

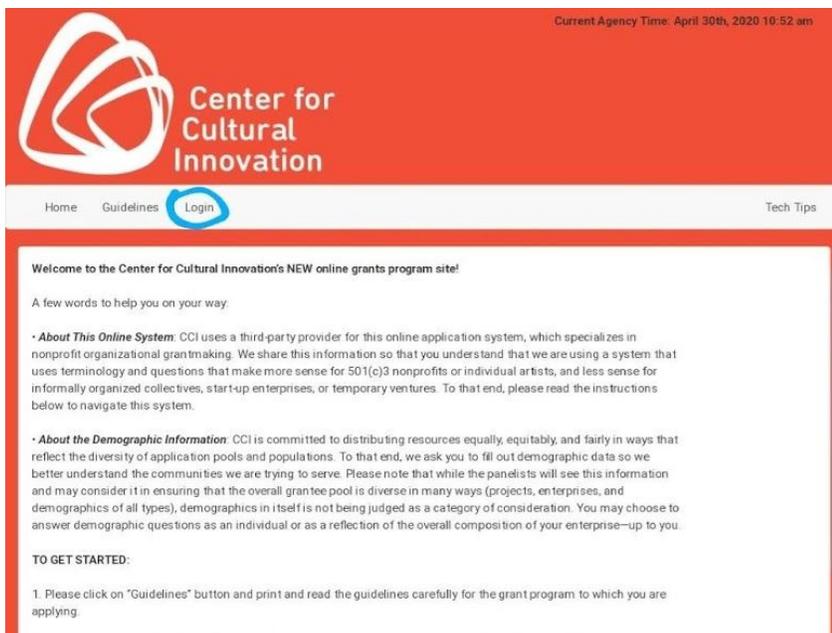
How to Apply for Grants through the CCI Go System

In order to apply for grants through the CCI Go System, you must first create a User Profile. After you have created a profile, you can then access and complete grant applications. Below are the steps you will follow to create your User Profile and to use the online grant application system.

Create a Profile:

In order to apply for a grant, you will first need to make a User Profile in the Go System.

1. Go to <https://ccigrants.gosmart.org/> and click the tab that says “Login”.



The screenshot shows the homepage of the Center for Cultural Innovation. The header features the organization's logo and name. A navigation bar includes links for Home, Guidelines, Login (highlighted with a blue circle), and Tech Tips. The main content area contains a welcome message and two informational sections: 'About This Online System' and 'About the Demographic Information'. A 'TO GET STARTED' section provides the first step: clicking on the 'Guidelines' button.

Current Agency Time: April 30th, 2020 10:52 am

Center for Cultural Innovation

Home Guidelines **Login** Tech Tips

Welcome to the Center for Cultural Innovation's NEW online grants program site!

A few words to help you on your way:

- **About This Online System:** CCI uses a third-party provider for this online application system, which specializes in nonprofit organizational grantmaking. We share this information so that you understand that we are using a system that uses terminology and questions that make more sense for 501(c)3 nonprofits or individual artists, and less sense for informally organized collectives, start-up enterprises, or temporary ventures. To that end, please read the instructions below to navigate this system.
- **About the Demographic Information:** CCI is committed to distributing resources equally, equitably, and fairly in ways that reflect the diversity of application pools and populations. To that end, we ask you to fill out demographic data so we better understand the communities we are trying to serve. Please note that while the panelists will see this information and may consider it in ensuring that the overall grantee pool is diverse in many ways (projects, enterprises, and demographics of all types), demographics in itself is not being judged as a category of consideration. You may choose to answer demographic questions as an individual or as a reflection of the overall composition of your enterprise—up to you.

TO GET STARTED:

1. Please click on "Guidelines" button and print and read the guidelines carefully for the grant program to which you are applying.

2. At the bottom of the page click the link that says “Click Here to create a new profile”.

Home Guidelines Login Tech Tips

Login

User Name:

Password:

Login

Forgot your Username?

Enter your email address:

Remind me!

Forgot your Password?

Enter your email address:

Enter your username:

Reset Password

New to the site? [Click Here to create a new profile](#)

3. Click the blue “Yes, I agree” button to agree to the terms and conditions.

Home Guidelines Login Tech Tips

GO SMART END USER TERMS AND CONDITIONS

GO SMART END USER TERMS AND CONDITIONS

By clicking "Yes" to the "I agree" option in the Terms of Use dialog box, the user agrees that the following terms and conditions (the "Agreement") apply between user (defined below as the Applicant) and The Western States Arts Federation ("WESTAF"), a Colorado non-profit corporation, with respect to the Applicant's use of the Web Site and GO Smart Service, as defined below.

1. Certain Definitions. For purposes of this Agreement, the following definitions shall apply:

"Agreement" means this Agreement as agreed to and accepted by the Applicant's actions in clicking on the "I agree" option in the Terms of Use dialog box of the GO Smart Service.

"Application" means the information requested by a Licensee and provided by an Applicant concerning the Applicant's personal identifying information and relevant history, training, education, experience and Work Samples which are submitted by the Applicant to the Licensee through use of the GO Smart Service.

Yes, I Agree No, I do not agree Print this Agreement

4. Create Your Profile

New Profile

* Please choose the type of profile you are creating: Individual Organization

Primary Contact Information

Salutation

* First Name

Middle Initial

* Last Name

Title

* Phone

* Email

* Confirm Email

* Username

* Password

* Confirm Password

Applicant Information

* Legal Name *(Organization or Individual)*

Date of 501(c)3 incorporation *(if applicable)*

* Address

Address (line 2)

* City

* Country

* State/Province

* Postal Code

* Phone

Fax

* Artist Description

* Applicant Discipline

Web Address

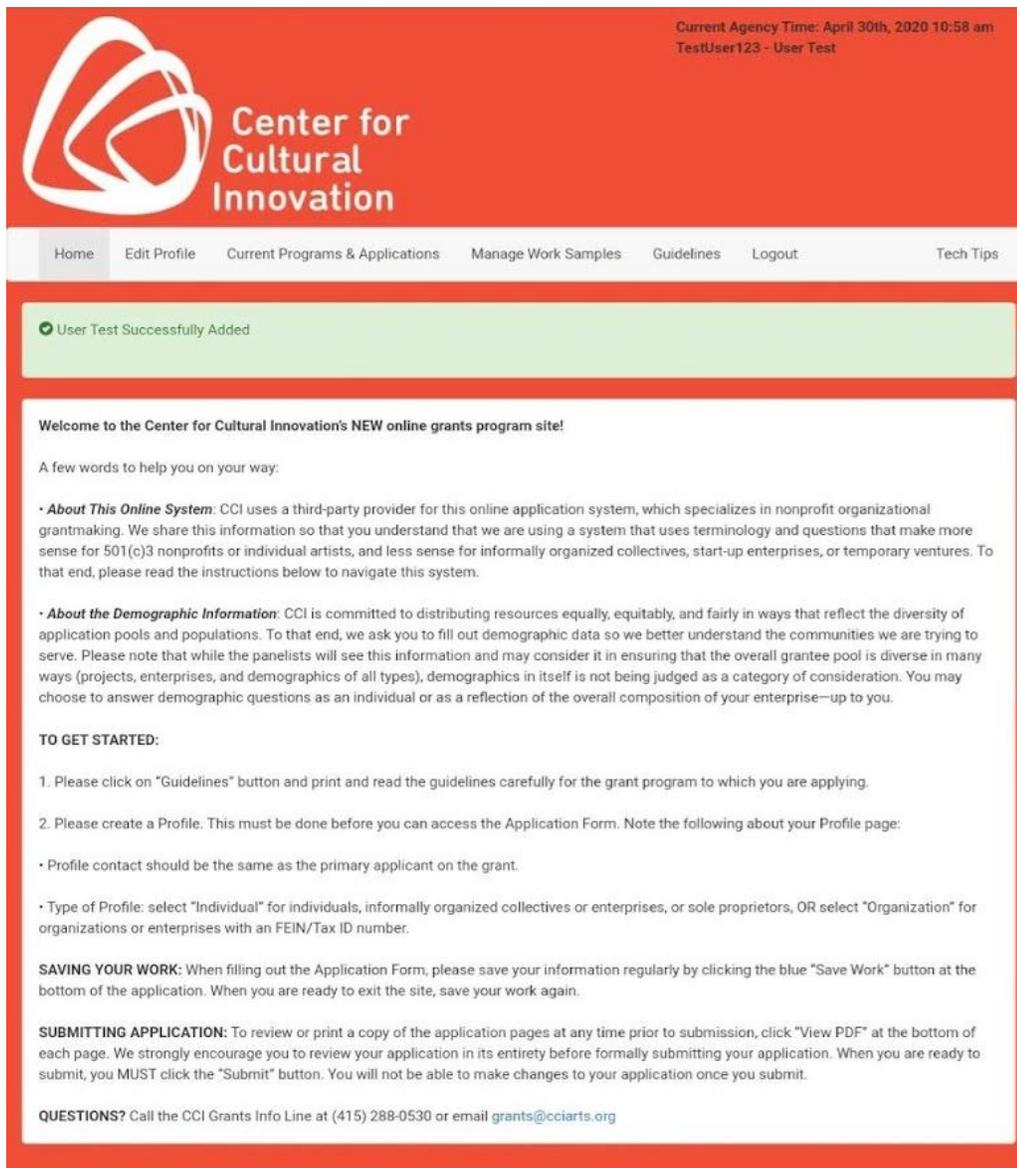
* Denotes a required field



 Powered by WESTAF

[Terms of Use](#) [Privacy Policy](#)

5. After clicking submit, you will be returned to the main page and you will be automatically logged in. You will also receive an email with the subject line "Profile Received" with a reminder of your User Name and a link to the Go System Login page. Now you have created your profile and are ready to apply for grants!



Current Agency Time: April 30th, 2020 10:58 am
TestUser123 - User Test

 Center for Cultural Innovation

Home Edit Profile Current Programs & Applications Manage Work Samples Guidelines Logout Tech Tips

✔ User Test Successfully Added

Welcome to the Center for Cultural Innovation's NEW online grants program site!

A few words to help you on your way:

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- **About the Demographic Information:** CCI is committed to distributing resources equally, equitably, and fairly in ways that reflect the diversity of application pools and populations. To that end, we ask you to fill out demographic data so we better understand the communities we are trying to serve. Please note that while the panelists will see this information and may consider it in ensuring that the overall grantee pool is diverse in many ways (projects, enterprises, and demographics of all types), demographics in itself is not being judged as a category of consideration. You may choose to answer demographic questions as an individual or as a reflection of the overall composition of your enterprise—up to you.

TO GET STARTED:

1. Please click on "Guidelines" button and print and read the guidelines carefully for the grant program to which you are applying.
2. Please create a Profile. This must be done before you can access the Application Form. Note the following about your Profile page:
 - Profile contact should be the same as the primary applicant on the grant.
 - Type of Profile: select "Individual" for individuals, informally organized collectives or enterprises, or sole proprietors, OR select "Organization" for organizations or enterprises with an FEIN/Tax ID number.

SAVING YOUR WORK: When filling out the Application Form, please save your information regularly by clicking the blue "Save Work" button at the bottom of the application. When you are ready to exit the site, save your work again.

SUBMITTING APPLICATION: To review or print a copy of the application pages at any time prior to submission, click "View PDF" at the bottom of each page. We strongly encourage you to review your application in its entirety before formally submitting your application. When you are ready to submit, you MUST click the "Submit" button. You will not be able to make changes to your application once you submit.

QUESTIONS? Call the CCI Grants Info Line at (415) 288-0530 or email grants@cciarts.org

Apply for Grants

1. Log in to the User Profile you created at <https://ccigrants.gosmart.org/>
(You will not be able to apply for grants without creating a User Profile).
2. Click the tab that says “Current Programs and Applications”
Here, you will see a list of all active grants. Find the grant you wish to apply for. You can click “Preview” to view the pages of the application before beginning to apply.

Current Agency Time: April 30th, 2020 12:32 pm
TestUser123 - User Test

Center for Cultural Innovation

Home Edit Profile **Current Programs & Applications** Manage Work Samples Guidelines Logout Tech Tips

Active Programs

Invitational Password

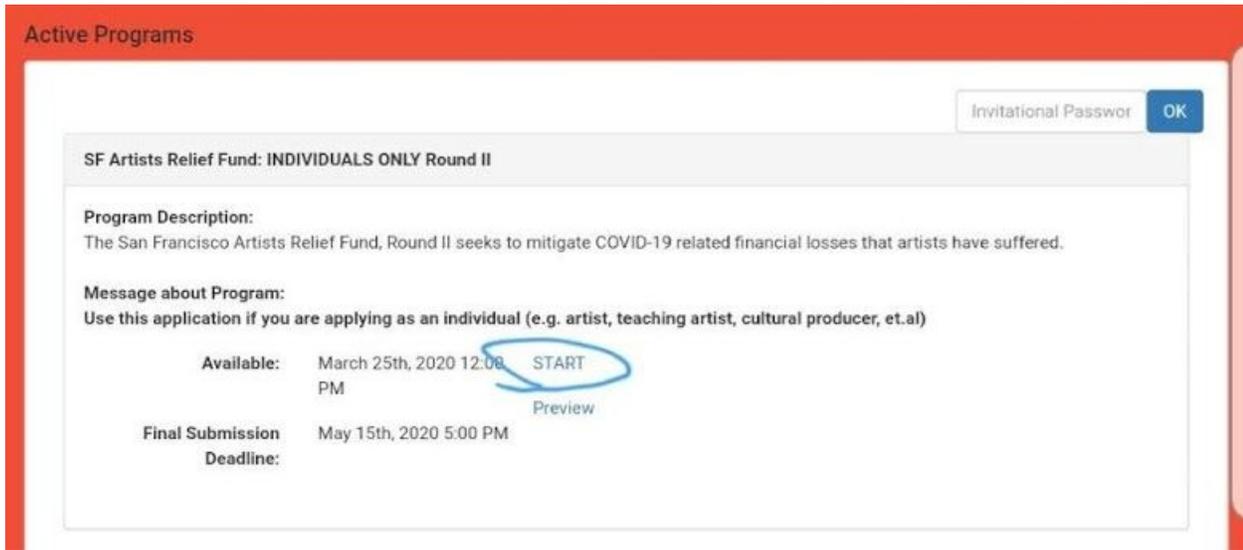
SF Artists Relief Fund: INDIVIDUALS ONLY Round II

Program Description:
The San Francisco Artists Relief Fund, Round II seeks to mitigate COVID-19 related financial losses that artists have suffered.

Message about Program:
Use this application if you are applying as an individual (e.g. artist, teaching artist, cultural producer, et.al)

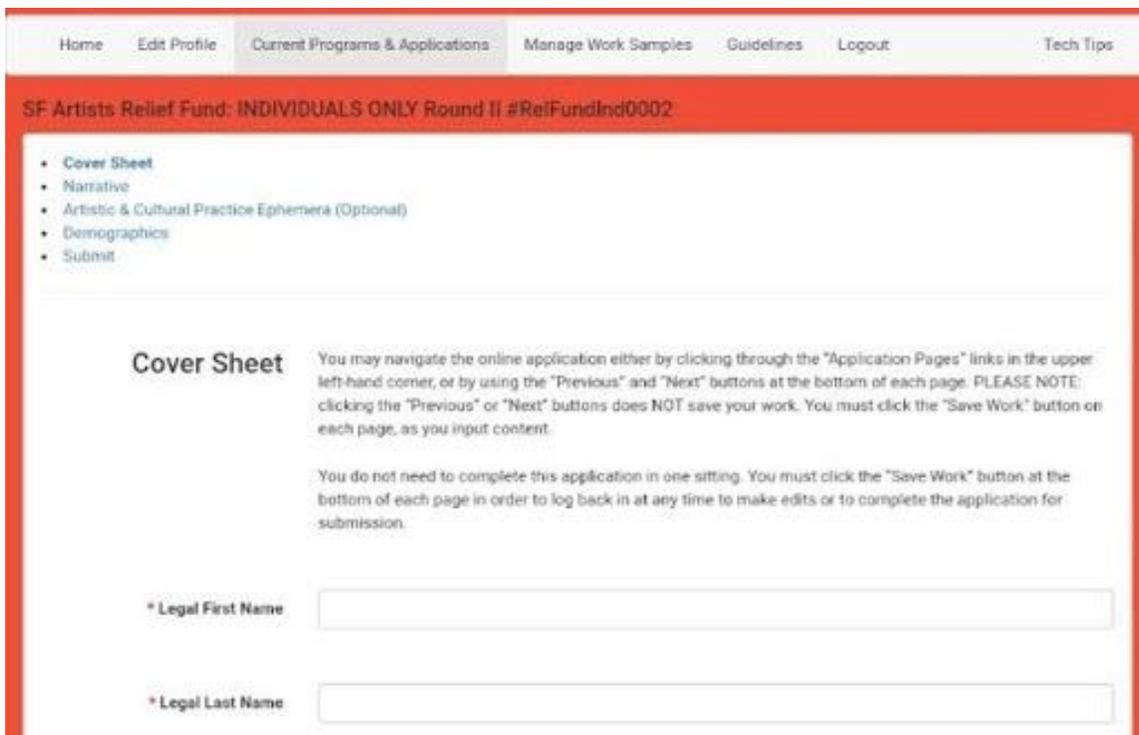
Available:	March 25th, 2020 12:00 PM	START
		Preview
Final Submission Deadline:	May 15th, 2020 5:00 PM	

3. When you are ready to begin your application click the blue link that says "START".



4. Once you click "START" you will be taken to the grant application.

At the top of the page, you will see the name of the grant you are applying for, and a bulleted list with the components of the application you will need to complete. You are required to answer all questions and fields marked with an asterisk ().*



5. After completing all the fields on the page click the blue “Save Work” button at the bottom of the page. If you do not click “Save Work” your answers will not be saved!

been financially vulnerable and will likely be the hardest hit in this crisis. Which of these populations do you identify with and/or primarily serve? (Select all that apply.)

- People with Disabilities
- None of these populations
- Write-in Option

If you selected "Write-In Option" above, please describe. (100 characters maximum)

Save Work

Did I Complete This Page?

View PDF

Next

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6. Click the “Next” button in the bottom right corner of the page.

If you have not filled out all the required fields, or if you forgot to click the “Save Work” button, you will receive a notification that you must fill out the incomplete fields before advancing to the next page.

will likely be the hardest hit in this crisis. Which of these populations do you identify with and/or primarily serve? (Select all that apply.)

- People with Disabilities
- None of these populations
- Write-in Option

If you selected "Write-In Option" above, please describe. (100 characters maximum)

Save Work

Did I Complete This Page?

View PDF

Next

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7. Continue completing each page of the application until you reach the final page. Click the “View PDF” button at the bottom of the page to review your answers.

SF Artists Relief Fund: INDIVIDUALS ONLY Round II #RelFundInd0002

- Cover Sheet
- Narrative
- Artistic & Cultural Practice Ephemera (Optional)
- Demographics
- **Submit**

We strongly recommend you review the PDF of this application before submitting.
(Click “View PDF” below.)

Certification/Signature

I certify I have read and met the eligibility requirements stated in the San Francisco Artists Relief Fund Guidelines and that all the information provided in this application is correct to the best of my knowledge. I further acknowledge that the Center for Cultural Innovation is not liable for damage or loss of materials submitted.

Final Submission

8. When your PDF opens check for accuracy in your application responses.

If you need to make changes to your application, use your browser’s back button to return to the application. Navigate through the application by using the “Previous” button in the lower left corner, or by clicking the bulleted list of individual components at the top of the page.

Center for Cultural Innovation - SF Artists Relief Fund: INDIVIDUALS ONLY Round II	
User Test	
Application #RelFundInd0002	
Primary Contact:	User Test
Phone:	(000) 000-0000
Email:	██████████@gmail.com

Applicant Profile

Applicant Type	Individual
Legal Name	User Test
Address	123 fake st Los Angeles, California 90032
Telephone	UNITED STATES (000) 000-0000

9. When you are satisfied with your application, click the “Final Submission” radio button, then click the blue “Submit” button.

We strongly recommend you review the PDF of this application before submitting.
(Click "View PDF" below.)

Certification/Signature

I certify I have read and met the eligibility requirements stated in the San Francisco Artists Relief Fund Guidelines and that all the information provided in this application is correct to the best of my knowledge. I further acknowledge that the Center for Cultural Innovation is not liable for damage or loss of materials submitted.

Final Submission

[Submit](#)

[Previous](#) [View PDF](#)

10. After you click the “Submit” button a screen will appear confirming your submission. Your application is complete!

Current Agency Time: April 30th, 2020 12:42 pm
TestUser123 - User Test

 **Center for Cultural Innovation**

[Home](#) [Edit Profile](#) [Current Programs & Applications](#) [Manage Work Samples](#) [Guidelines](#) [Logout](#) [Tech Tips](#)

We have received your application to the 2020 San Francisco Artists Relief Fund, Round II grant program. Thank you for your submission! You will be notified regarding your application status by May 22, 2020. If you have any questions or concerns, please contact CCI at 415.288.0530 or grants@cciarts.org.