



## Arts Economic Relief Grant Program Application Procedures

This Ohio Department of Development’s Arts Economic Relief Grant program Application Procedures document will outline the following information for the program’s grant application process:

- Accessing the Application
- Navigating the Application
- Notes for Completing the Application
- Application Submittal Process

The outline below provides information on the processes to access, navigate, and complete the application. The application review period will begin on February 24, 2023, and extend through mid-March. Details on the submittal period will be provided once the timeline is finalized.

Any questions regarding the program, application, or application process can be directed to the program email at [artsgrant@development.ohio.gov](mailto:artsgrant@development.ohio.gov).

### I. Accessing the Application

- The application works best with Chrome or Firefox web browsers. Using Internet Explorer or Microsoft Edge may cause unexpected issues in displaying/utilizing applications.
- The application can be accessed through the Arts Economic Relief Grant webpage: <https://development.ohio.gov/business/state-incentives/artsgrant>. The application must be completed electronically and submitted through the Ohio Department of Development (“Development”) web portal.
- For first-time Development web portal users, an account must be created with a username/email address and password to begin/access applications. This username email/password will allow access to application(s) created under that login at any time before submittal and will also allow access to the application(s) for reference after submittal.
- Returning Development web portal users may use their existing username/email address and password information to access their account IF they have logged in within the past six months.
- If it has been more than six months since the last login to the web portal or if the login password has been forgotten, the password must be reset to access the application. Click the “Forgot your password?” link under the “Log in” button.
- After the login, the Applicant is directed to the Development web portal. Click “Arts Economic Relief Grant” under the Grant Applications section to advance through the portal.
- Once the Applicant reaches the Arts Economic Relief Grant application list page, the Applicant can either begin a new application by clicking the blue “New Application” button or revisit an

existing, unsubmitted application by selecting it from the list and clicking the “eye” button in the “View/Edit” column in the appropriate row.

## **II. Navigating the Application**

- An Applicant can save a partially completed application, exit from the system, and then log back in later to continue with the application by selecting it from the list on the “Application List” homepage and clicking on the “eye” under the “View/Edit” column.
- The Applicant can move through the application by either using the “Save & Next” or “Previous” buttons on the bottom of each page or by clicking on the desired tab at the top of the application.
- The Applicant can save the application at any time by clicking the blue “Save” button at the bottom of any page. Development encourages saving each page of the application as it is completed.
- The Applicant can log out of the application by clicking the “Home” prompt in the gray banner at the top of any page.
- To return to the list of applications in process under the Applicant’s account, click the red “Back to Application List” button on the top left-hand corner of any page.

## **III. Notes for Completing the Application**

- On the initial application page, enter in the FEIN for the applicant. This will allow the applicant to access any previously created Arts Economic Relief Grant applications for the applicant or create a new application.
- After starting an application, enter in the “Applicant Name” on the application and click the “Save” button at the bottom of the page. This will immediately save the application in the system.
- A unique application should be completed for each individual Performing Arts Organization or Cultural Arts Museum. If an applicant operates multiple Cultural Arts Museums, a separate application must be submitted for each unique museum.
- Application questions that are required will be marked by a red star – “ \* “ on the application. These questions must be completed to submit the application.
- Files can be added to the application using the “Upload Document” option to upload directly from computer files or the “Or drop files” to drag and drop a file from the computer.
- Attached documents cannot exceed 25MB in size. If a document exceeds that size limit, it will have to be saved and attached as multiple documents (each below the 25MB threshold).
- In the “Uses of Funds” tab, if the “Expense Category” does not have an amount in the applicant’s fiscal year 2023 Operating Budget, put a “0” in the “Amount” field.
- After the application is completed, on the “Confirmation” tab, first click the “Save” button and then the “Validate Application” button. Any incomplete information in the application will be identified by tab. Return to the tab(s) identified and complete the missing information (it will be identified by a red highlight around the input field). Click “Save” as additional information is added.
- Development recommends using the “Validate Application” button on the “Confirmation” page to verify all application information is complete prior to submittal. The applicant may use the

“Validate Application” button more than once to verify all required information is included in the application.

- A “Submit Application” button will not appear on the application until the application submittal period opens.
- Applications will be reviewed as submitted. There will be no “cure” period to correct or change information during Development’s application review.
- Grant funds will be allocated in the order the applications are received (marked with a time stamp at time of application). Preference will be given to applicants that did not receive funding from the Ohio Arts Council Reopening and Economic Relief program.

#### **IV. Application Submittal Process**

- At this time, any completed applications **WILL NOT** be eligible for submittal.
- Development anticipates the application submittal period will open in mid-March.
- As the timeline is finalized and more information becomes available, Development will update the program webpage and send emails to those who have registered for email updates.