How to Use Go Grants Online Application Portal

Please use the following web browsers: Google Chrome, Mozilla Firefox, Safari.
The system will <u>not</u> work with Internet Explorer.

Getting Started

- Click on Sign Up to create a new user account and profile.

  Welcome to the LA County Arts Commission's online grants system!

  GETTING STARTED
  Log in if you or your organization has already created a user account.
  Sign up to create a new user account and profile.

- You will be directed to the sign-up page. Registration is standard.

  Registration Content

Field	
First Name *	
Last Name *	
Address 1 *	
Address 2	
City *	
State *	Select ▼
Zip Code *	
Phone No. *	
Email *	
Confirm Email *	
Username *	

  Password Rules :
  Contain at least 8 Characters
  Contain at least 1 Number

Field	
Password * [?]	
Confirm Password *	
Would you like to associate this user account with an organization? *	Select ▼

  Drag the slider and move it to the right side before you submit the form.
  This action is required in order to prove that you're a human.
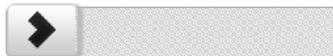
  Locked : form can't be submited

  Submit   Reset

- When you are asked if you would like to associate this user account with an organization, select "**yes**."
  - Los Angeles County Arts Commission Staff can access your account and reset your password upon request.

PLEASE NOTE: The system allows you to set *one primary user account* per organization (even if it looks like you can add other people with their own passwords). That primary user account is the **only one** that will be able to submit invoices and reports. *Please share/store the primary user account login name and password where the appropriate people can access it if necessary* – and note that if that staff members leaves, the organization's profile in GO will need to updated.

Once logged in, you will be on the Dashboard.

Dashboard

Home » Dashboard » ➦ Open Applications »

📂 My Applications	➦ Open Applications	♻ Test Users

- Click   **Open Applications**
- Select the grant application you are looking for and click   **Apply**

Organizations		
Fourth District AEPP Grant AEPP FY 2016-17	Not applied yet.	Apply
Find Your Space at the Ford 14-15	Not applied yet.	Apply

- The application will open.

📄 **AEPP Applicant Information** #AEPP00002   🚩 In progress

Dashboard » Fourth District AEPP Grant AEPP FY 2016-17 » AEPP 2016-17 Application »

Application forms
- 📄 AEPP Applicant Information
- 📄 Project Information
- 📄 Project Information - Staff, Volunteers &

A. APPLICANT INFORMATION

☑ **Organization Name ***

[   ]

The field is required.

- The application has several forms, or pages. Use the table of contents on the left to skip between pages.
- Required questions will be highlighted in red.
- The application should automatically save (please see Old Format vs. New Format section for information on when a manual save is required).

Returning to an Application in Progress – The Dashboard

- Once an application has been started, it may be saved and accessed at any point in the process.
- After logging into the system with username and password, the Dashboard will appear

Dashboard

Home » Dashboard » Open Applications »

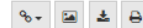| My Applications | Open Applications | Test Users | | Sort by Cycle |

Below is the list of the Los Angeles County Arts Commission open applications. Click **Apply** to begin applying to a grant.

To access your open application or to view your historical data, click **My Applications**.

Fourth District AEPP Grant AEPP FY 2016-17 #AEPP00002

AEPP 2016-17 Application | In progress |

- Click **My Applications** (not Open Applications), find the application in progress and click to open.
- From the Dashboard, the icons allow several activities.

  - View support material
  - Download support material
  - Print application
  - Create and save a PDF
  - Skip directly to a specific page by clicking and choosing the desired page

Uploading Curriculum Samples and Support Materials

- Plan to upload materials to the application at least 5 days prior to submitting the application to give time to deal with any technical issues.
- While it appears that multiple files can be selected at the same time, please upload one document at a time to ensure the most stable system.
- Please clearly label all materials.

Drag & drop your files here or press **+ Select files...** **Copy File from Another Application**

Old vs. New Format

The application software has recently designed a new, better interface. New applications will **automatically begin in the new format**. This is the optimal format for completing applications. However, if there are glitches in the system for any reason, one recommendation is to try and look at the application in the *Old Format*.
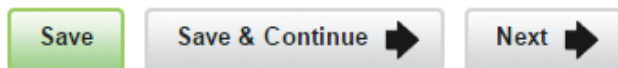
To change formats:
At the top right of the screen are the following icons:
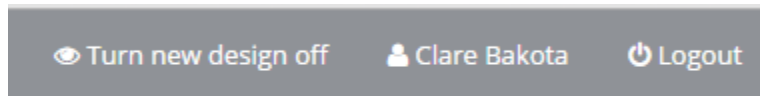
The old format looks like this:
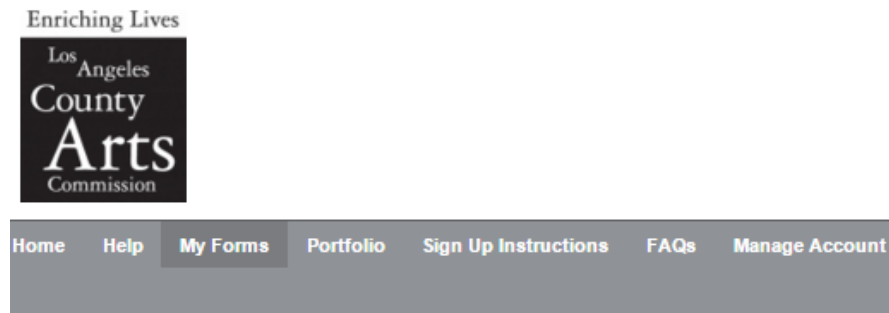
NOTE: If you are in the old format, the application does not save automatically. Make sure to click Save or Save & Continue before moving on to the next page.

To get back to the new format, there is a button in the upper right of the screen. Click "on" to go back to the new format.