

## SUBMITTABLE QUICK TIPS

- You must create a free Submittable account or sign in with your Google or Facebook credentials to submit your <u>Investing in Artists: Tools & Equipment</u> grant application.
- You can <u>save a draft</u> of your work if you want to finish the application later.
- If you need to make changes to your application after it has been submitted, send a request to CCI to <u>edit the submission</u>. We are generally able to accommodate these requests during the open application period. However, if the review process has already started, we cannot open your submission for editing.
- Submittable works best on Google Chrome, Firefox, and Safari. Internet Explorer is not supported. Please make sure you are using a supported browser.
  - ✓ You can download Firefox by following the instructions linked here.
  - ✓ You can download Chrome by following the instructions linked here.
- All applicants will be notified by email regarding their application status. To ensure the timely delivery of all communications, please safelist <u>notifications@email.submittable.com</u>. See <u>here</u> for instructions by email service provider.
- Visit Submittable's <u>Help Center</u> for answers to frequently asked questions.
- If you need technical assistance (e.g. password or upload issues), request support at: <a href="https://www.submittable.com/help/submitter/">https://www.submittable.com/help/submitter/</a> (located at bottom of page).

Submittable's business hours are 9 am–5 pm MT. They aim to respond within 24 business hours.