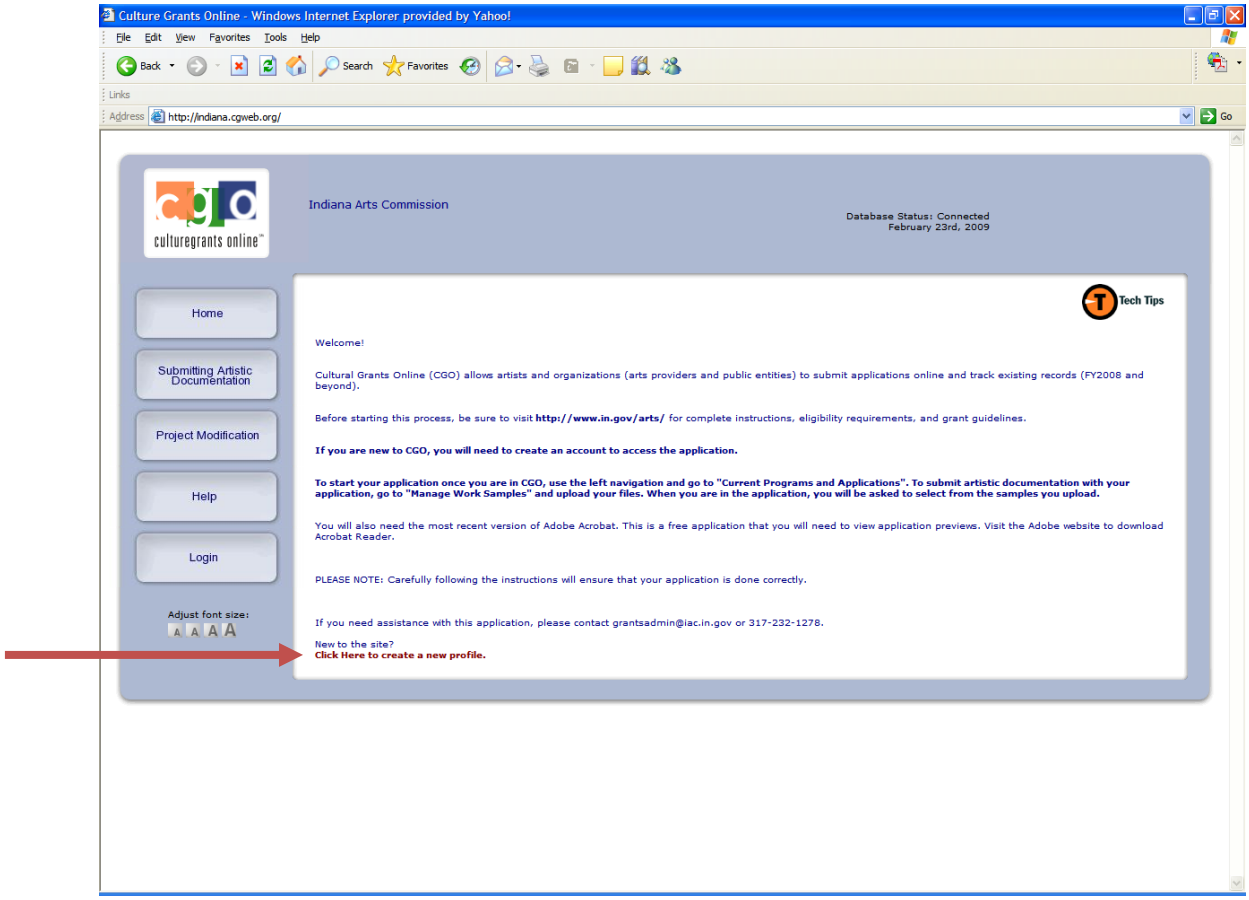
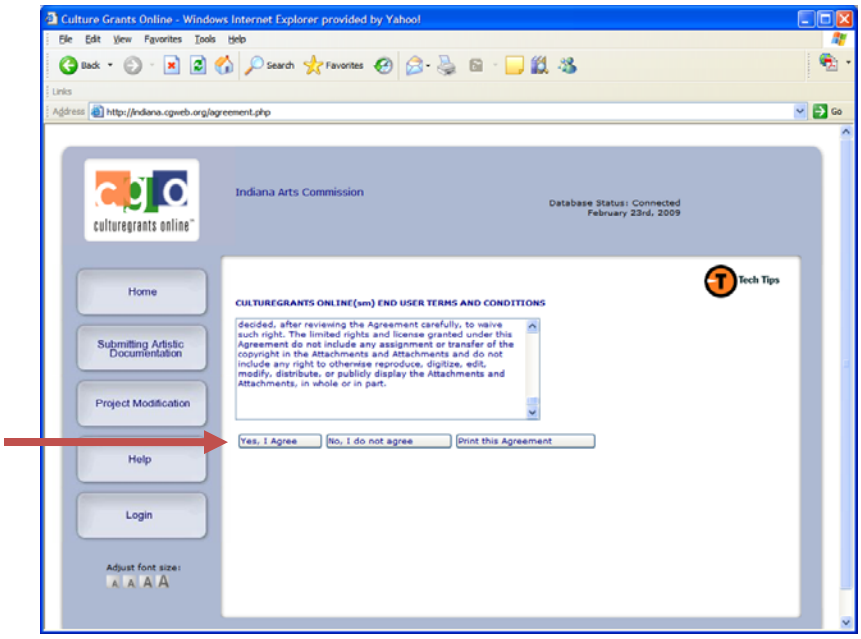
How to Access the FY2012-2015 Regional Arts Partner Application

1. Log on to http://indiana.cgweb.org. At the bottom of the screen , click the link in red that says "Click Here to create a new profile".

    - Returning users should use their existing username/password to log into the system.

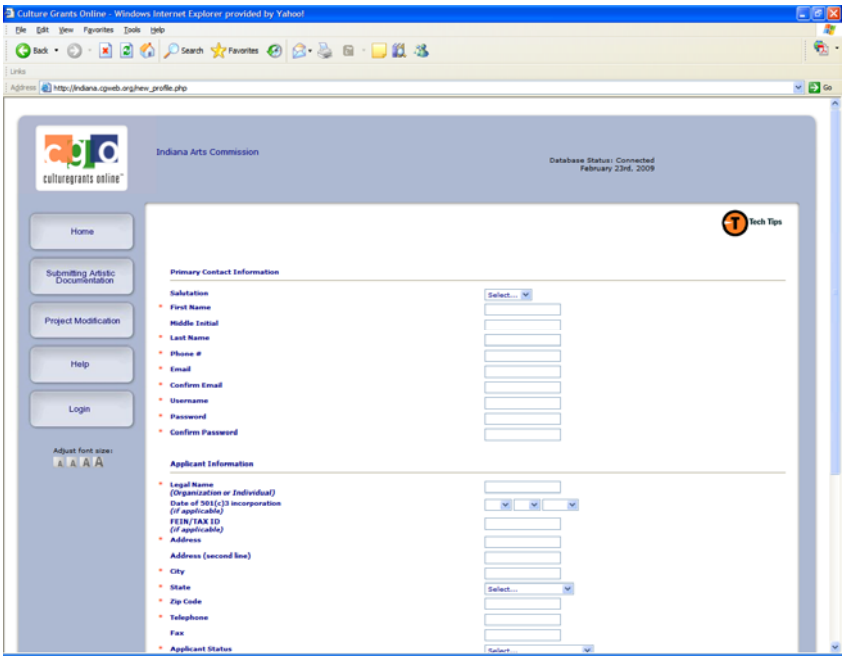


2. You will be asked to agree to the end user terms and conditions.



3. You must complete a profile including your contact and business information (including your FEIN number). This area also asks for a username and password.

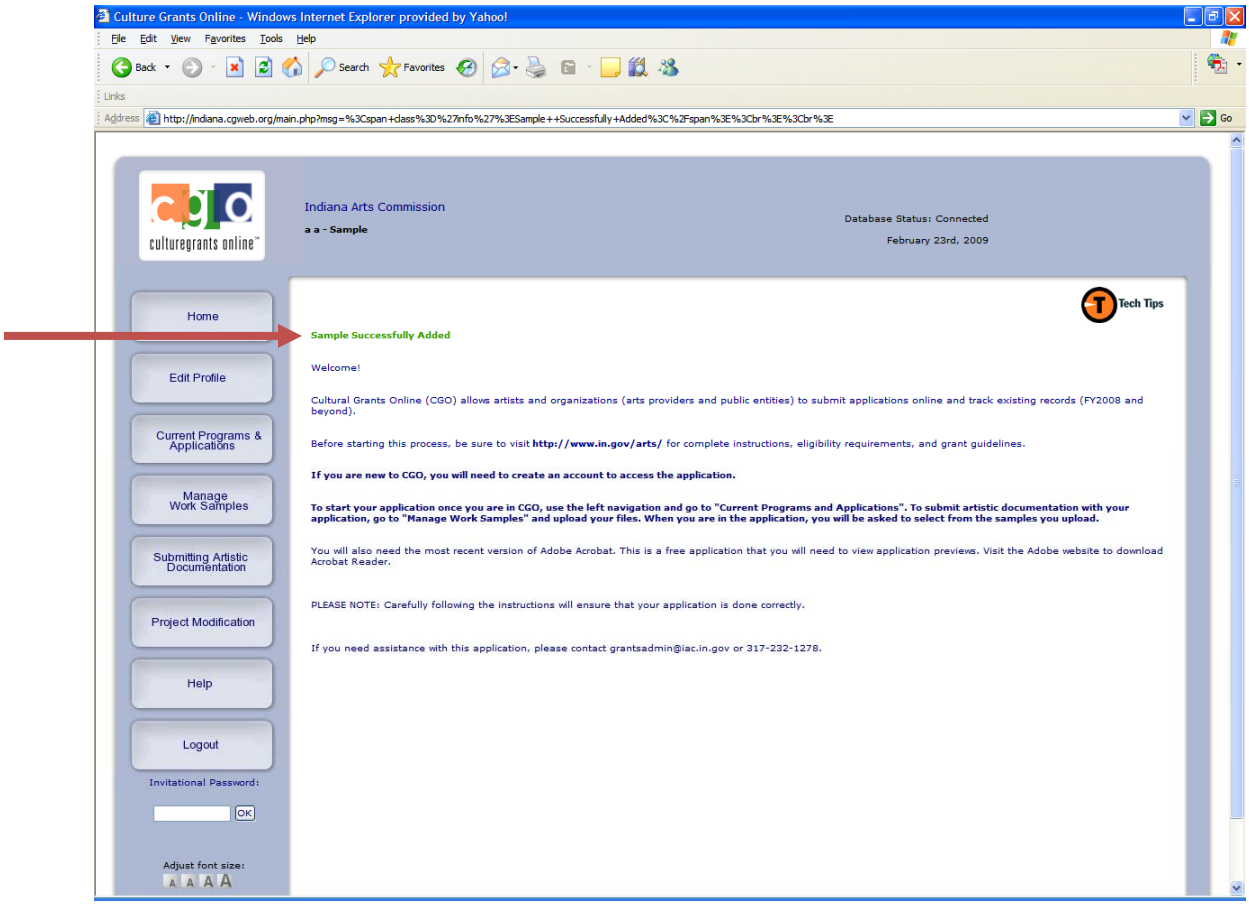
   - Remember that the email address you provide in the profile will receive all mass communications made through the IAC Online Grants System.



4. Once you have completed your profile information, hit “Submit”. The next screen that pops up will inform you that it has been successfully added. You should also receive an email at this time confirming your profile has been received.

   Important notes about your profile:

   - Profile information can be accessed at any time by selecting “Edit Profile” from the left navigation
   - Users are responsible for making any changes to email addresses or contact information. If your address information changes, you must also notify the grants manager so your vendor file with the state can be update.
   - If you do not receive mass emails from the IAC Online Grants System at any time, please contact the grants manager at grantsadmin@iac.in.gov or 317-232-1278.

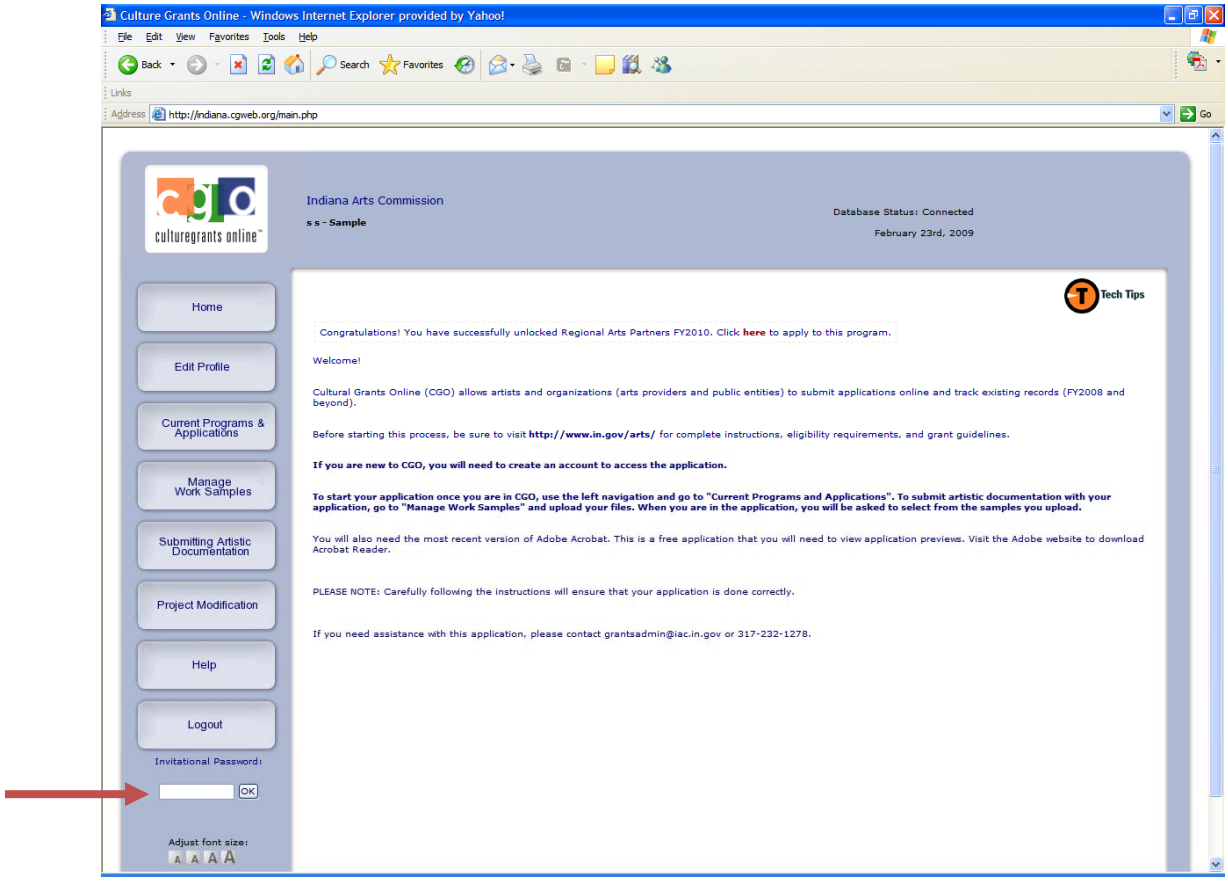


5. Once you are in the system, you will need to gain access to the RAP Application. This application is accessible by invitation only, so follow these steps to open it:

   - **Below the buttons on the left navigation bar, you will see the words "Invitation Password" with a white text box below it. Enter the password "bond12".** Select "OK" (You must click on OK, or the application will not open).

   - As soon as you hit "OK", you should see text appear at the top of your window that says "Congratulations! You have successfully unlocked the Regional Arts Partners FY12-15 application. Click here to apply to the program."

   - To access the program link, click on the red "here" in the sentence that appears or select "Current Programs & Applications" from the left navigation. Both will take you to the same location.

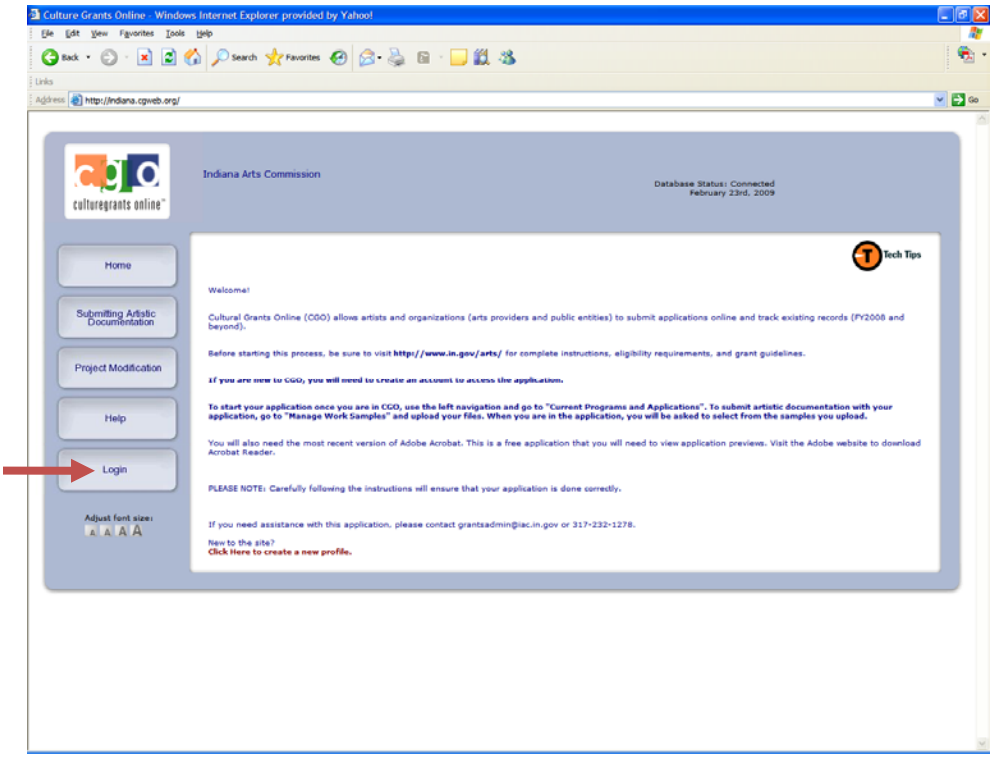


6. You are now on the page that allows you to link to the actual application. This page will list all applications currently in the system, so scroll down until you see “Regional Arts Partners FY2012-2015”. Under this header, you will see two links: “Start Application” and “Preview Application”. The “Preview Application” selection allows you to view a PDF of the application and will include any updates you have made to the application. This link will also be available in the application that you access by selecting “Start Application”

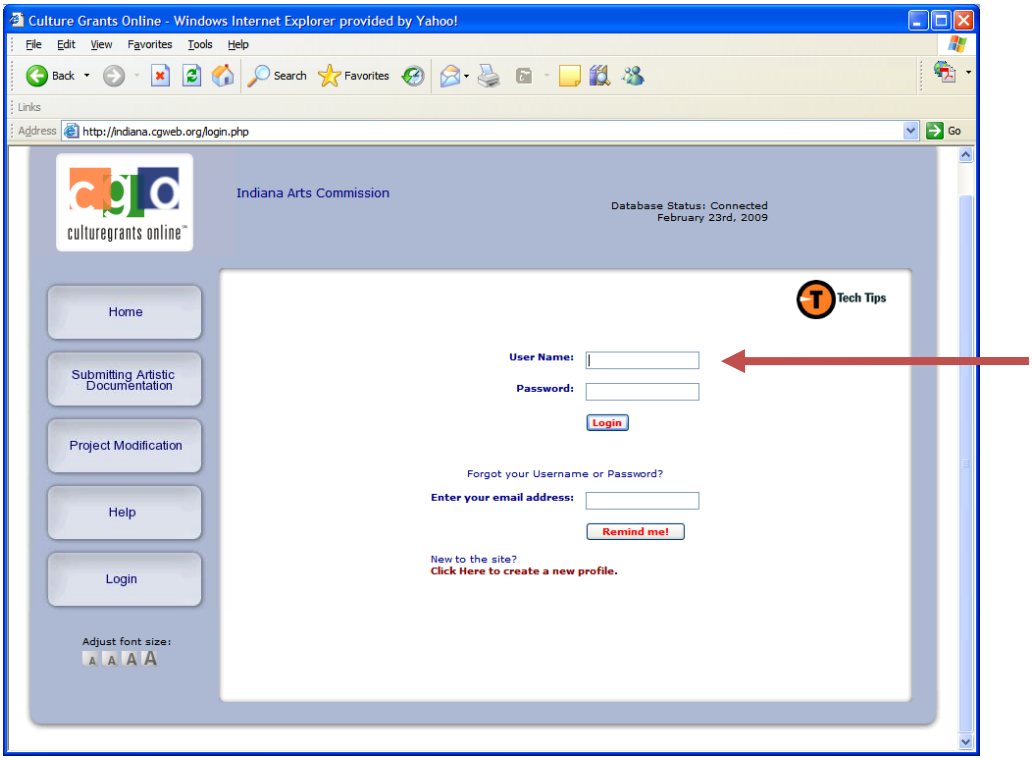
   Important Notes about the Online Application:

   - As soon as you click on “Start Application”, you will receive an email from grantsadmin@iac.in.gov notifying you that your application is in progress.
   - You can stop and start the application at any time. Be sure to select the “Save” button at the bottom of the page before exiting the system.
   - If you choose to copy and paste text into the application, please proof read your text. We recommend typing directly into the application and then copying your text to Word for proofing.
   - If you have questions about how to navigate the system or see something that appears to be an error in the online system, please contact the grants manager at 317-232-1278. If you need assistance with content for your application, contact the liaison for your region.

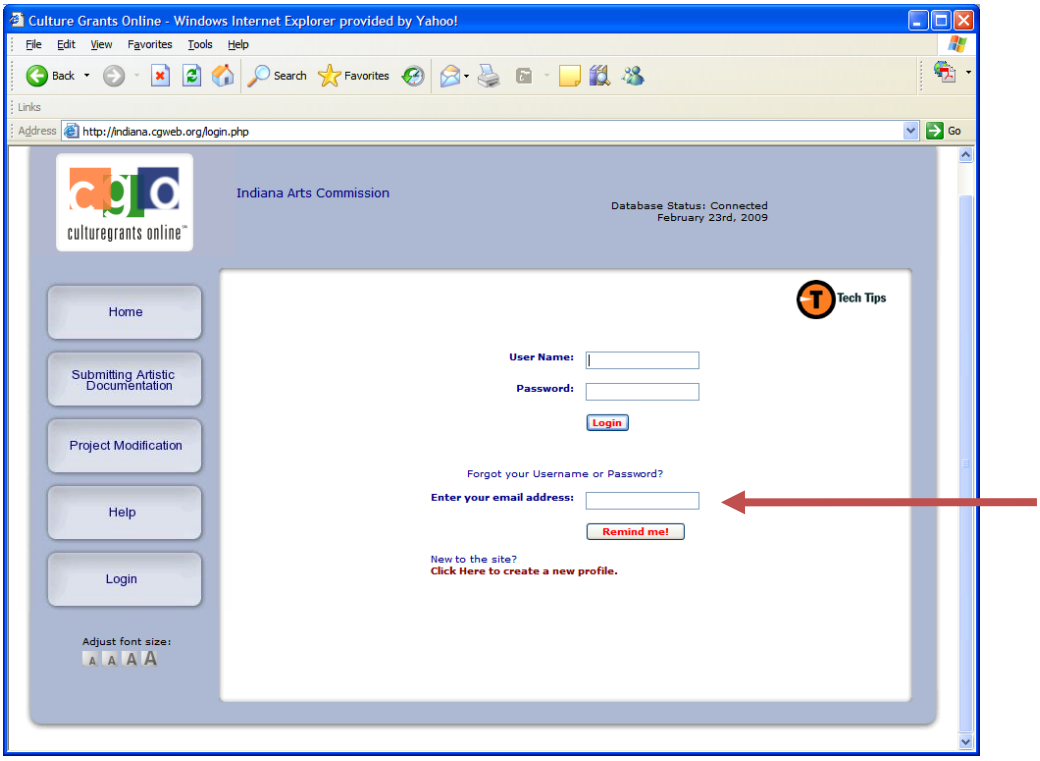
7. Once you have a profile with a username and password established, you will log on to the IAC Online Grants System and select “Login” from the left navigation.



The following screen will appear for you to enter your username and password:



8. If you forget your username and/or password, use the provided link to insert your email address and have it sent to you. If you need further assistance, contact the grants manager at 317-232-1278.



Important Resources for Completing the Online Application:

1. **http://www.in.gov/arts/2544.htm** - This webpage includes best practices information.

2. **http://www.in.gov/arts/2692.htm** - This webpage includes all spreadsheet links noted within the application.

3. **http://www.in.gov/arts/regionalartspartner.htm** - This web page offers links to the guidelines.

- If you have trouble accessing any of this information, please contact the grants manager at 317-232-1278.

Reporting

Reports for Regional Arts Partner grants will be accessed through the IAC Online Grants System using the same steps used to access your application. Currently, no future reports have been posted, so you will not see those links as you complete the application for FY2012-2015.