



A Guide To Using Calgary Arts Development's Grant-Interface

Calgary Arts Development champions the arts as a key driver of Calgary's quality of life.

STEP 1:

Accessing the Grant-Interface



www.calgaryartsdevelopment.com/grantinterface

A screenshot of a web browser window. The address bar shows "http://calgaryartsdevelopment.com/grantinterface". The browser's menu bar includes "Content management", "Site building", "Site configuration", "User management", "Reports", "Help", and "CiviCRM". The page header features the Calgary Arts Development logo and navigation buttons for "About" and "Classifieds". The main content area has a "Home" link and a "Grant Interface" section. Below "Grant Interface" are buttons for "View", "Edit", and "Revisions". A red box highlights the "View" button, and a blue arrow points to it from the text "Click on 'Click here to access the online granting system!'".

Grant Interface | Calgary Arts Development

http://calgaryartsdevelopment.com/grantinterface

Most Visited - Mail - Inbox (7) - ch... Calgary Arts Develo... CADAwiki [CADAwiki] Google Reader (40)

Grant Interface | Calgary Arts Dev... +

Content management Site building Site configuration User management Reports Help CiviCRM

CALGARY arts DEVELOPMENT

About Classifieds

Home

Grant Interface

View Edit Revisions

Click here to access the online granting system!

Click on "Click here to access the online granting system!"

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STEP 2:

Logon Page



Logon Page

Email Address*



Password*



[Forgot your Password?](#)

or

Click "Forgot your Password?" if you are a returning applicant and you forgot your password.

Click "Log On" to create a new application or access your current draft.

STEP 3a: Start New Application



requests

Apply
Status

tools

Fax to File

Application Status Page

View the status of your applications below.

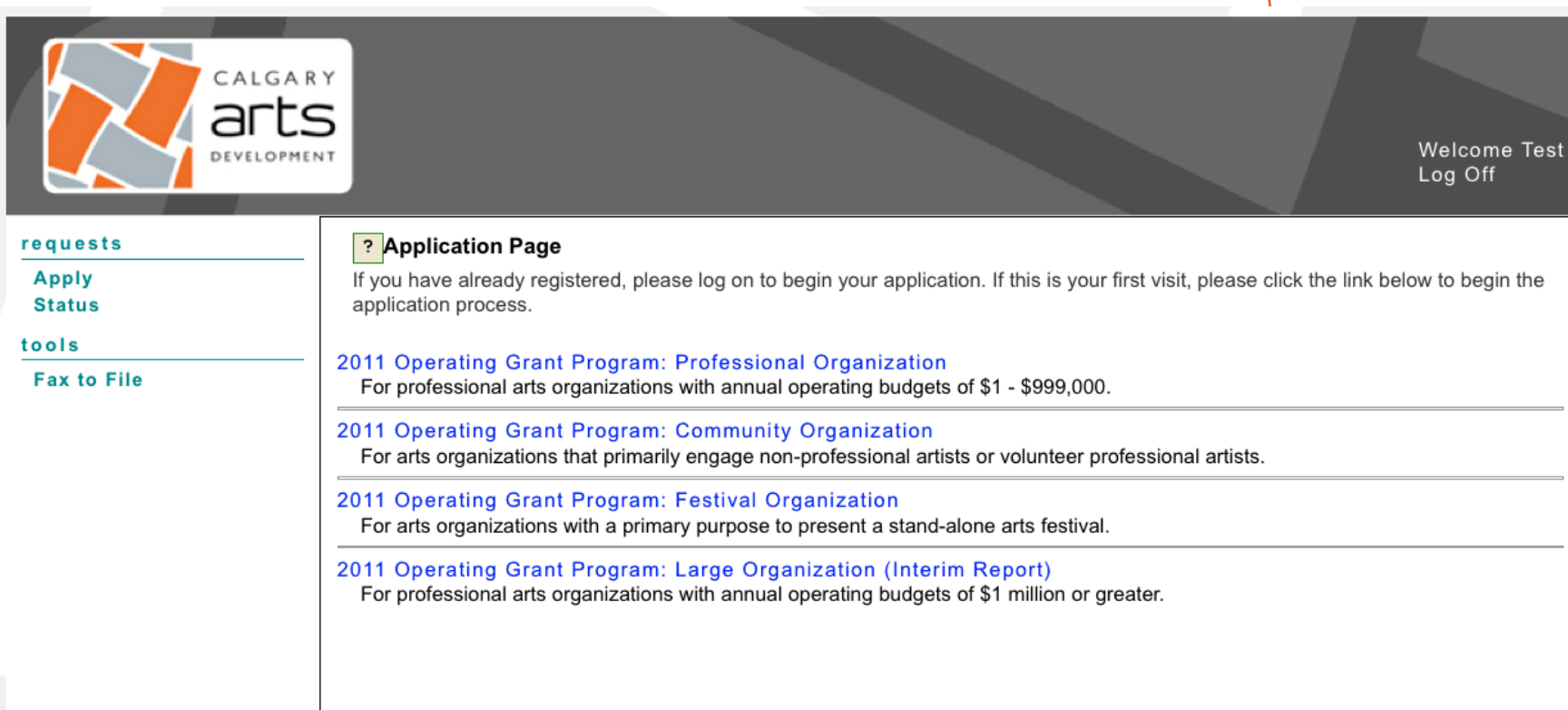
Contact Information Test Tester
Lower Level Art Central, #12, 1C
Calgary, Alberta T2P 0M4 Cana
403-264-5330
test@calgaryartsdevelopment.c

Application	Draft	09
The Administrator has marked your application as Aba application.		

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STEP 3b:

Choose Your Application

A screenshot of the Calgary Arts Development application website. The header includes the logo and navigation links: "requests" (with sub-links "Apply" and "Status"), "tools" (with sub-link "Fax to File"), and "Welcome Test Log Off". The main content area is titled "? Application Page" and contains four grant program options with their respective descriptions.

requests
[Apply](#)
[Status](#)

tools
[Fax to File](#)

Welcome Test
Log Off

? Application Page
If you have already registered, please log on to begin your application. If this is your first visit, please click the link below to begin the application process.

[2011 Operating Grant Program: Professional Organization](#)
For professional arts organizations with annual operating budgets of \$1 - \$999,000.

[2011 Operating Grant Program: Community Organization](#)
For arts organizations that primarily engage non-professional artists or volunteer professional artists.

[2011 Operating Grant Program: Festival Organization](#)
For arts organizations with a primary purpose to present a stand-alone arts festival.

[2011 Operating Grant Program: Large Organization \(Interim Report\)](#)
For professional arts organizations with annual operating budgets of \$1 million or greater.

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STEP 3c:

Applicant Instruction Page



Applicant Instruction Page

Please be aware that web applications do time out. Use the "Save as Draft" button early and often. Thank you.

I have read and understand the applicant instructions

Continue



You must click on this box and then click "continue" before you will be able to access the application

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STEP 4:

The Application Page



The screenshot shows the 'Application Page' for the '2011 Operating Grant Program: Professional Organization'. The page has a dark header with the 'arts DEVELOPMENT' logo on the left and 'Welcome Test Log Off' on the right. A left sidebar contains links for 'requests' (Apply, Status) and 'tools' (Fax to File). The main content area features a warning message: 'To avoid losing your work, please Save As Draft a minimum of once per hour.' Below this is a legend for required fields (*). A 'Print Question Legend' link is present. The 'Contact Information' section shows details for 'Test Tester' and includes an 'Edit Contact' link. A red box highlights the 'Organization Name*' text box, with an orange arrow pointing to it from the label 'Text Box'. Below this is the 'Grant Request*' section, which asks for the grant amount for 2011 and includes a dollar sign and a question mark icon.

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STEP 5a:

Uploading Forms



Past and Current Year's Programming*

(6,000 characters) Provide a brief description of the activities of the organization for the previous year/season and the year/season in which the organization is applying.

The description should include the following details about each individual activity:

- a) Name of activity (if there is one)
- b) Date(s)
- c) Location/venue (proposed or actual)
- d) Brief description of the activity.

Alternatively, if a document already exists that outlines the activities of both the organization's previous year/season and the year/season in which the organization is applying, please feel free to upload a preexisting document provided that the document is comprehensive and details the full scope and type of programming for your organization.


Please name the file: 'OrganizationName_Programming_OG11' and upload it in .doc, .xls, or .pdf format.



Make sure the form you need to upload is complete and saved to the desktop of your computer. Then click on the "Browse" button.

[6000 characters left of 6000]

[File Upload Status: No file uploaded.]

[1 MB(s) allowed] 

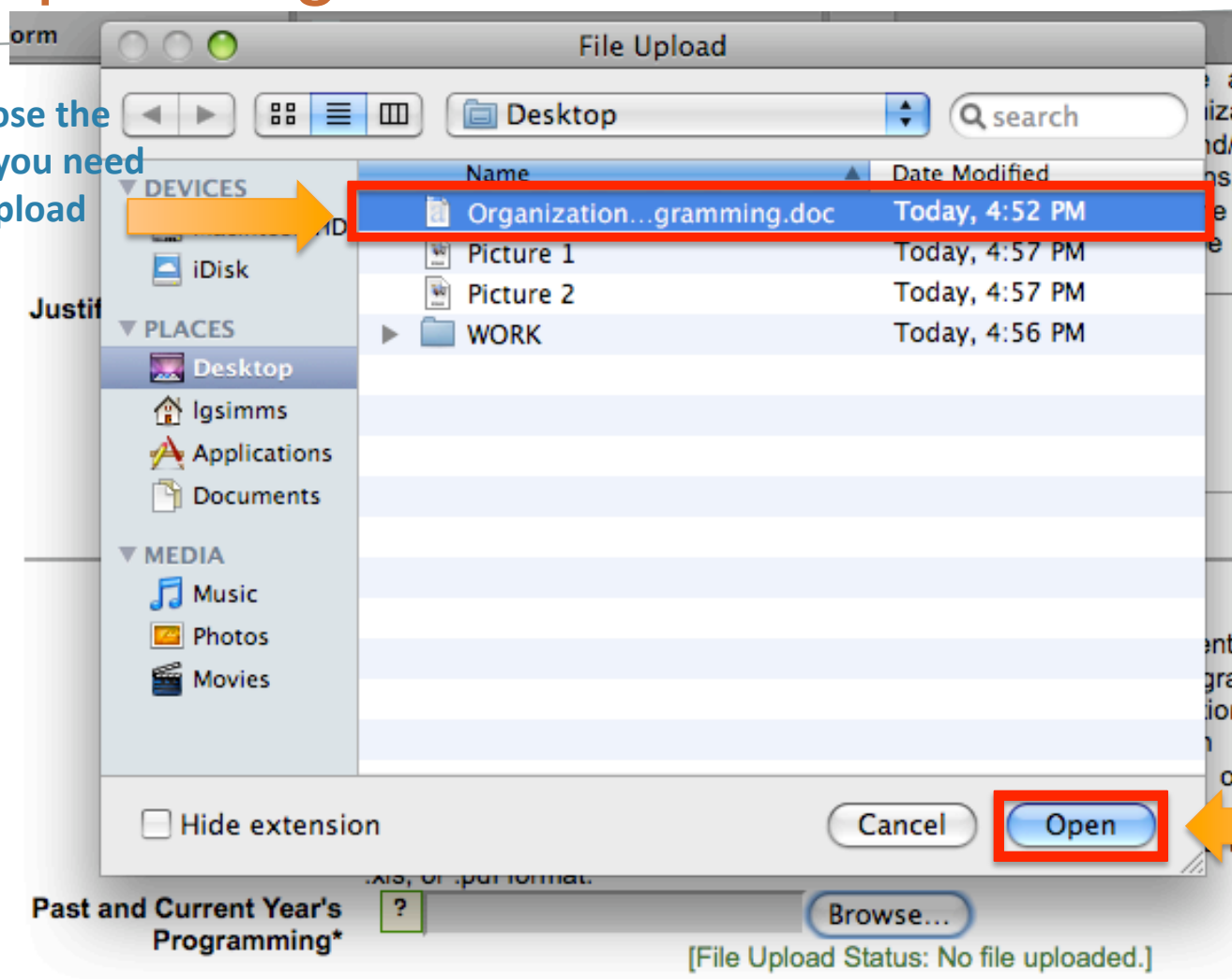
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STEP 5b:

Uploading Forms



Choose the File you need To upload



Select "Open"

STEP 5c:

Uploading Forms




Please name the file: 'OrganizationName_Programming_OG11' and upload it in .doc, .xls, or .pdf format.



[6000 characters left of 6000]

/Users/charis/Desktop/Large

[1 MB(s) allowed] 

[File Upload Status: No file uploaded.]

You must scroll down to the bottom of the application page and click “Save As Draft” to complete the file upload.

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STEP 5d: Uploading Forms



Confirmation Page

The Application has been saved.

Continue

Please name the file: 'OrganizationName_Programming_OG11' and upload it in .doc, .xls, or .pdf format.



[6000 characters left of 6000]

Browse...

[1 MB(s) allowed] ?

[File Upload Status: OrganizationName_Programming_OG11.doc uploaded.]



Successful file upload

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STEP 6a:

Fax To File



Start New Application

Application Status

Fax to File

Fax Tool

Welcome to the FaxToFile tool. The purpose of this tool is to help you convert documents from hard copy format to digital format so that they may be uploaded in any of the forms through the grant process.

How To Use The Tool:

Using the fax tool is incredibly simple:

1. To start, click the **"Request a Fax #"** button below and you will be presented with a toll-free fax number. Once you have a fax number, you will have a 20 minute period to fax needed documents for conversion.
2. Send a separate fax for each document and do not include a cover sheet. All faxed documents will be automatically converted to .pdf format.
3. Click the Finished Faxing button to see your list of files
4. Converted documents will be available to download to your computer. After downloading to your computer, you will then be able to upload the documents at the appropriate time during the online application process

Request a Fax #

STEP 6b:

Fax To File



Fax Tool

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Toll Free: 1-866-326-2541

When you have finished faxing your files, click the "Finished Faxing" button to be taken to the received faxes list.

Finished Faxing



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STEP 6c:

Fax To File



Fax Tool

Below is a list of files that have been faxed to your assigned number. These documents are in .pdf format so you will need to download and install the free Adobe Acrobat Reader if this application is not already on your computer.

Click the link next to each file to view a preview (Click Open... if you are asked). Once the document has opened save it to your computer using an appropriate file name (i.e. YourOrganization501c3.pdf).

To save the file to your computer click the **"Save a Copy..."** button near the top left corner of the Acrobat Reader application or choose **File > Save Page As...** Name the document appropriately (i.e. YourOrganization501c3.pdf), and click Save. Make sure that you save the document into the appropriate document location on your computer.

Received Faxes:

Check For More Files

Processing your document may take some time depending on the number of pages and how many documents you have faxed. If you don't see all of your documents here, click the **"Check for More Files"** button to refresh the list.

Finished Using the Fax Tool

If your file is not visible click on
"Check For More Files"



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STEP 6d:

Fax To File



Fax Tool

Below is a list of files that have been faxed to your assigned number. These documents are in .pdf format so you will need to download and install the free Adobe Acrobat Reader if this application is not already on your computer.

Click the link next to each file to view a preview (Click Open... if you are asked). Once the document has opened save it to your computer using an appropriate file name (i.e. YourOrganization501c3.pdf). To save the file to your computer click the "Save a Copy..." button near the top left corner of the Acrobat Reader application or choose **File > Save Page As...** Name the document appropriately (i.e. YourOrganization501c3.pdf), and click Save. Make sure that you save the document into the appropriate document location on your computer.

Received Faxes:

231580811.pdf

Check For More Files

Finished Using the Fax Tool

Processing your document may take some time depending on the number of pages and how many documents you have faxed. If you don't see all of your documents here, click the "Check for More Files" button to refresh the list.

Your file
will be saved
as a .PDF file
under "Received Faxes"



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STEP 6e: Fax To File



The screenshot shows a Firefox dialog box titled "Opening 231580811.pdf". The dialog contains the following text: "You have chosen to open", "231580811.pdf", "which is a: Portable Document Format", "from: <https://www.grantinterface.com>", "What should Firefox do with this file?", "Open with Preview (default)", "Save File", and "Do this automatically for files like this from now on.". The "Save File" option is selected with a radio button. The "OK" button is highlighted with a red rectangle. An orange arrow points from the "Save File" option to the text "Choose 'Save File'..." below. Another orange arrow points from the "OK" button to the text "...and then click 'OK'" below.

Choose "Save File"...

...and then click "OK"



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STEP 7:

Save or Submit Your Application



Certification of Accuracy*

(1MB) Download "Certification_of_Accuracy_OG11" at CalgaryArtsDevelopment.com/Professional, fill out the form, and upload the file to this application. Please name the file: 'OrganizationName_CertAccuracy_OG11' and upload in .pdf format.

[1 MB(s) allowed]

[File Upload Status: No file uploaded.]

Click "Save As Draft" if you would like to continue working on your application at a later date

Click "Submit Form" when your application is complete

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STEP 8:

Logging Off



After saving your application,
click "Log Off" to exit
the grant-interface



requests

Apply
Status

tools

Fax to File

Confirmation Page

The Application has been saved.

Continue

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STEP 9:

Logging Back on to Make Edits



requests

[Apply Status](#)

tools

[Fax to File](#)

Application Status Page

View the status of your applications below.

Contact Information	Test Tester Lower Level Art Central, #12, 100 - 7th Avenue SW Calgary, Alberta T2P 0M4 Canada 403-264-5330 test@calgaryartsdevelopment.com	Edit Contact
----------------------------	--	------------------------------

2011 Operating Grant Program: Professional Organization			
Application	Draft	01/20/2011	Edit Application

2009: Operating Grant: Large Organization			
Application	Draft	09/16/2009	View Application

Click "Edit Application"
to continue working on your application

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