

APPLICATION DIRECTIONS – TEACHER INCENTIVE GRANT

NEW PROCESS BEGINNING JULY 1, 2015. All schools/teachers must sign up as an “Indirect Receiver” under their respective school district’s “Direct Receiver Account.” This is a new requirement within the GO online program and will connect your school to your school district’s FEIN and DUNS numbers. Please contact the Arts in Education Director prior to applying to see if your school district has established a Direct Receiver Account at rengelman@nd.org or (701)328-7593. If your district does not have Direct Receiver Account, one will be established for you.

Once you have received confirmation of your schools district's status from the Arts in Education Director, you must create an Indirect Receiver Account by following the directions below. Please note that once you have signed up as an Indirect Receiver within the new GO System, you may skip the following steps, enter your established username and password, and proceed directly to the online Arts in Education Grant applications for subsequent grant rounds.

Teacher Incentive (and all other NDCA Arts in Education Grants) are submitted electronically through North Dakota Council on the Arts **go** system found at <https://nd.culturegrants.org/>.

• SIGNING UP FOR AN INDIRECT RECEIVER ACCOUNT

- **Contact the Arts in Education Director before you begin to see if your school district has established on Direct Receiver Account.** rengelman@nd.gov
- Once you have received verification from NDCA that your school district has established a Direct Receiver Account, you may Sign Up at <https://nd.culturegrants.org/> to create an Indirect Receiver Account. The Indirect Receiver Account will allow you to access the Arts in Education Grants each year. Therefore it is important to create a username and password that can be remembered and used for years to come. If you forget your username and/or password **DO NOT** create a new account. Contact the Arts in Education Director or NDCA staff who will assist you. **Duplicate accounts are not allowed and will be automatically deleted.**

The screenshot shows a web registration form titled "Registration - Contact". The form includes the following fields and sections:

- Registration - Contact**
- First Name: [Text Field]
- Last Name: [Text Field]
- Title of your Contact: [Text Field]
- Address 1: [Text Field]
- Address 2: [Text Field]
- City: [Text Field]
- State: [Dropdown Menu]
- Zip Code: [Text Field]
- Phone No.: [Text Field]
- Email: [Text Field]
- Confirm Email: [Text Field]
- Username: [Text Field]
- Password Rules:**
 - Contain at least 8 Characters
 - Contain at least 1 Number
- Password: [Text Field]
- Confirm Password: [Text Field]
- Would you like to associate this user account with an organization? [Yes/No Radio Buttons]
- Drag the slider and move it to the right side before you submit the form. This action is required in order to prove that you're a human.
- Submit [Button] Reset [Button]

- Page One. Complete the information on this page. When asked, “Would you like to associate this user account with an organization?” select **YES. Submit.**

- Page Two. For Organizational Role, select **Indirect Receiver**.
- For Existing Org type in the name of your school district or District's FEIN#. Select **Search**.
- If your district has established a Direct Receiver Account the name of your district will appear in the box below.
- **If you do not see your school district STOP and contact the Arts in Education Director at rengelman@nd.gov or (701)328-7593 for assistance. A Direct Receive Account for your district will be created for you.**

- Select the name of your district displayed in the box. Your schools district's FEIN# will automatically be displayed. Before proceeding, check to be sure that this information is correct.

- Type in your district's official DUNS# and all other required information.
- To find the State Senate and District numbers, select **Validate Districts** and the information will automatically display. **Submit**.
- Read the **GO™: GRANTS ONLINE END USER TERMS AND CONDITIONS**.
- Scroll to the bottom of the page and select **Yes** if you agree. **Submit**.

- The following message will appear: "You have recently requested to use a fiscal agent's EIN number. Your account is pending approval. Please contact your fiscal agent for access. Thank you."
- **DO NOT contact your school district office.** Email the Arts in Education Director at rengelman@nd.gov and request approval of your Indirect Receiver Account.
- NDCA staff will review your information and send you an email confirming your account status.
- Once you have received notice from NDCA confirming your Indirect Account you will be able to log back in at <https://nd.culturegrants.org/> using your username and password and have access to all available grant programs.
- **Remember that in following years you will not need to repeat the Sign Up process.** Rather, you will log directly into the system using your established username and password.



- **TEACHER INCENTIVE GRANT APPLICATION**

- Login to <https://nd.culturegrants.org/> using your established username and password.
- Select the blue notebook icon to the right of the Teacher Incentive Grant Application.
- Grant Guidelines TI
 - Read the Grant Guidelines. Select **YES** if you understand. **Save & Continue.**
- Grant Application TI
 - Complete all information. **Save & Continue.**
- Required NEA Questions
 - Complete all information. Add the **TOTAL** amount of your request. **Save & Continue.**
- Location(s) of Project Activities
 - Download the instructions for finding the latitude and longitude of your project locations. After completing the information concerning your project location(s) select Save. The information you added will disappear from the text boxes provided but be visible on the lower portion of this page. (If the information fails to appear, you may have your latitude and longitude flipped.) If your project includes more than one location such as a field trip, go back and add this location. Repeat this process making sure that all project locations are visible at the bottom of the page. For projects that involve a series of locations you may use and upload the Project Locations Spreadsheet provided on this page. **Save & Continue.**
- Narrative Questions TI
 - Responses must be specific and descriptive. Use the spaces provided.
 - Upload your Narrative as a word document or enter the information in the field provided.
 - If uploading, write n/a in the spaces provided for all questions.
 - Be sure to include and address all questions in the order given in your word document.
 - **Save & Continue.**
- Itemized Budget TI
 - Upload your budget as a word document or enter the information in the field provided.
 - If uploading, write n/a in the spaces provided for all questions.
- Signature Page TI
 - Follow directions to complete the signature page.
 - Teacher and Principal/Administrator must both sign this document in the space provided.
 - Submit this page along with a copy of proof of non-profit status (Tax Exempt Certificate) to:
Arts in Education Director
NDCA
1600 E. Century Ave. Suite 6
Bismarck, ND 58503

- **SUBMIT**

- After submitting your grant you will receive an automatic email notice stating, *“Thank you! You have successfully submitted your Artist in Residence grant application. No changes can be made to your grant request after this point. To ensure that your application can be considered for funding, please mail the required signed documents and any support materials to the NDCA office at 1600 E Century Avenue, Suite 6, Bismarck, ND 58503-0649. Required materials must be postmarked on or before the deadline date. You will be contacted upon approval or denial of your application. If you have any questions, please call NDCA's office at [701-328-7593](tel:701-328-7593).”*
 - If you do not receive this email, go back and make sure you have selected **SUBMIT**. If you still do not receive an email notice, contact the Arts in Education Director for assistance.

- **AWARD NOTICE**

30 – 45 days after submitting your grant, you will receive an email indicating the status of your grant, amount awarded. Attached to this email will be an official **AWARD NOTICE** that includes directions for accepting your award and for completing the Final Report. **Save and print all information.**

To accept your award and receive funding you must complete the following:

- If your project includes an artist or consultant, contact them to confirm dates, times, and other details related to the project.
- Complete the Acceptance of Award and Original Artwork Release sections. Then, return pages 1 and 2 to the NDCA via US Mail by date indicated.
- Download and save the attached NDCA Logo and Logo-Credit-PR Directions.

- **FINAL REPORT AND REQUEST FOR FUNDS**

- Read the **AWARD NOTICE** you received from NDCA for detailed directions on how to complete the online Final Report.
- Print and Submit the Request for Funds.
- Receive funds from NDCA. (Funds will be paid directly to the school.)