

How to Fill out Applications on CommonGrantApplication.com

REQUIRED: WATCH 5-MINUTE INSTRUCTIONAL VIDEO

(There are many clickable links on the platform that will not bring you to the right place, so it's not entirely user friendly. Watching this video will save you time and energy! [youtube.com/watch?v=b1TermKUhY8](https://www.youtube.com/watch?v=b1TermKUhY8)

FIND ALL of our GRANT APPLICATIONS at commongrantapplication.com

First time users: **“Register” or “Login”**

Click **“Start Draft Application”** from dashboard

Find on List: “Community Arts Partnership”
(Don't click “Community Arts Partnership”)

Click the blue button 

Locate which grant you'd like to work on.
(Don't click the name of the grant).

Click the blue button 

NAVIGATING THROUGH THE APPLICATION

- You'll see the sections of the application you'll need to fill out on the left side of your screen.
- You can navigate through the sections by clicking there or by using the back and forward buttons.
- * indicates required questions.
- Most of the fields have **character limits which include spaces between words**.
- **“Save”** frequently! If a glitch happens or you accidentally close the screen you won't lose data.
- **“Pause”** when you wish to stop working. Your work will be saved and you can go back anytime.
- When you log back in: **“Resume Draft Application”**

NOTE: APPLICATION QUESTIONS ARE LISTED IN EACH GRANT'S GUIDELINES

This will help if you prefer to fill out an application offline to then cut and paste into the online platform. Be aware of the **character limits with spaces** along with the questions. (When working in word or pages - see box at bottom of your screen showing “characters with spaces” for your selected text.)

TO SEND ROBIN A DRAFT of an application in progress.

See **“PDF Download.”** It's best to also send her your completed budget.

“SUBMIT” WHEN YOUR APPLICATION IS COMPLETE!

- If any fields were not filled out, you'll see **“Not Ready for Submission”** and a list of incomplete fields.
- When your request is complete, click **“Submit”** (Once submitted you can't access it again.)
- You will get a confirmation email and can see your completed application from the “Grants” tab on the dashboard. You can download a PDF.

TO WORK ON MORE THAN ONE APPLICATION AT A TIME

If you are submitting more than one CAP grant, you need to exit one be able to work on another.

“Pause” an application you are working on.. Then, from the dashboard, click **“Exit draft application.”** You have to exit before you can see the other CAP grant applications as options.

Click **“Start Draft Application”** and follow the directions from above.