Salesforce Grants Community
User Manual

Illinois Arts Council Agency

Version 1.0

provisio partners

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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
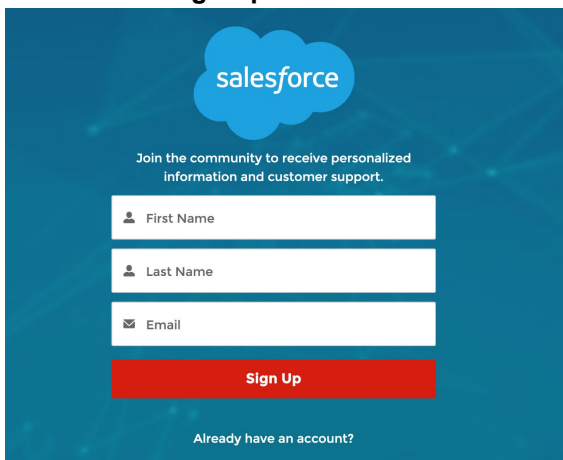- Input budget information (where applicable)
- Submit

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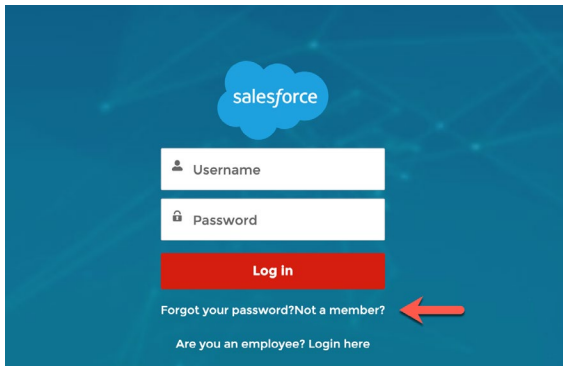
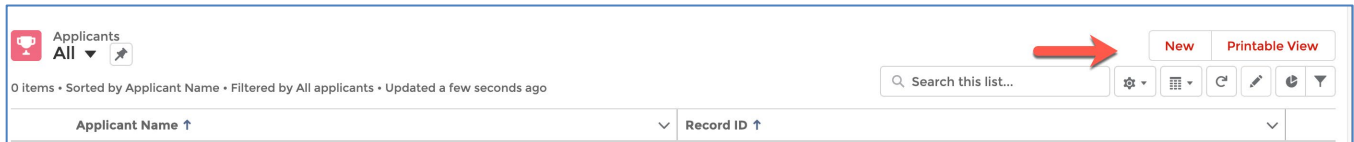3. Enter your name and the email address.
4. Click **Sign Up**.

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**.

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

5. Click **Save**.

Create an Application

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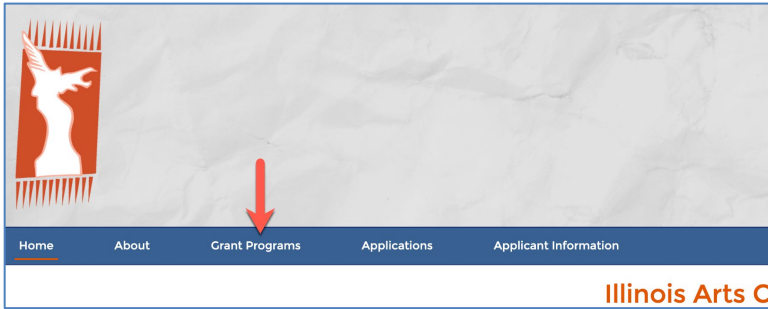
2. You can view the status of the grant, the application due date, and program guidelines. Click on the Grant Program to which you want to apply.

3. Click the **Apply** button.

4. 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

5. 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
In progress

Requested Amount

Fiscal Year
2022

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

Department (if applicable)

Notification Official Name
Marjorie Justice

Notification Official Email Address
marjorie.justice@provisiopartners.com

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

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

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

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

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

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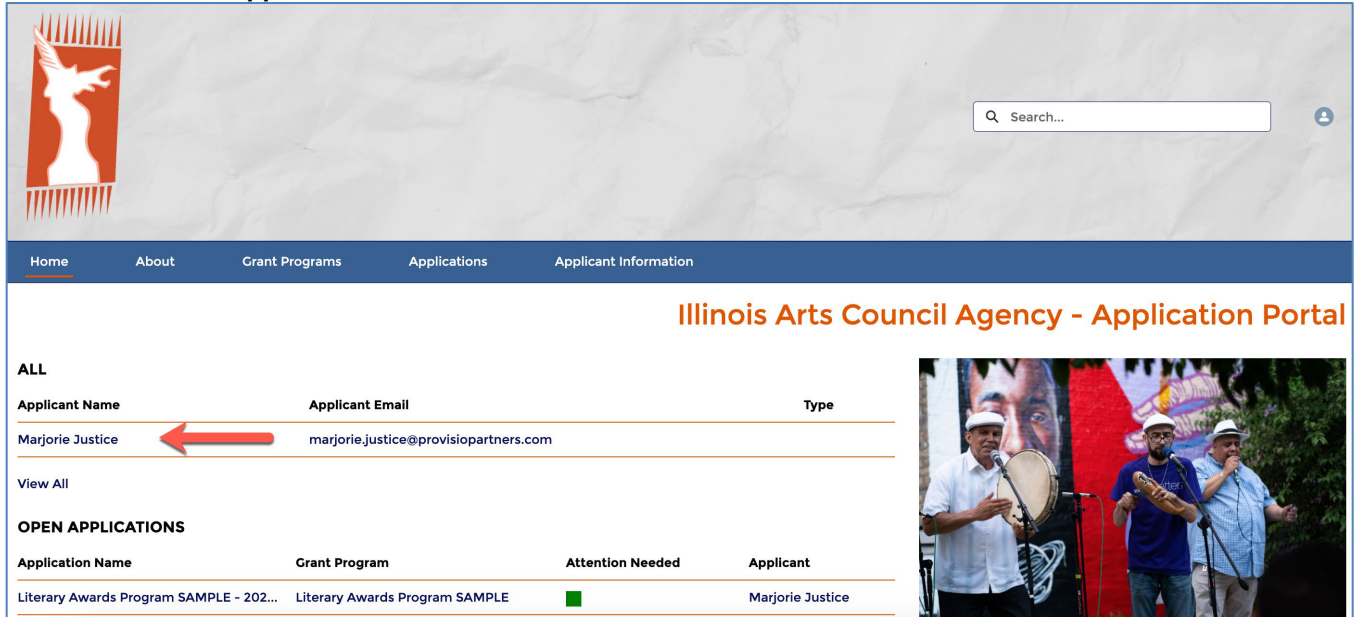
Multiple Applicant accounts can be created under the same login. Once accounts are created, when you click the Apply button, you will see a prompt to select one of your existing Applicants. You can select an existing Applicant, or create a new one by just clicking the **Create Application** button without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

View and Edit Your Application Information
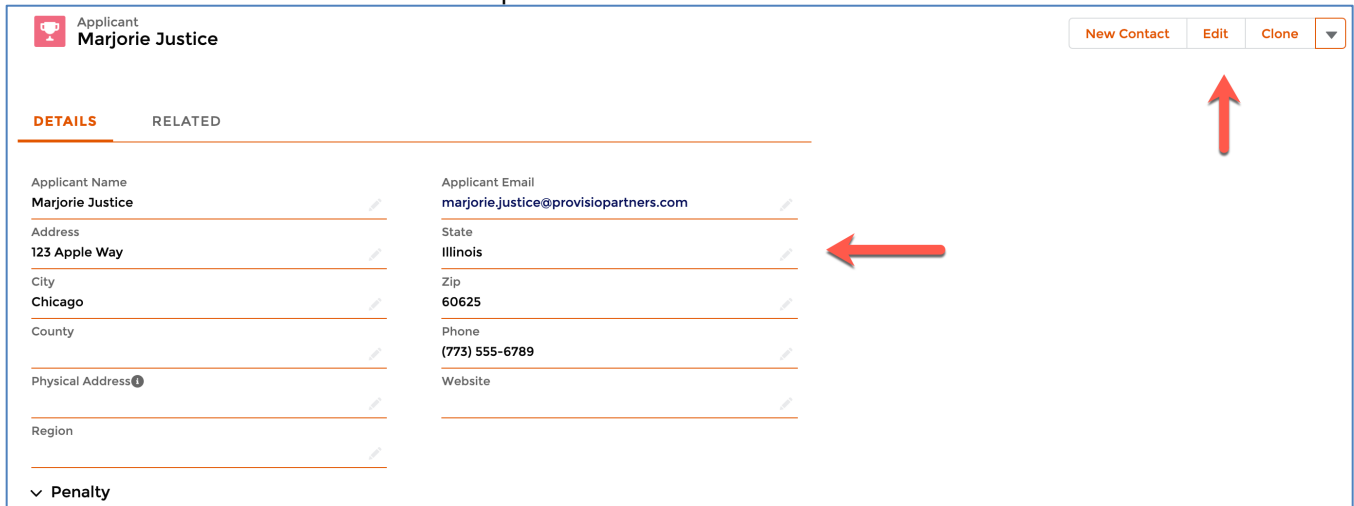
You can update your contact information after your application is submitted.

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

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

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**.

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

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.
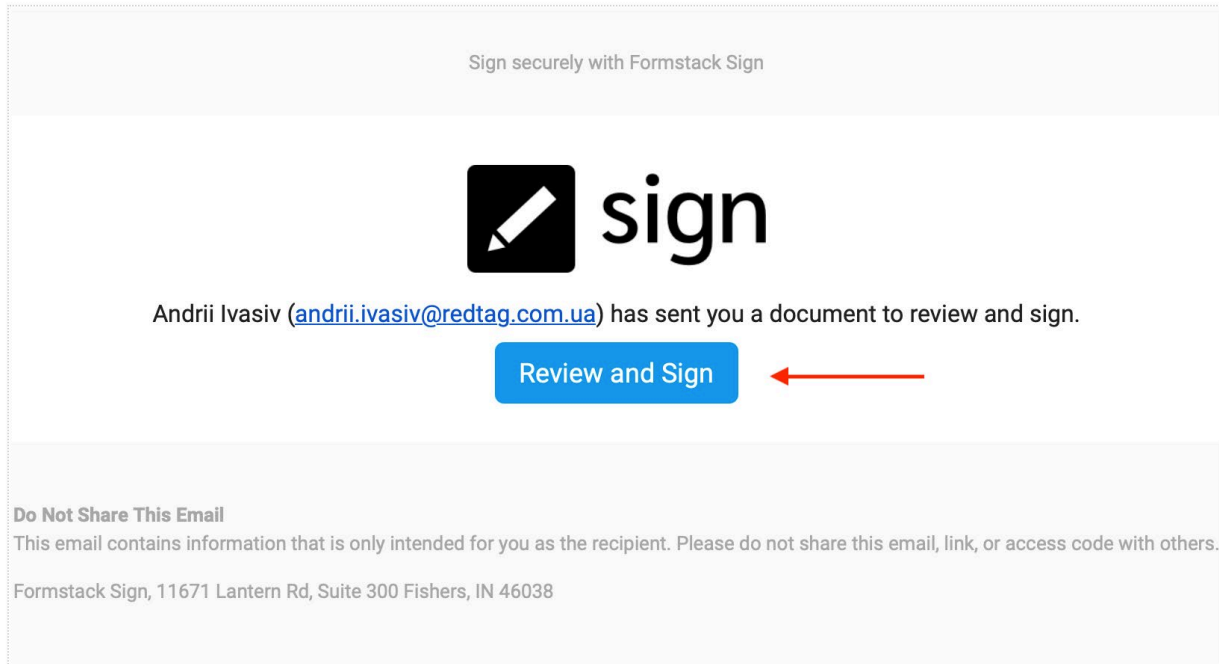
Click the Start button at the top of the document:
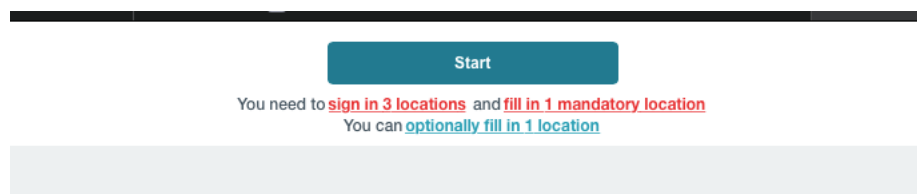
Carefully review the Grant Agreement terms and conditions.

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: GRANTEE:

                                                              Foreign Arts Association
   **Grantee Name**
by   by [✏ Click to Sign]
Joshua Davis   **Signature of Authorizing Official**
Executive Director   David Rose
By Yazoo Hall   **Name of Authorizing Official**
Chief Of Operations/CFO   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:
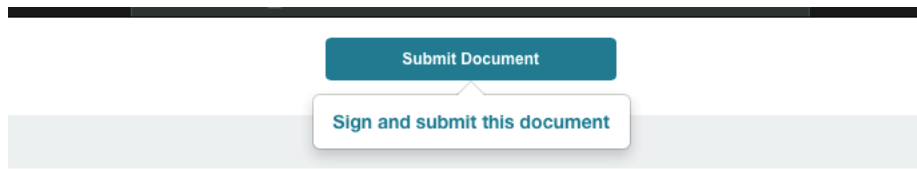
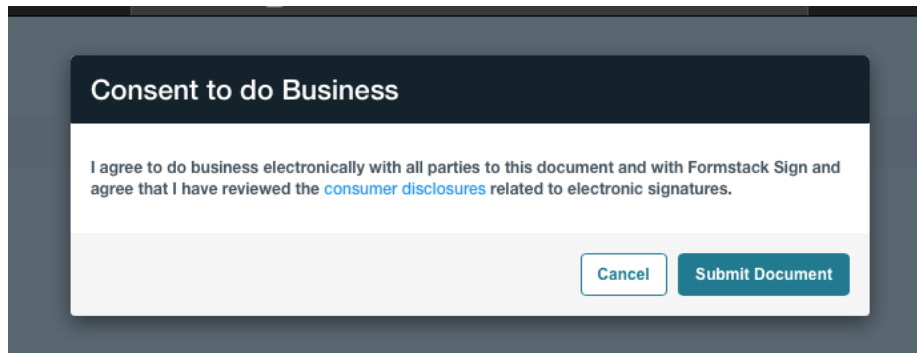Click the consumer disclosures link to review the electronic signature terms. Click Submit Document to agree to Submit the document.

You will receive the following message:

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.

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*

$ 1500

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**.