

# Salesforce Grants Community User Manual

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 Illinois Arts Council Agency

Version 1.0



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## Getting Started

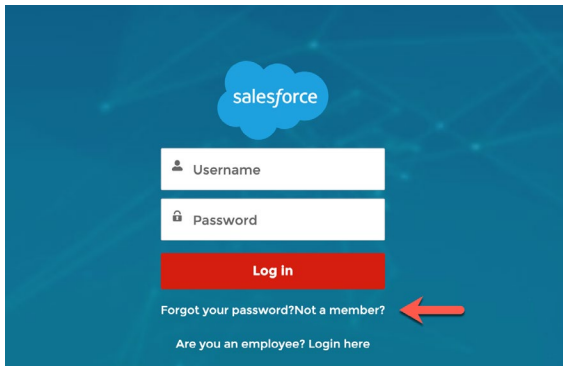
To view Illinois Arts Council grant programs and to apply for a grant, you will need to do the following:

- Create a Grantee Community User Account
- Add applicant information
- Click on grant programs to view descriptions and due dates
- Fill out basic application information
- Upload attachments
- Input budget information (where applicable)
- Submit

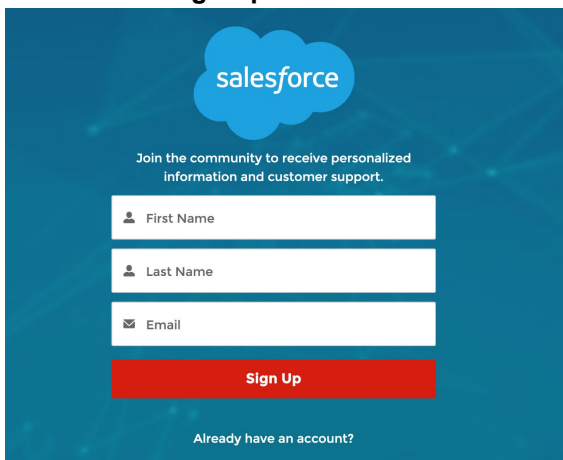
See the following instructions for more details!

### Create a Grantee Community User Account

1. Click <https://arts-illinois.force.com/> in your web browser.
2. Click the **Not a member?** link under the **Log in** button.



3. Enter your name and the email address.
4. Click **Sign Up**.



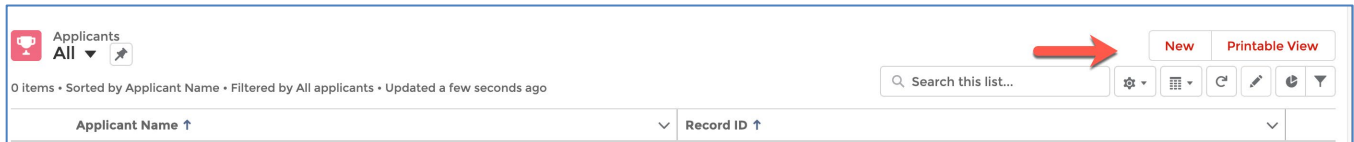
5. Follow the instructions in the email you receive to set up your account and log in to the Community.

# Add Your Information to the System

1. Click **Applicant Information** on the navigation bar.



2. Select **New**.



3. Select whether the applicant is an individual or an organization. Click **Next**.

**New Applicant**

Select a record type

Organization

Individual

4. Enter all the relevant information. Required fields have red asterisks.

**New Applicant: Individual**

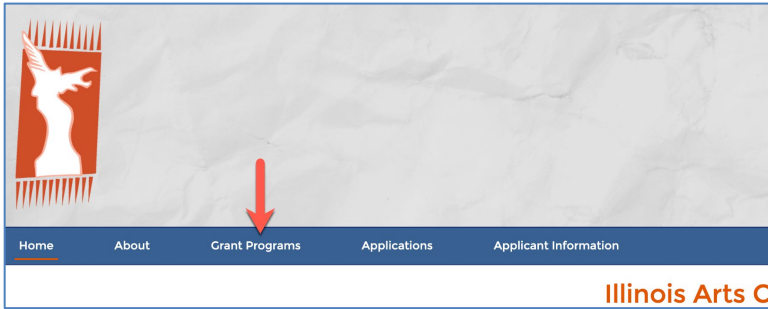
**Information**

*Applicant Name	*Address
<input type="text"/>	<input type="text"/>
*State	*City
<input type="text"/>	<input type="text"/>
*Zip	*Phone
<input type="text"/>	<input type="text"/>
County	Region
--None--	--None--
Physical Address ⓘ	Website
<input type="text"/>	<input type="text"/>

5. Click **Save**.

# Create an Application

1. Click **Grant Programs** on the navigation bar.



2. You can view the status of the grant, the application due date, and program guidelines. Click on the Grant Program to which you want to apply.

Grant Program Name	Status	Application Due Date	Program Guidelines
Artist Fellowship Program SAMPLE	In progress	11/19/2020	<a href="https://arts.illinois.gov/sites/default/files/content/program-f...">https://arts.illinois.gov/sites/default/files/content/program-f...</a>
Arts & Foreign Language Implementation SAMPLE	In progress	12/15/2021	<a href="https://arts.illinois.gov/afi">https://arts.illinois.gov/afi</a>
Arts Services Organizations SAMPLE	In progress	4/10/2021	<a href="https://arts.illinois.gov/grants-programs/funding-programs/a...">https://arts.illinois.gov/grants-programs/funding-programs/a...</a>
Arts Tour and Live Music SAMPLE	In progress	5/15/2021	<a href="https://arts.illinois.gov/sites/default/files/content/program-f...">https://arts.illinois.gov/sites/default/files/content/program-f...</a>
Community Arts Access SAMPLE	In progress	6/30/2021	<a href="https://arts.illinois.gov/grants-programs/funding-programs/c...">https://arts.illinois.gov/grants-programs/funding-programs/c...</a>
IL Arts Festivals - Test Sample	In progress	12/28/2020	<a href="https://arts.illinois.gov/sites/default/files/content/program-f...">https://arts.illinois.gov/sites/default/files/content/program-f...</a>
Individual Artist Support SAMPLE	In progress	5/15/2021	<a href="https://arts.illinois.gov/individual%20Artist%20Support">https://arts.illinois.gov/individual%20Artist%20Support</a>
Literary Awards Program SAMPLE	In progress	12/31/2020	<a href="https://arts.illinois.gov/literary-awards-program">https://arts.illinois.gov/literary-awards-program</a>
Master Apprentice Program SAMPLE	In progress	11/8/2021	<a href="https://arts.illinois.gov/sites/default/files/content/program-f...">https://arts.illinois.gov/sites/default/files/content/program-f...</a>
Partners-in-Excellence SAMPLE	In progress	4/10/2021	<a href="https://arts.illinois.gov/grants-programs/funding-programs/...">https://arts.illinois.gov/grants-programs/funding-programs/...</a>
PIE- SAMPLE Clone	In progress	12/31/2020	<a href="https://arts.illinois.gov/grants-programs/funding-programs/...">https://arts.illinois.gov/grants-programs/funding-programs/...</a>

3. Click the **Apply** button.

Apply

Test of new application for Program Grant

Grant Program Name <b>Literary Awards Program SAMPLE</b>	Program Guidelines ⓘ <a href="https://arts.illinois.gov/literary-awards-program">https://arts.illinois.gov/literary-awards-program</a>
Application Due Date <b>12/31/2020</b>	Award Date
Grant Period Start Date	Fiscal Year <b>2022</b>
Grant Period End Date	

- Fill out the application. For **Notification Official Name** and **Notification Official Email Address**, enter information for the person who should be notified about due dates, the grant being awarded, and any other grant-related notifications. Note: Application forms will vary based upon the grant.

### New Application: LIA

**\* Applicant**

🏆 Marjorie Justice ✕

Department (if applicable)

**\* Notification Official Name**

**\* Notification Official Email Address**

**Application Information**

**\* Application Name**

Literary Awards Program SAMPLE 12/1/2020

**\* Grant Program**

🏛️ Literary Awards Program SAMPLE ✕

Cancel
Save & New
Save

- Click **Save**. Note: The application has not been submitted yet!

You will be brought to this screen:

Home
About
Grant Programs
Applications
Applicant Information

📄 Application

**Literary Awards Program SAMPLE - 2020-12-16**

+ Follow
Submit
Edit

Status	Requested Amount	Fiscal Year
In progress		2022

Open Date  
2020-01-01

Open Date  
2020-01-01

Application End Date  
2020-12-31

Today  
2020-12-16

Program Guidelines: <https://arts.illinois.gov/grants-programs>

**Application Status**

**Application has not been submitted!**

Some fields on the Application are not completed. Place Of Birth, Date Of Birth, please, complete these fields!

Some required files are not uploaded.

Applicant	Marjorie Justice <span style="float: right;">✎</span>
Department (if applicable)	
Notification Official Name	Marjorie Justice <span style="float: right;">✎</span>
Notification Official Email Address	marjorie.justice@provisiopartners.com <span style="float: right;">✎</span>

6

6. From here you can make any necessary edits and add supporting documents. To add documents, select **Supporting Documents**.

Program Guidelines: <https://arts.illinois.gov/grants-programs>

**Application Status**  
Application has not been submitted!

- Some fields on the Application are not completed: Place Of Birth, Date Of Birth, please, complete these fields!
- Some required files are not uploaded: nullIndex of Nominations, Proof of Not for Profit Status, please review!
- Your Financial Information records are completed.

Applicant Information

Supporting Documents

Submit Preview Application

Applicant  
Marjerie Justice  
Department (if applicable)  
Notification Official Name  
Marjerie Justice  
Notification Official Email Address  
marjerie.justice@provisiopartners.com

Application Information  
Application Name  
Literary Awards Program SAMPLE - 2020-12-16  
Grant Program  
Literary Awards Program SAMPLE

Publication Information  
Publication Name  
Number of Issues  
11  
Editorial Direction  
Enter text

7. Select **Upload Files** or **Provide a link**.

Supporting Documents

Showing only Application Files

Name	Status	Upload File
Index of Nominations	Stage: Application Not Uploaded File is Required	TESTING CONDITIONS Attach File <b>Upload Files</b> Or drop files Or Provide a link
Proof of Not for Profit Status	Stage: Application Not Uploaded File is Required	TESTING CONDITIONS Attach File <b>Upload Files</b> Or drop files Or Provide a link

Close

8. Select **Close**.

9. Click the **Preview Application** button to review your application.

Program Guidelines: <https://arts.illinois.gov/grants-programs>

**Application Status**  
Application has not been submitted!

- Some fields on the Application are not completed: Place Of Birth, Date Of Birth, please, complete these fields!
- All required files are uploaded.
- Your Financial Information records are completed.

Applicant Information

Supporting Documents

Submit Preview Application


10. When you are ready, click the **Submit** button.

✓ All required files are uploaded.

✓ Your Financial Information records are completed.

Applicant Information

Supporting Documents

Submit  Preview Application

11. Review the Eligibility Certification information and, if appropriate, select the **I agree to the Terms of Service** checkbox.

12. Click **Submit**.

**Certify**

*Eligibility Certification*

1. I am a U.S. citizen, or holder of permanent resident alien status.

a. I am currently and have been a resident of the state Illinois for the twelve months prior to the application deadline.

b. I am at least eighteen years of age.

c. I am not enrolled in a degree or certificate granting program nor will I be during the grant period.

d. Statements in this application are true and complete to the best of my knowledge.

I Agree to the Terms Of Service

Submit Close

### Notes

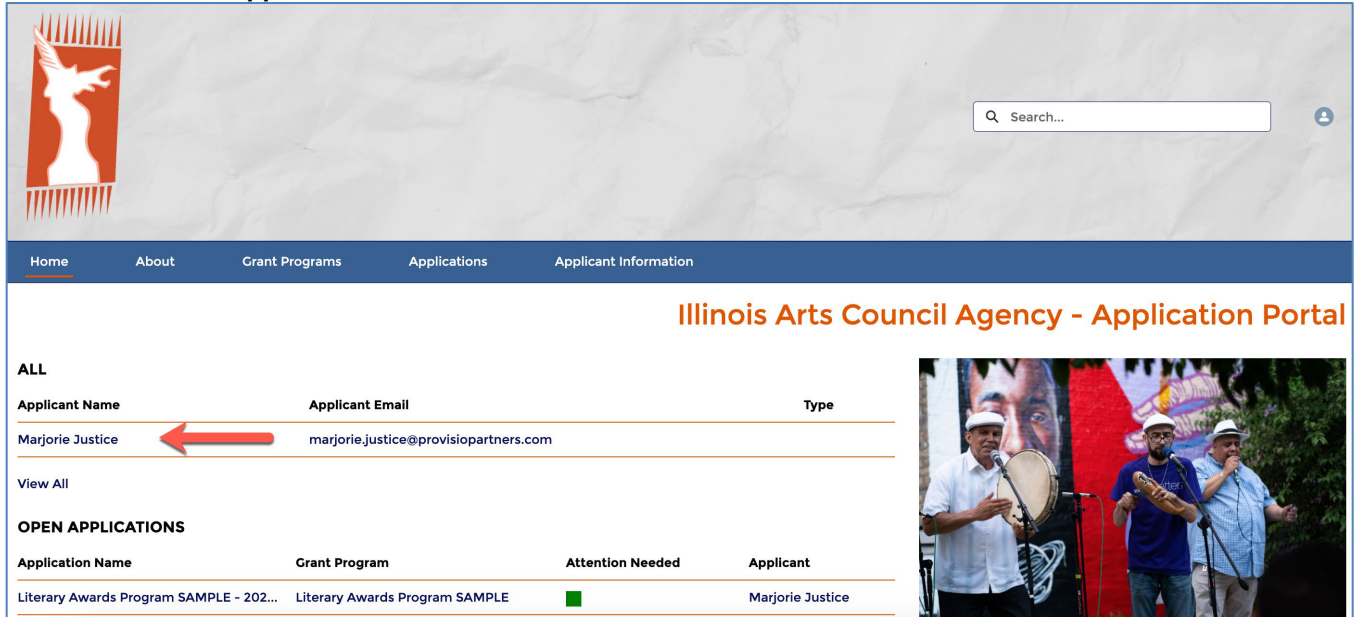
Multiple Applicant accounts can be created under the same login. Once accounts are created, when you click the Apply button, you will see a prompt to select one of your existing Applicants. You can select an existing Applicant, or create a new one by just clicking the **Create Application** button without selecting an account.



## View and Edit Your Application Information

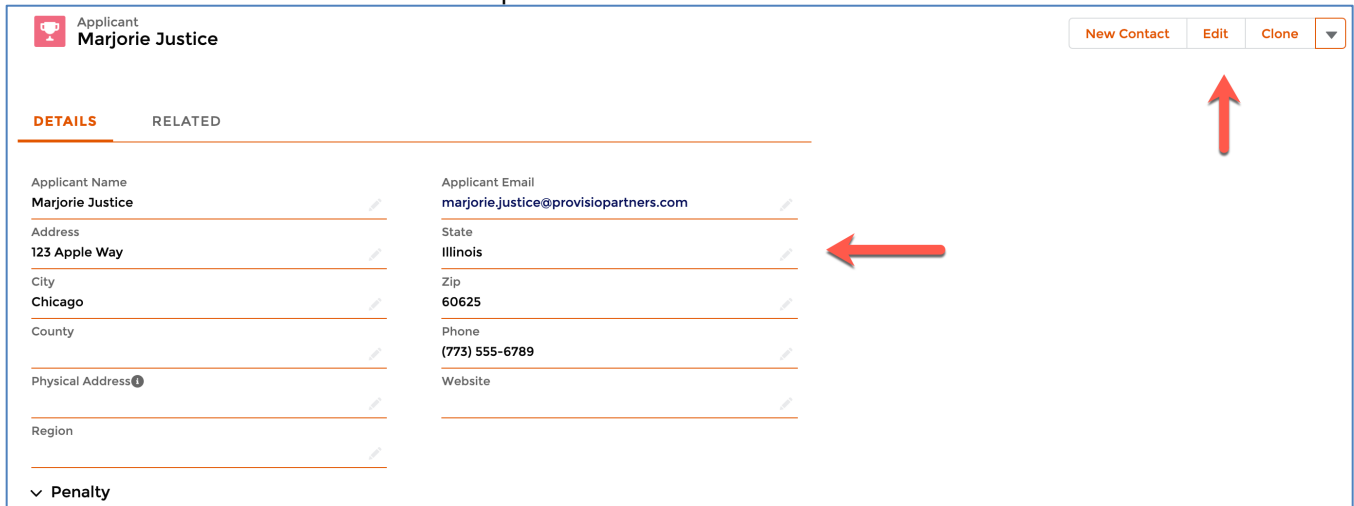
You can update your contact information after your application is submitted.

1. Log in to the application website.
2. Select the **Applicant Name**.



The screenshot shows the Illinois Arts Council Agency - Application Portal. At the top left is a logo featuring a stylized figure. A search bar is located in the top right. Below the navigation bar, the page title is "Illinois Arts Council Agency - Application Portal". Under the "ALL" section, there is a table with columns for Applicant Name, Applicant Email, and Type. The first row shows "Marjorie Justice" with an email address "marjorie.justice@provisiopartners.com". A red arrow points to the "Marjorie Justice" name. Below the table is a "View All" link. Under the "OPEN APPLICATIONS" section, there is a table with columns for Application Name, Grant Program, Attention Needed, and Applicant. The first row shows "Literary Awards Program SAMPLE - 202..." with a green status indicator and "Marjorie Justice" as the applicant. To the right of the tables is a photograph of three men performing music outdoors.

3. Select the **Edit** button or click the pencil icon.



The screenshot shows the applicant details page for "Marjorie Justice". At the top right, there are buttons for "New Contact", "Edit", and "Clone", along with a dropdown arrow. A red arrow points to the "Edit" button. Below the buttons are two tabs: "DETAILS" (selected) and "RELATED". The "DETAILS" tab shows a form with fields for Applicant Name, Address, City, County, Physical Address, Region, Applicant Email, State, Zip, Phone, and Website. Each field has a pencil icon to its right. A red arrow points to the pencil icon next to the "State" field, which contains "Illinois". At the bottom left, there is a "Penalty" section with a dropdown arrow.

4. Make any necessary changes.
5. Click **Save**.

You can also update your application before the Grant program Application Due Date.

1. Log in to the application website.
2. Select the **Application Name**.

Home About Grant Programs Applications Applicant Information

### Illinois Arts Council Agency - Application Portal

ALL

Applicant Name	Applicant Email	Type
Marjorie Justice	marjorie.justice@provisiopartners.com	

View All

**OPEN APPLICATIONS**

Application Name	Grant Program	Attention Needed	Applicant
Literary Awards Program SAMPLE - 202...	Literary Awards Program SAMPLE	■	Marjorie Justice

Application  
Literary Awards Program SAMPLE - 2020-12-16

+ Follow Submit Edit

Status: In progress Requested Amount: Fiscal Year: 2022

Open Date: 2020-01-01 Application End Date: 2020-12-31 Today: 2020-12-17

Program Guidelines: <https://arts.illinois.gov/grants-programs>

Applicant: Marjorie Justice →

Department (if applicable):

Notification Official Name: Marjorie Justice

Notification Official Email Address:

**Application Status**  
Application has not been submitted!

- ✓ All fields on the Applicant are completed.
- ✓ All required files are uploaded.

3. Select the **Edit** button or click a pencil icon.

Application  
Literary Awards Program SAMPLE - 2020-12-16

+ Follow Submit Edit

Status: In progress Requested Amount: Fiscal Year: 2022

Open Date: 2020-01-01 Application End Date: 2020-12-31 Today: 2020-12-17

Program Guidelines: <https://arts.illinois.gov/grants-programs>

Applicant: Marjorie Justice →

Department (if applicable):

Notification Official Name: Marjorie Justice

Notification Official Email Address:

**Application Status**  
Application has not been submitted!

- ✓ All fields on the Applicant are completed.
- ✓ All required files are uploaded.

4. Make any necessary changes.
5. Click **Save**.

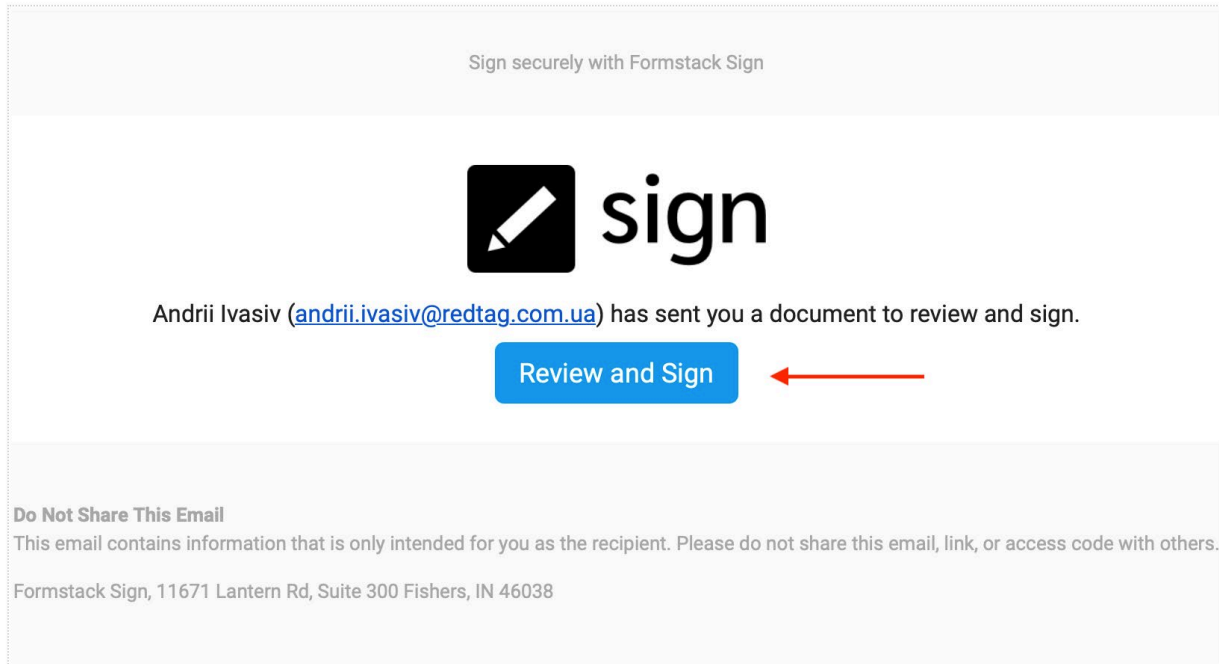
**Note:** You will not be able to submit or update an application after the Grant Program Application Due Date. You can, however, update your applicant information at any time.

## Receive and Sign your Grant Agreement

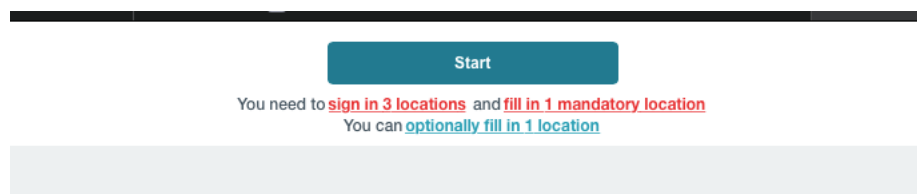
When your grant is awarded, you will receive an email asking you to review and sign a Grant Agreement, Legal Status Disclosure, and Federal Funds Addendum.

The email will be sent from an insuresign.com email address. When you receive it, click the Review and Sign button.

to me ▾



Click the Start button at the top of the document:



Carefully review the Grant Agreement terms and conditions.

You can [optionally fill in 17 locations](#)

Title: Grant Agreement Ready for Signature

You



**Grant Agreement**

Grant Number: G-0000130

THIS AGREEMENT, made by and between the ILLINOIS ARTS COUNCIL AGENCY, an agency of the State of Illinois (hereinafter referred to as AGENCY) and

NAME: Foreign Arts Association  
ATTN: David Rose  
ADDRESS: 1234 Main Street  
CITY: Chicago, IL 60622

(hereinafter referred to as GRANTEE).

The AGENCY and GRANTEE hereby agree as follows:

- 1. Upon execution of this contract, AGENCY agrees to make a lump sum grant payable to GRANTEE in the amount of **\$26000.00** from Federal funds through National Endowment for the Arts Grant G-0000130 for the following program (hereinafter referred to as PROJECT):

Sign the Grant Agreement by clicking in the **Click to Sign** box in the Grantee signature block:

of the following: suspension, debarment, denial of payment, civil fine, or criminal penalty. Identifying a sanction or failing to identify a sanction in relation to any of the specific certifications does not waive imposition of other sanctions or preclude application of sanctions not specifically identified.

ILLINOIS ARTS COUNCIL AGENCY:

by  
**Joshua Davis**  
**Executive Director**  
**By Yazoo Hall**  
**Chief Of Operations/CFO**

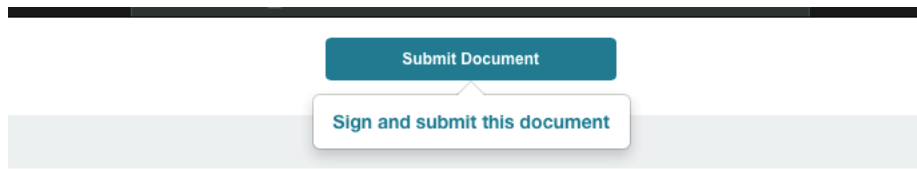
GRANTEE:

Foreign Arts Association  
**Grantee Name**  
by   
**Signature of Authorizing Official**  
David Rose  
**Name of Authorizing Official**  
COO 01/08/21  
**Print Title and Date**

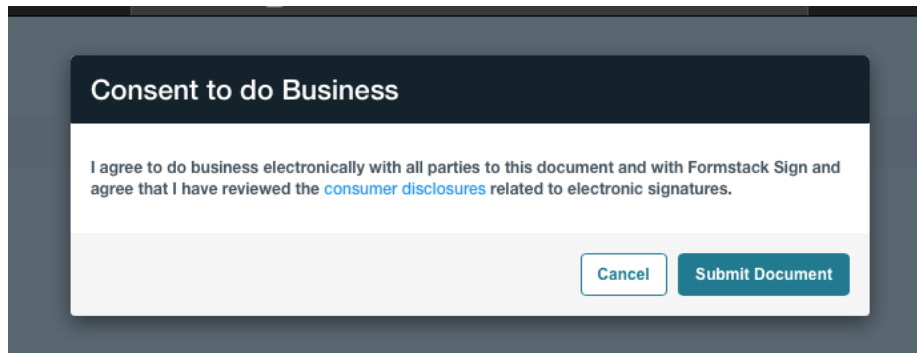
This agency is requesting disclosure of information that is necessary to accomplish the statutory purpose as outlined under chapter 20 ILCS Act 3915/4. Disclosure of this information is REQUIRED. Failure to provide any information will result in this form not being processed.

Review and sign the Legal Status and Federal Funds Addendum included in the document in the same way.

Click the Submit button at the top of the page:



Click the consumer disclosures link to review the electronic signature terms. Click Submit Document to agree to Submit the document.



You will receive the following message:



Thank you! We sent the document to the next person to sign.  
When signing is complete, we'll email you the final copy.

When the Grant Agreement has been signed by the Illinois Arts Council, you will be emailed a fully executed copy of the document.

### Complete Quarterly/Annual Reports

Some grants require quarterly reports. All grants will require an annual report. Follow these instructions to submit your reports.

1. Log in to the application website.
2. On the Homepage, scroll to the Required Report section.
3. Select the quarterly or final report.



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[Home](#)   [About](#)   [Grant Programs](#)   [Applications](#)   [Applicant Information](#)

## Illinois Arts Council Agency - Application Portal

**ALL**

Applicant Name	Applicant Email	Type
Marjorie Justice	marjorie.justice@provisiopartners.com	

[View All](#)

**ALL**

Required Report Name	Application	Status	Due Date
Final Report	Literary Awards Program SAMPLE - 2020-12-16	Open	

[View All](#)



#### 4. Enter the required fields.

### Project Information

Project Title\*

Beginning Date of Project\*

End Date of Project\*

### Project Financials

IACA Grant Amount Awarded\*

\$

Actual Total Cash Income\*

\$

Actual Total Cash Expenses\*

\$

#### 5. Select Next.

Actual IACA Grant Amount Spent\*

\$

Net Income Explanation

if total cash expenses are greater than total cash income, enter reason here.

\*- required

[Next](#)

6. Continue adding required information and clicking **Next** to move forward.
7. Add supporting documents.
8. Click **Submit**.