

Salesforce Grants Community
User Manual

Illinois
ARTS
Council

Version 2.0



Table of Contents

Getting Started	3
Create a Grantee Community User Account.....	3
Add Your Information to the System	4
Create an Application	6
View and Edit Your Application Information	14
Receive and Sign your Grant Agreement	17
Complete Quarterly/Annual Reports	19

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

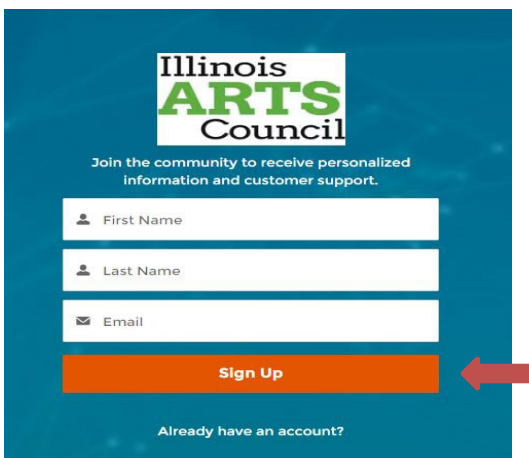
See the following instructions for more details!

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**.



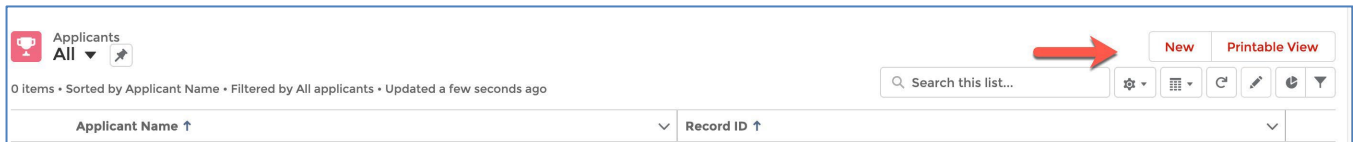
5. Follow the instructions in the email you receive to set up your account and log in to the Community.

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: Organization

Information

* Applicant Name	<input type="text"/>	* Type	--None--
Doing Business As	<input type="text"/>	* Mailing Address	<input type="text"/>
* Phone	<input type="text"/>	Address Line 2	<input type="text"/>
* Website	<input type="text"/>	* City	<input type="text"/>
* Year Founded ⓘ	<input type="text"/>	* State	IL
* Mission ⓘ	<input type="text"/>	* Zip Code	Search Zip Codes... <input type="text"/>
* Primary Discipline ⓘ	--None--	* County	Search Counties... <input type="text"/>

Additional Discipline Selections ⓘ

Available

- Arts-in-Educat...
- Dance
- Ethnic & Folk A...
- Literature

Chosen

Physical Address ⓘ

* Number of Staff Members ⓘ

* Number of BIPOC Staff Members ⓘ

* Number of Board Members

* Number of BIPOC Board Members ⓘ

Contacts

* Authorizing Official Name

* Authorizing Official Title

* Authorizing Official Email

* Authorizing Official Phone

New Applicant: Organization

* Number of BIPOC Board Members ⓘ

Contacts

* Authorizing Official Name

* Authorizing Official Title

* Authorizing Official Email

* Authorizing Official Phone

* Executive Director Name

* Executive Director Email Address

* Board President Name

* Board President Email Address

* Accessibility Coordinator Name

* Accessibility Coordinator Email Address

Registration

* UEI Number ⓘ

* FEIN Number ⓘ

Updates

Accessibility Worksheet provided ⓘ

Address Change ⓘ

Cancel Save & New Save

Make sure you have your 12-digit UEI number and nine-digit FEIN number ready to enter.

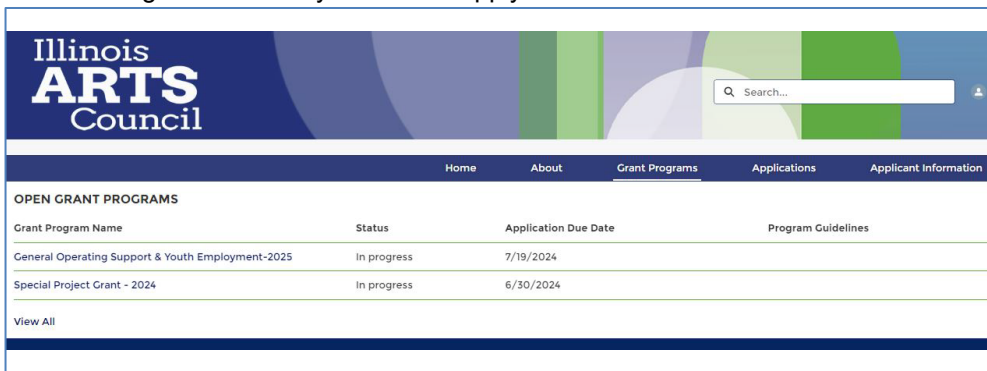
5. Click **Save**.

Create an Application

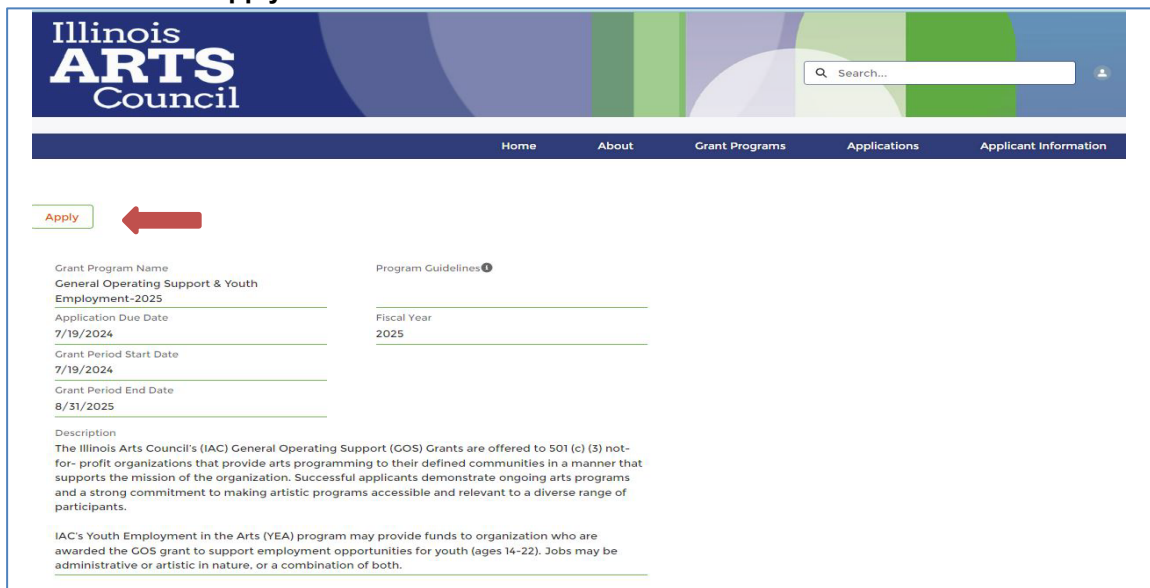
1. Click **Grant Programs** on the navigation bar.



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: GOS/YEA

* = Required Information

Information

* Application Name: General Operating Support & Youth Employment-2025 5/28/2024

* Grant Program: General Operating Support & Youth Employment-2025

* Applicant: [Redacted]

Department (if applicable): [Empty]

Applicant Website: [Empty]

Applicant Information tab is updated:

Notification Information

* Notification Official Name: [Empty]

* Notification Official Email: [Empty]

5. For the General Operating Support and Youth Employment Grant, if your organization is not dedicated to the arts (this will include Universities) you will select “No” and then enter your organizations revenue and expense as it applies to dedicated art programs only. If your organization is dedicated to the arts, you will select “Yes” and enter the required 990 financial information.

Financial Information

Is your mission dedicated to the arts?

* Recent Fiscal Year Revenue: [Empty]

* Recent Fiscal Year Expenses: [Empty]

Financial Information

Is your mission dedicated to the arts? ⓘ Yes

* 990 Expense ⓘ

* 990 Revenue ⓘ



- For the General Operating Support and Youth Employment Grant only, you will then have the option to apply for the Youth Employment Grant. If you select “Yes,” you will proceed to the brief application. Please review the Guidelines and have all the youth employment information ready along with number of employees, hours per week and pay per hour.

YEA Information

Apply for the YEA Grant? ⓘ YES

New Application: YEA

* = Required Information

Information

* Application Name YOUTH EMPLOYMENT- 2025 5/28/2024

* Applicant [Redacted] X

Department (if applicable)

* Notification Official Name

* Notification Official Email



New Application: GOS/YEA

Application Information

* Grant Program YOUTH EMPLOYMENT- 2025

Youth Employee Age Confirmation

Youth Employment Timeline

IL Employment Law Compliance

Youth Supervision of Activities

Grant Amount Acknowledgement

* YEA Youth Responsibilities

* YEA Supervising Staff



Add Employees

Please utilize the chart below to make an informed estimate on your grant request.

Number of Weeks	Hours per Week	Stipend per Hour	Total Employment Amount
<input type="text" value="10"/>	<input type="text" value="20"/>	<input type="text" value="20"/>	<input type="text" value="4000"/>

* Requested Amount



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

You will be brought to this screen:

Application **General Operating Support & Youth Employment-2025 5/28/2024** + Follow Edit

Application Status: **In Progress** Requested Amount:

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

Application Status
Application has not been submitted!

- ✓ All fields on the Applicant are completed.
- Some required files are not uploaded: Application Narrative, Board and Staff Listing, Arts Activities from the Previous 12-Months, 990 or Financial Form, please review!
- ✓ Your Financial Information records are completed.

Applicant Information

Supporting Documents

Application Name: **General Operating Support & Youth Employment-2025 5/28/2024**

Grant Number: **2025-0039065**

Grant Program: **General Operating Support & Youth Employment-2025**

Applicant: **Polka King Productions**

Department (if applicable):

Applicant Website:

Applicant Information tab is updated

✓ **Notification Information**

Notification Official Name: **Victor Myslevitz**

Notification Official Email: **Victor@polkaking.org**

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

All fields on the Applicant are completed.
 Some required files are not uploaded: Application Narrative, Board and Staff Listing, Arts Activities from the Previous 12-Months, 990 or Financial Form, please review!
 Your Financial Information records are completed.

Applicant Information
 Supporting Documents **→**
 Submit
 Preview Application

Grant Program
 General Operating Support & Youth Employment-2025
 Applicant: Polka King Productions
 Department (if applicable)
 Applicant Website
 Applicant Information tab is updated

Notification Information
 Notification Official Name
 Wictor Myslevezitz
 Notification Official Email
 @.org

Financial Information
 Is your mission dedicated to the arts?
 Yes
 990 Revenue
 990 Expense
 Recent Fiscal Year Revenue
 Recent Fiscal Year Expenses

9. Select **Upload Files** or **Provide a link** depending on grant requirements.

Supporting Documents				
Showing only Application Files				
Description	Name	Status	Filename/Link	Upload File
✓	Application Narrative	Stage: Application Uploaded File is Required	Narrative. TEST supporting document.pdf	Attach File <input type="button" value="Upload Files"/> Or drop files <input type="button" value="Delete"/> <input type="button" value="Preview"/>
✗	Previous 12 months Art Activities	Stage: Application Not Uploaded File is Required		Attach File <input type="button" value="Upload Files"/> Or drop files →
✗	Most recently filed 990	Stage: Application Not Uploaded File is Required		Attach File <input type="button" value="Upload Files"/> Or drop files

10. Select **Close**.

11. Click the **Preview Application** button to review your application. The grant preview will open in a new tab

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

Application Status

Application has not been submitted!

- ✓ All fields on the Applicant are completed.
- ✓ All required files are uploaded.
- ✓ Your Financial Information records are completed.

Applicant Information

Supporting Documents

Submit

Preview Application

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

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

Application Status

Application has not been submitted!

- ✓ All fields on the Applicant are completed.
- ✓ All required files are uploaded.
- ✓ Your Financial Information records are completed.

Applicant Information

Supporting Documents

Submit

Preview Application

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

Certify

amended by the Equal Employment Opportunities Act of 1972 (Public Law 92-261) and the Americans with Disabilities Act of 1990 (Public Law 101-336), and the Constitution of the State of Illinois (article 1 section 17-19); and FURTHER AGREES THAT it will comply with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 706); and FURTHER AGREES THAT it will comply with Title IX of the Education Amendment of 1972 (20 U.S.C. 1981); and FURTHER AGREES THAT it will comply with the Age Discrimination Act of 1975 (Public Law 94-135, Title III, Article 303).

4. The figures, facts, and representation in this application, including all exhibits and attachments, are true and correct to the best of its knowledge and belief.

5. The filing of this application has been authorized by the governing board of the applicant.

6. Funds received as a result of this application will be expended solely for the continuation and general operations of the applicant organization.

7. The organization follows all recommendations from the Illinois Department of Public Health to protect the health and wellness of the people of Illinois including, but not limited to, the organization's staff, board, artists, and audience.

THIS ASSURANCE is binding on the Applicant, its successors, transferees, and assignees.

I agree to the Terms Of Service

Submit Close

14. 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 Applicant Information

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

1. Log in to the application website.
2. Select the **Applicant Information** and then select the **Applicant Name** you'd like to update.

Illinois ARTS Council

Home About Grant Programs Applications Applicant Information

Applicants All

3 items • Sorted by Applicant Name • Filtered by All applicants • Updated a few seconds ago

Applicant Name ↑	Applicant Email	Type	Address Change
1			<input type="checkbox"/>
2		Nonprofit Organization	<input type="checkbox"/>
3 Polka King Productions		Nonprofit Organization	<input type="checkbox"/>

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

Applicant Polka King Productions

REMEMINDER:
The Accessibility Worksheet is required as part of the application for funding.
Please upload the worksheet here using the **Upload Files** button below.

Files (0)

Upload Files

Or drop files

Applicant Name	Polka King Productions	Type	Nonprofit Organization
Doing Business As	Polka King	Mailing Address	444. W. Kedzie Ave
Phone	222-555-3333	Address Line 2	
Website	polkaking.com	City	Chicago
Year Founded	1402	State	IL
Mission	To perform and lift up the art of Polka across the universe and be healthy.	Zip Code	60625
Primary Discipline	Dance	County	Cook
Additional Discipline Selections	Ethnic & Folk Arts, Performing Arts	Physical Address	
Number of Staff Members	6	BIPOC Staff Percentage	66.67%
Number of BIPOC Staff Members		BIPOC Board Percentage	62.50%

Edit Polka King Productions

Information

<p>* Applicant Name Polka King Productions</p> <p>Doing Business As Polka King</p> <p>* Phone 222-555-3333</p> <p>* Website polkaking.com</p> <p>* Year Founded ⓘ 1402</p> <p>* Mission ⓘ To perform and lift up the art of Polka across the universe and be healthy.</p> <p>* Primary Discipline ⓘ Dance</p> <p>Additional Discipline Selections ⓘ</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Available</th> <th style="width: 50%;">Chosen</th> </tr> </thead> <tbody> <tr> <td>Arts-in-Educat...</td> <td>Ethnic & Folk Arts</td> </tr> <tr> <td>Dance</td> <td>Performing Arts</td> </tr> </tbody> </table>	Available	Chosen	Arts-in-Educat...	Ethnic & Folk Arts	Dance	Performing Arts	<p>* Type Nonprofit Organization</p> <p>* Mailing Address 444. W. Kedize Ave</p> <p>Address Line 2</p> <p>* City Chicago</p> <p>* State IL</p> <p>* Zip Code 60625</p> <p>* County Cook</p> <p>Physical Address ⓘ</p>
Available	Chosen						
Arts-in-Educat...	Ethnic & Folk Arts						
Dance	Performing Arts						

4. Make any necessary changes.
5. Click **Save**.
6. For General Operating Support applicants, click on the Upload Files button on the Applicant Information to upload the [Accessibility Checklist](#) before submitting your application.

Applicant
Polka King Productions

Applicant Name Polka King Productions	Type Nonprofit Organization
Doing Business As Polka King	Mailing Address 444. W. Kedize Ave
Phone 222-555-3333	Address Line 2
Website polkaking.com	City Chicago
Year Founded ⓘ 1402	State IL
Mission ⓘ To perform and lift up the art of Polka across the universe and be healthy.	Zip Code 60625
Primary Discipline ⓘ Dance	County Cook
Additional Discipline Selections ⓘ Ethnic & Folk Arts; Performing Arts	Physical Address ⓘ
Number of Staff Members ⓘ 6	BIPOC Staff Percentage ⓘ 66.67%
Number of BIPOC Staff Members ⓘ	BIPOC Board Percentage ⓘ 62.50%

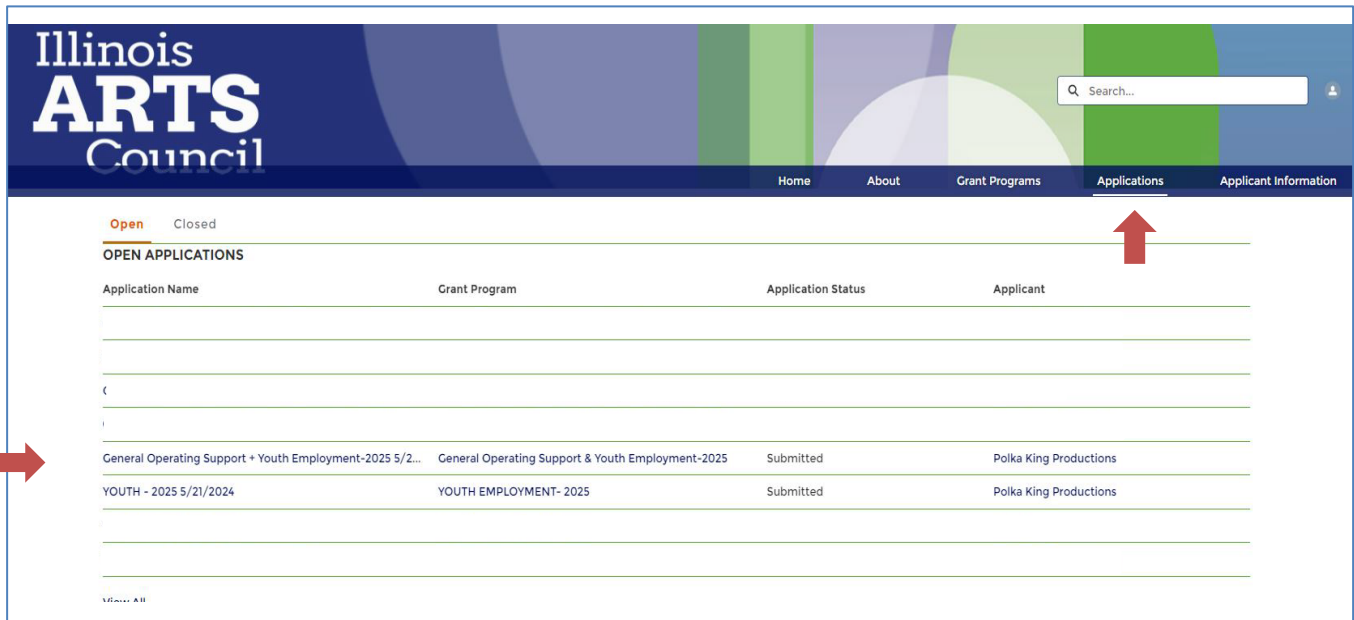
REMINDER:
The Accessibility Worksheet is required as part of the application for funding.
Please upload the worksheet here using the **Upload Files** button below.

Files (0)

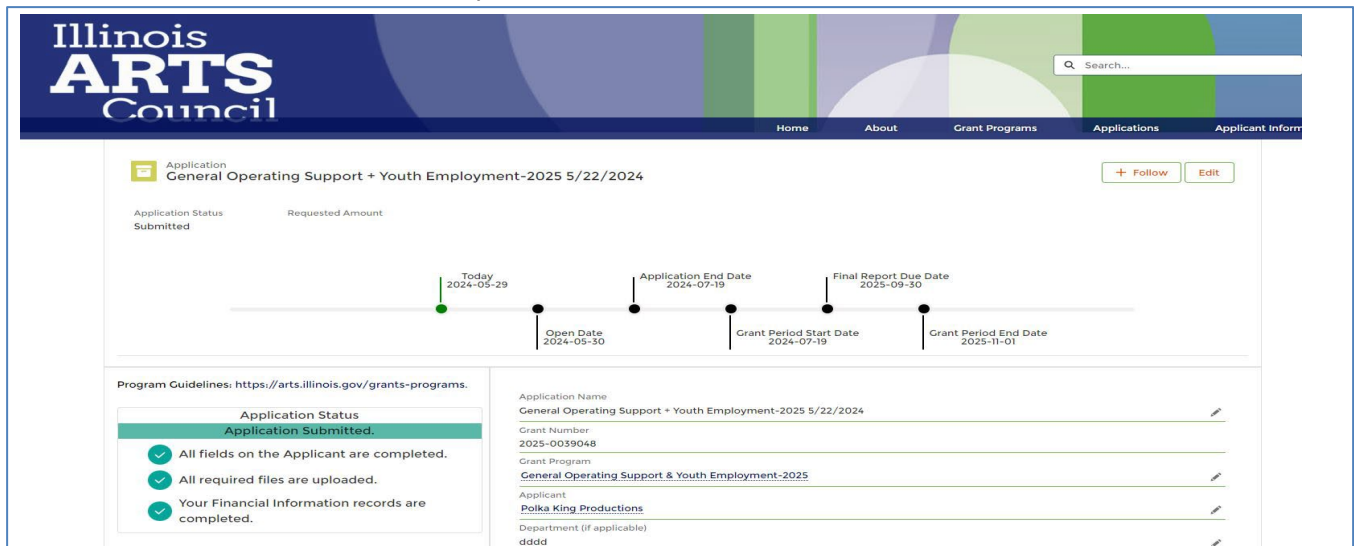
Or drop files

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

1. Log in to the application website.
2. Select **Applications**, then the **Application Name** of the grant you'd like to edit.



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



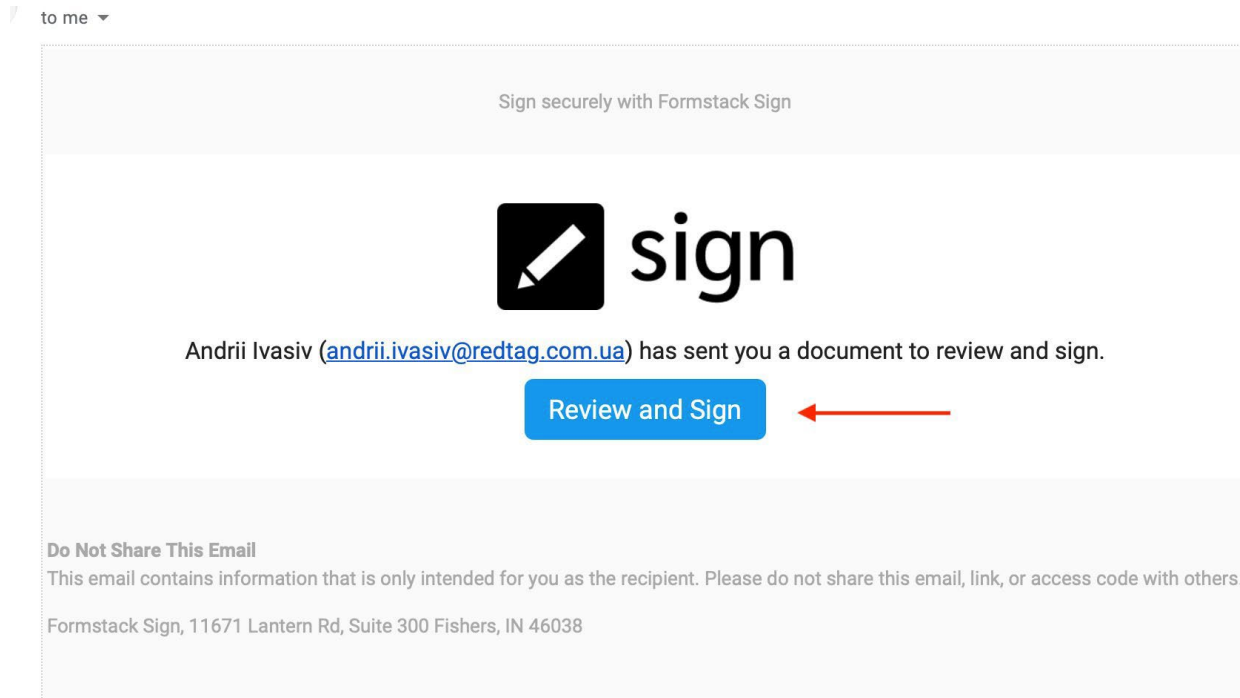
4. Make any necessary changes.
5. Click **Save**.

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.

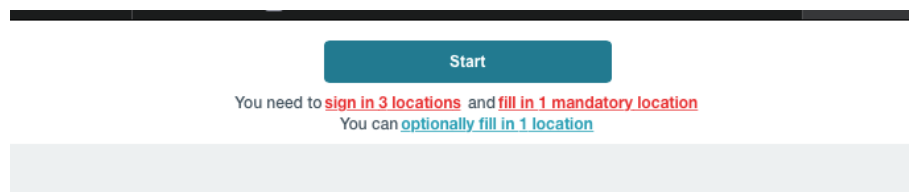
Receive and Sign your Grant Agreement

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.

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

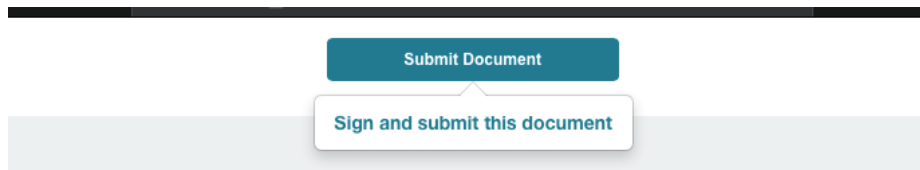
GRANTEE:

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

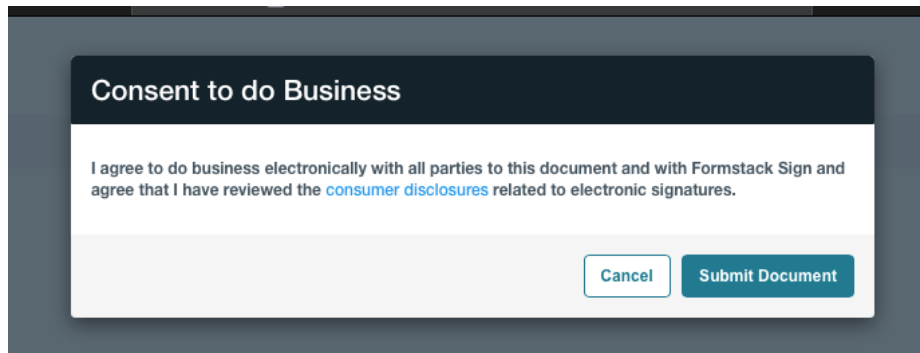
This agency is requesting disclosure of information that is necessary to accomplish the statutory purpose as outlined under chapter 20 ILCS Act 3915/4. Disclosure of this information is REQUIRED. Failure to provide any information will result in this form not being processed.

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.



[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

*- required

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