Senate District	0
State House District	0
Congressional District	0

Submit

At this point you cannot edit the application until your primary user has approved your account. Please contact him/her to request approval of your account.