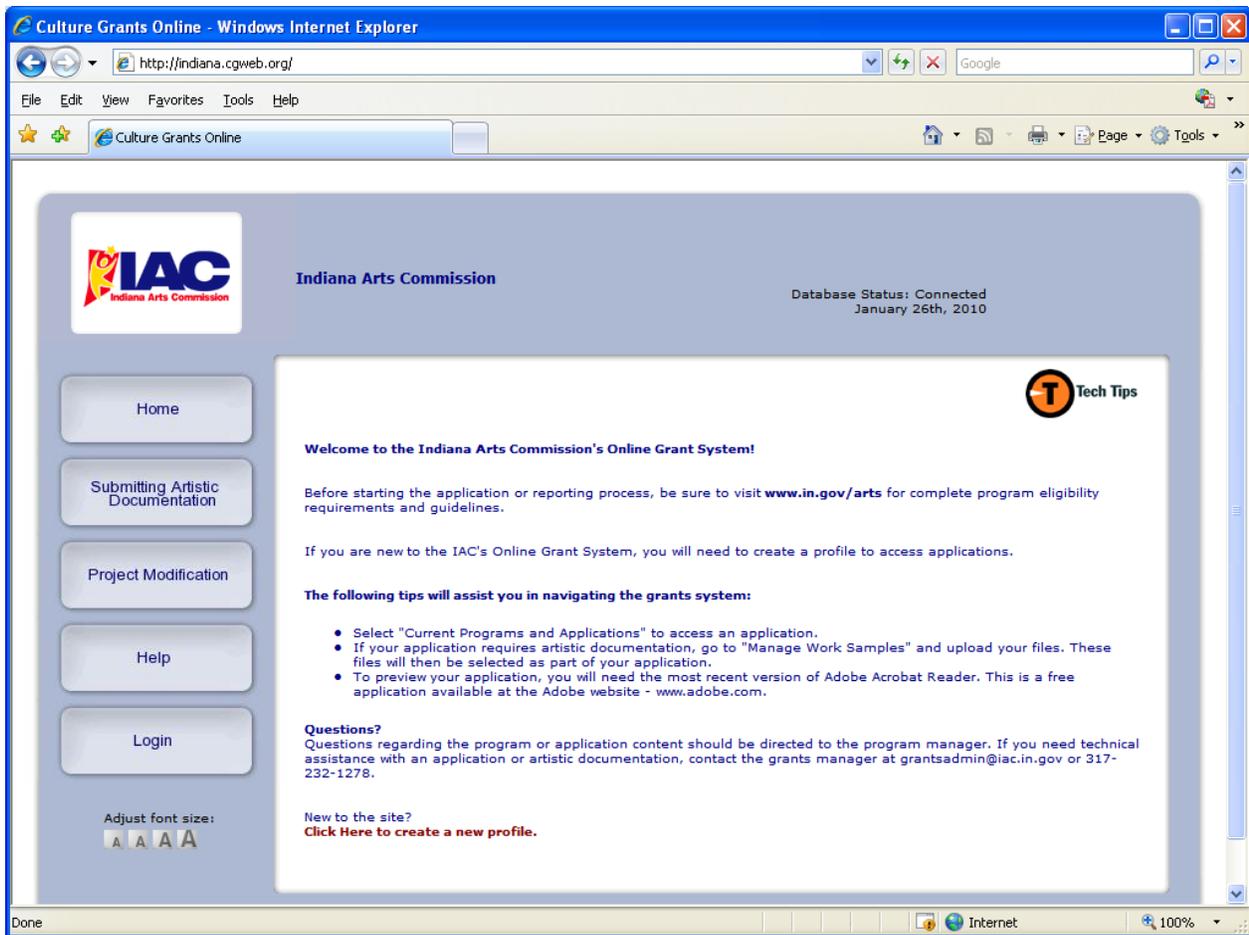


How to Access the Indiana Arts Commission's Online Grants System

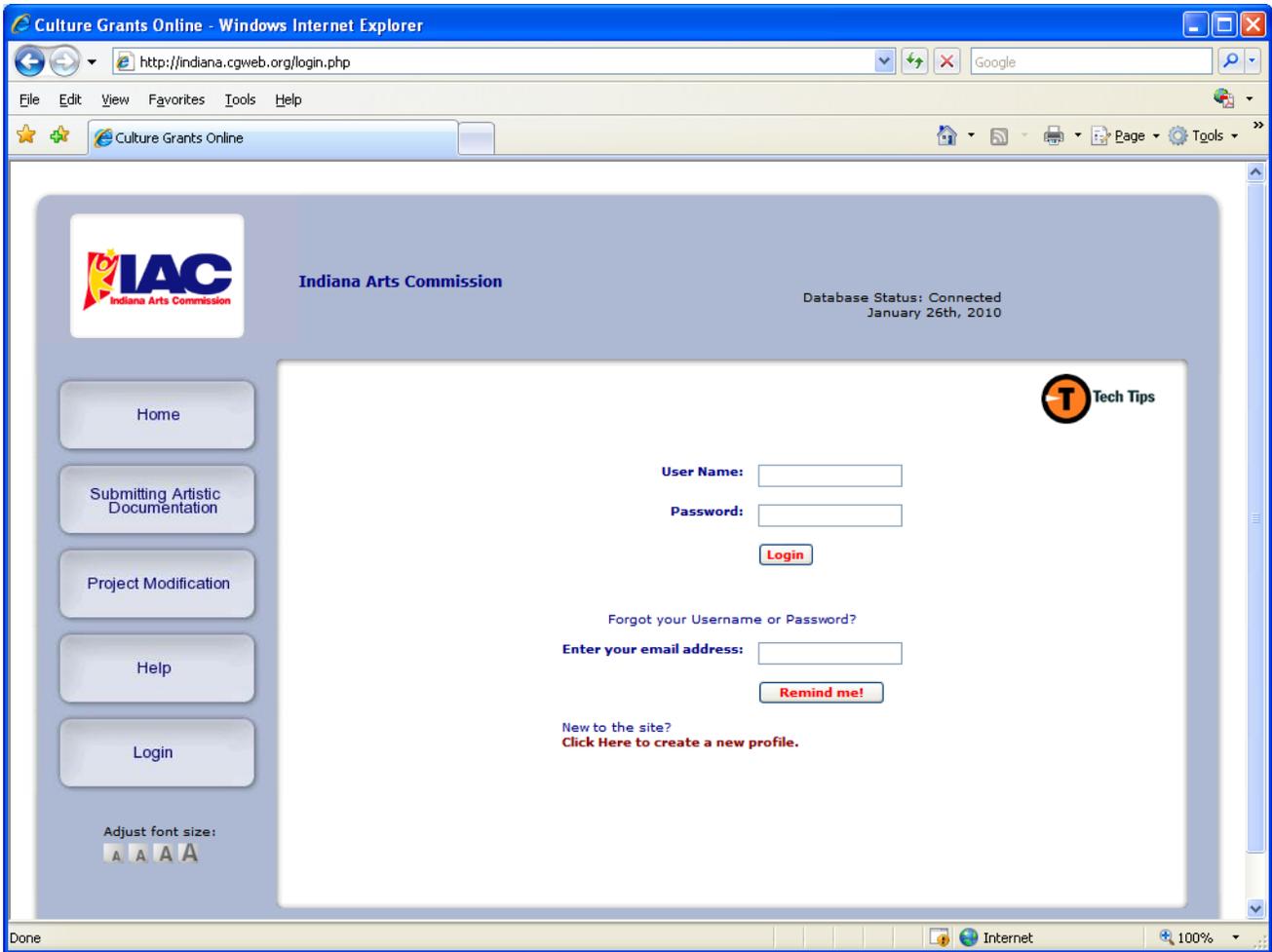
1. Go to www.in.gov/arts
2. Under the Grants area on the left navigation, select "For Applicants" , "Grant & Program Guidelines"



3. Once you've selected "Grant & Program Guidelines", you'll see a list of every grant program the IAC offers. Scroll down until you find the program of interest and click on the name of the program for more information.
4. Once you are on the page of the program for which you wish to apply and scroll down to the "How to Apply" header. Follow the instructions in this area to link to the online system.



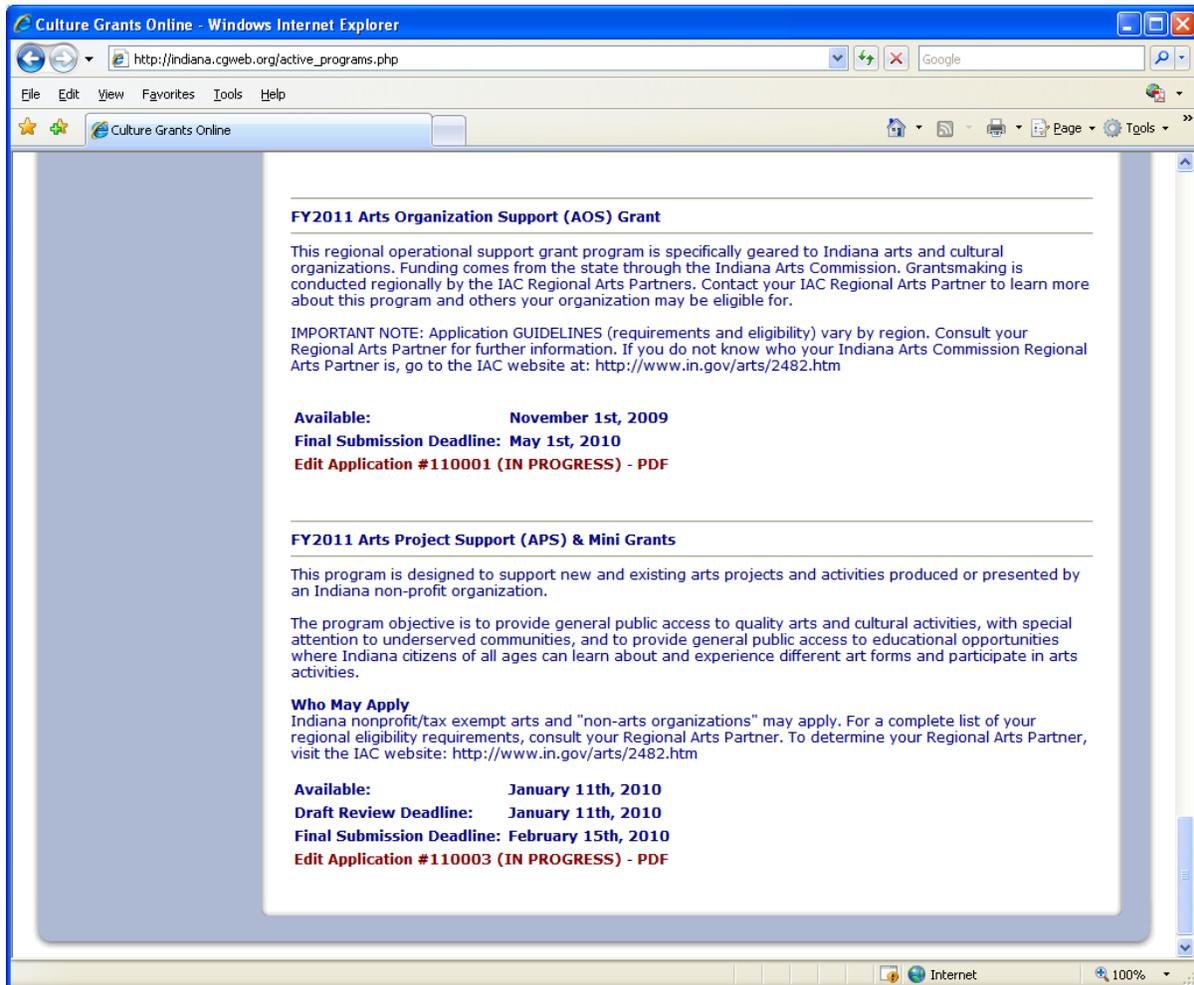
5. Once you click the link to the online system, a new window will open and <http://indiana.cgweb.org/> will open (Shown above).
 - a. Grantees that are new to the system will click on "Click Here to create a new profile" on the bottom of the welcome page. The profile will allow you to select a username and password to use each time you log into the system and must be complete before you can move forward.
 - i. Note: Each user should create only ONE username and password.
 - b. Returning grantees will select "Login" and enter a username/password.



6. If you forget your username and password, you can enter your email address to have the information emailed to you.
7. If you have problems logging in to the system or have any technical problems, contact your regional program manager. Information for regional contacts is available at <http://www.in.gov/arts/2482.htm>.

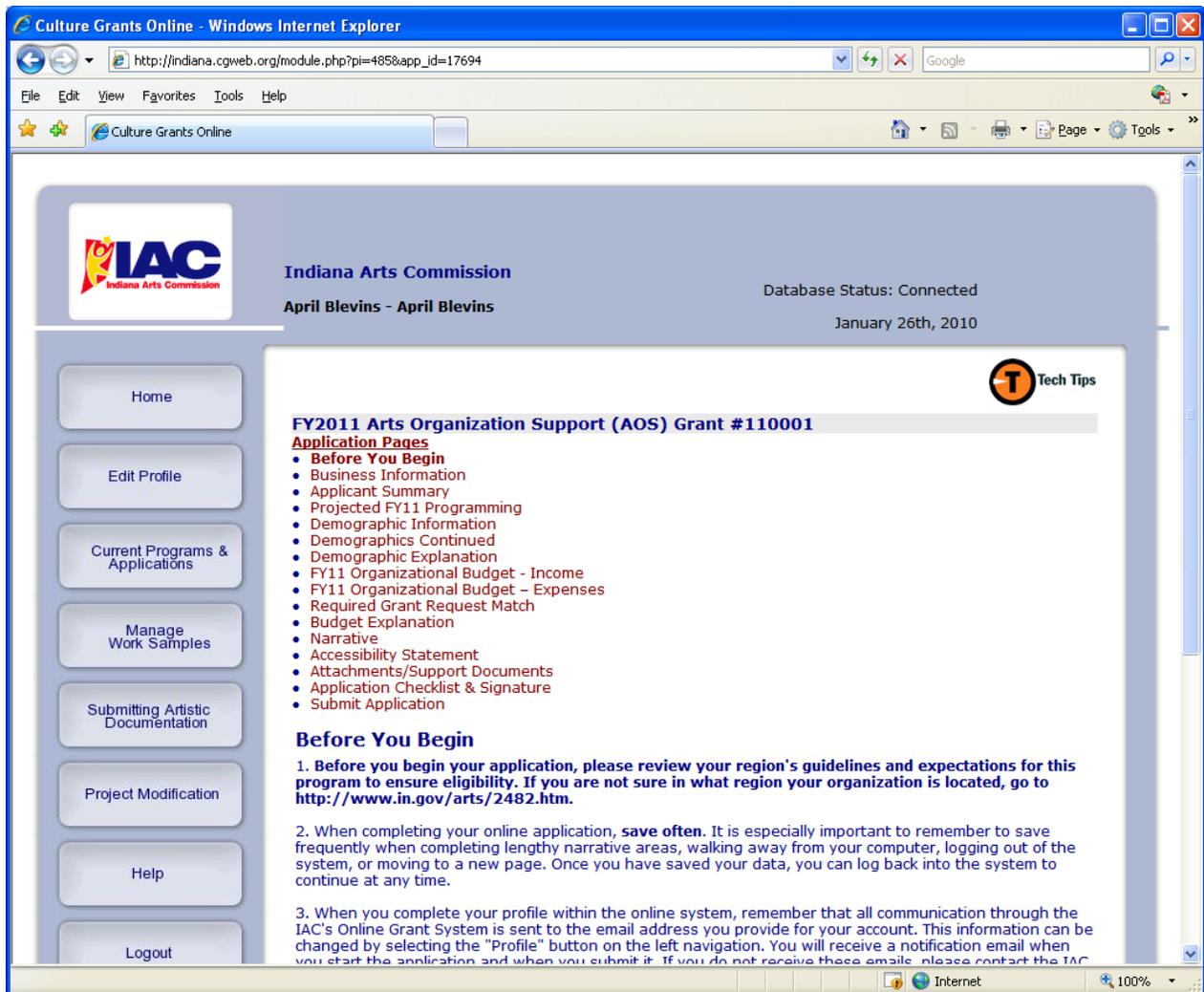


8. Once you login to the online system, the left navigation will change (as shown above).
9. To access an application, click "Current Program and Applications".
10. A list of all applications available will appear. Scroll down until you see the application for which you wish to apply and click on the "Start Application" button.



11. After you start the application, the link will change to say “Edit Application” and show your application number.
 - a. Applicants can log in and out of the system as often as they wish to work on the application. Each time you enter the system, select “Edit Application” to get back into the application.

The “PDF” link is available to give you a preview of your application as a panelist will view it. Keep in mind that applications must be completed and submitted online and the PDF is just for reference.



12. When you select “Start Application” or “Edit Application”, the application will open and should appear as it does above. The system will show a list of all application pages as active links and will allow you to enter data online.
- As you work, remember to save before logging out of the system or walking away from your computer.
 - A PDF preview is available at the bottom of every page for your reference.
 - If you need assistance or have a question, call your regional manager for assistance.