Salesforce Grants Community
User Manual

Illinois Arts Council Agency
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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
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.

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**OPEN GRANT PROGRAMS**

<table>
<thead>
<tr>
<th>Grant Program Name</th>
<th>Status</th>
<th>Application Due Date</th>
<th>Program Guidelines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Artist Fellowship Program SAMPLE</td>
<td>In progress</td>
<td>11/9/2023</td>
<td><a href="https://arts.illinois.gov/sites/default/files/content/program_f">https://arts.illinois.gov/sites/default/files/content/program_f</a>...</td>
</tr>
<tr>
<td>Arts &amp; Foreign Languages Implementation SAMPLE</td>
<td>In progress</td>
<td>12/15/2021</td>
<td><a href="https://arts.illinois.gov/ff">https://arts.illinois.gov/ff</a></td>
</tr>
<tr>
<td>Arts Services Organizations SAMPLE</td>
<td>In progress</td>
<td>4/10/2020</td>
<td><a href="https://arts.illinois.gov/grants-programs/funding-program/sa">https://arts.illinois.gov/grants-programs/funding-program/sa</a>...</td>
</tr>
<tr>
<td>Arts Tour and Live Music SAMPLE</td>
<td>In progress</td>
<td>5/6/2021</td>
<td><a href="https://arts.illinois.gov/sites/default/files/content/program_f">https://arts.illinois.gov/sites/default/files/content/program_f</a>...</td>
</tr>
<tr>
<td>Community Arts Access SAMPLE</td>
<td>In progress</td>
<td>6/30/2023</td>
<td><a href="https://arts.illinois.gov/grants-programs/funding-program/c">https://arts.illinois.gov/grants-programs/funding-program/c</a>...</td>
</tr>
<tr>
<td>De Afrophobes - Test Sample</td>
<td>In progress</td>
<td>12/18/2020</td>
<td><a href="https://arts.illinois.gov/sites/default/files/content/program_f">https://arts.illinois.gov/sites/default/files/content/program_f</a>...</td>
</tr>
<tr>
<td>Individual Artist Support SAMPLE</td>
<td>In progress</td>
<td>5/6/2021</td>
<td><a href="https://arts.illinois.gov/individual-artist-support">https://arts.illinois.gov/individual-artist-support</a></td>
</tr>
<tr>
<td>Literary Awards Program SAMPLE</td>
<td>In progress</td>
<td>12/11/2020</td>
<td><a href="https://arts.illinois.gov/library-awards-program">https://arts.illinois.gov/library-awards-program</a></td>
</tr>
<tr>
<td>Master Apprentice Program SAMPLE</td>
<td>In progress</td>
<td>1/9/2021</td>
<td><a href="https://arts.illinois.gov/sites/default/files/content/program_f">https://arts.illinois.gov/sites/default/files/content/program_f</a>...</td>
</tr>
<tr>
<td>Partners-in-Excellence SAMPLE</td>
<td>In progress</td>
<td>4/10/2020</td>
<td><a href="https://arts.illinois.gov/grants-programs/funding-program/p">https://arts.illinois.gov/grants-programs/funding-program/p</a>...</td>
</tr>
<tr>
<td>PTE - SAMPLE Close</td>
<td>In progress</td>
<td>12/31/2020</td>
<td><a href="https://arts.illinois.gov/grants-programs/funding-program/p">https://arts.illinois.gov/grants-programs/funding-program/p</a>...</td>
</tr>
</tbody>
</table>

**Text of new application for Program Grant**

<table>
<thead>
<tr>
<th>Grant Program Name</th>
<th>Program Guidelines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library Awards Program SAMPLE</td>
<td><a href="https://arts.illinois.gov/library-awards-program">https://arts.illinois.gov/library-awards-program</a></td>
</tr>
</tbody>
</table>

**Award Data**

<table>
<thead>
<tr>
<th>Fiscal Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>2023</td>
</tr>
</tbody>
</table>
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.

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

You will be brought to this screen:
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.

- All required files are uploaded.
- Your Financial Information records are completed.

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.

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

**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:

**ILLINOIS ARTS COUNCIL AGENCY:**

by

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

**GRANTEE:**

Foreign Arts Association

**Grantee Name**

by **Click to Sign**

Signature of Authorizing Official

David Rose
Name of Authorizing Official

COO 9/1/2021
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:

![Submit Document]

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

![Consent to do Business]

You will receive the following message:

![Sign]

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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4. Enter the required fields.

**Project Information**

- **Project Title**

- **Beginning Date of Project**

- **End Date of Project**

**Project Financials**

- **IACA Grant Amount Awarded** $100

- **Actual Total Cash Income** $500

- **Actual Total Cash Expenses** $300

5. Select **Next**.

- **Actual IACA Grant Amount Spent** $1000

**Net Income Explanation**

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

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