

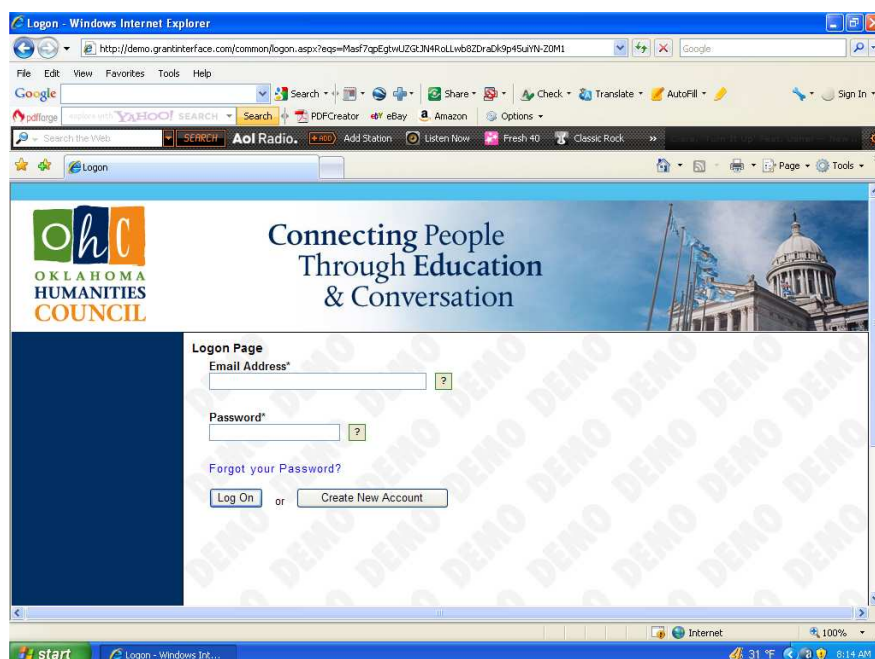


Online Grant Application Tutorial

Welcome to the Oklahoma Humanities Council's online grant application system. This tutorial will introduce you to the Council's way of applying for OHC grants—the online grant system. While this document attempts to provide step-by-step instructions, we realize that not all user scenarios may be adequately covered, so feel free to contact us should you have any questions.

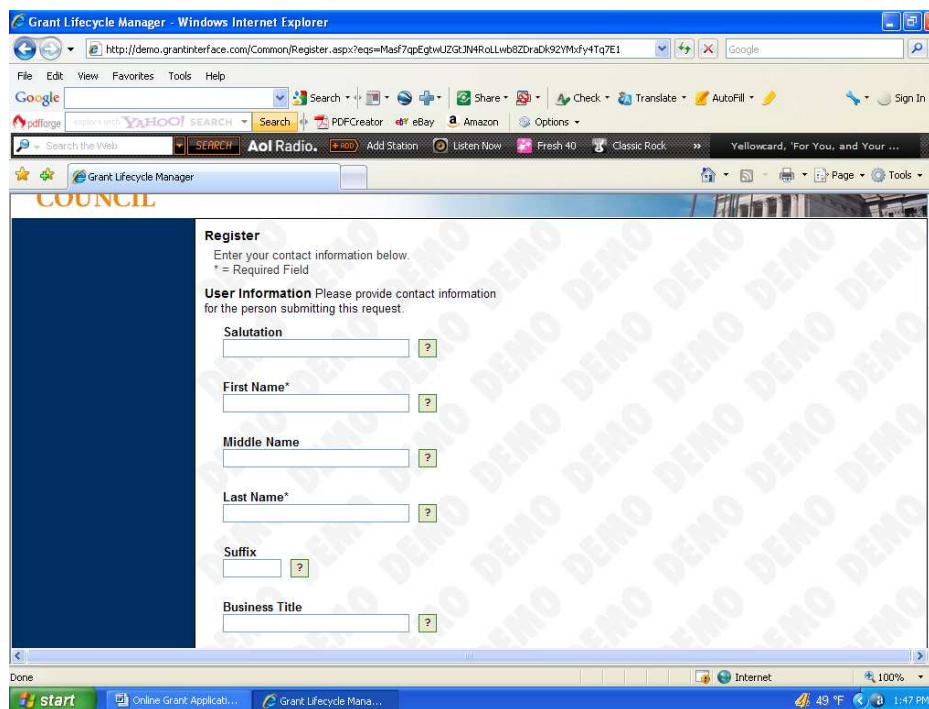
Step One: Accessing the Online Grant System

1. On the grants page of the Oklahoma Humanities Council website, locate the link that says “Apply for an OHC Grant.”
2. Click the link.
3. You will then be directed to the following page:



Step Two: Registering as a new user

1. Click on the “Create New Account” button.
2. You will then be directed to provide contact information for two individuals—the Project Director and the Authorizing Official of the Primary Sponsor.



The screenshot shows a web browser window titled "Grant Lifecycle Manager - Windows Internet Explorer". The address bar contains the URL: <http://demo.grantinterface.com/Common/Register.aspx?eqs=Masf7qpEgtwU2GJm4RoLLwb62Drak92YmufY4Tq7E1>. The browser's search bar is set to Google. The page content includes a "COUNCIL" logo at the top left. The main heading is "Register", followed by the instruction "Enter your contact information below." and a note "* = Required Field". Below this is a section titled "User Information" with the text "Please provide contact information for the person submitting this request." The form contains several input fields: "Salutation", "First Name*", "Middle Name", "Last Name*", "Suffix", and "Business Title". Each field has a small question mark icon to its right. The browser's taskbar at the bottom shows the Windows Start button, several open applications, and the system tray with a temperature of 49 °F and the time 1:47 PM.

3. The first person to identify will be the Project Director. This is the individual submitting the application and designated by the Primary Sponsor to have overall responsibility for carrying out the project and with whom OHC will have the most contact during the grant period. Only one individual may be designated as Project Director. The Project Director cannot also serve as Fiscal Agent, though s/he may serve as the Authorizing Official. Please fill out the requested information. ***Please note: the project director's e-mail address will serve as your login ID.***

4. The next individual to identify is the Authorizing Official of the Primary Sponsor. Normally an officer of the Primary Sponsor, this person is empowered to commit the sponsor to the terms of the formal agreement when and if a grant award is made by OHC. ***Special note for independent scholars applying for an OHC Scholar Research Grant: Please put “Independent Scholar” under Organization and your contact information again as authorizing official.***

The screenshot shows a web browser window titled "Grant Lifecycle Manager - Windows Internet Explorer". The address bar shows the URL: <https://www.grantinterface.com/Common/Register.aspx?eqp=Masf7qpEgtwU2GLJN4RcLwb8ZDraOK92Y>. The page content is titled "Organization Information" and includes the instruction: "Please provide contact information for the Chief Executive of the organization." The form fields are as follows:

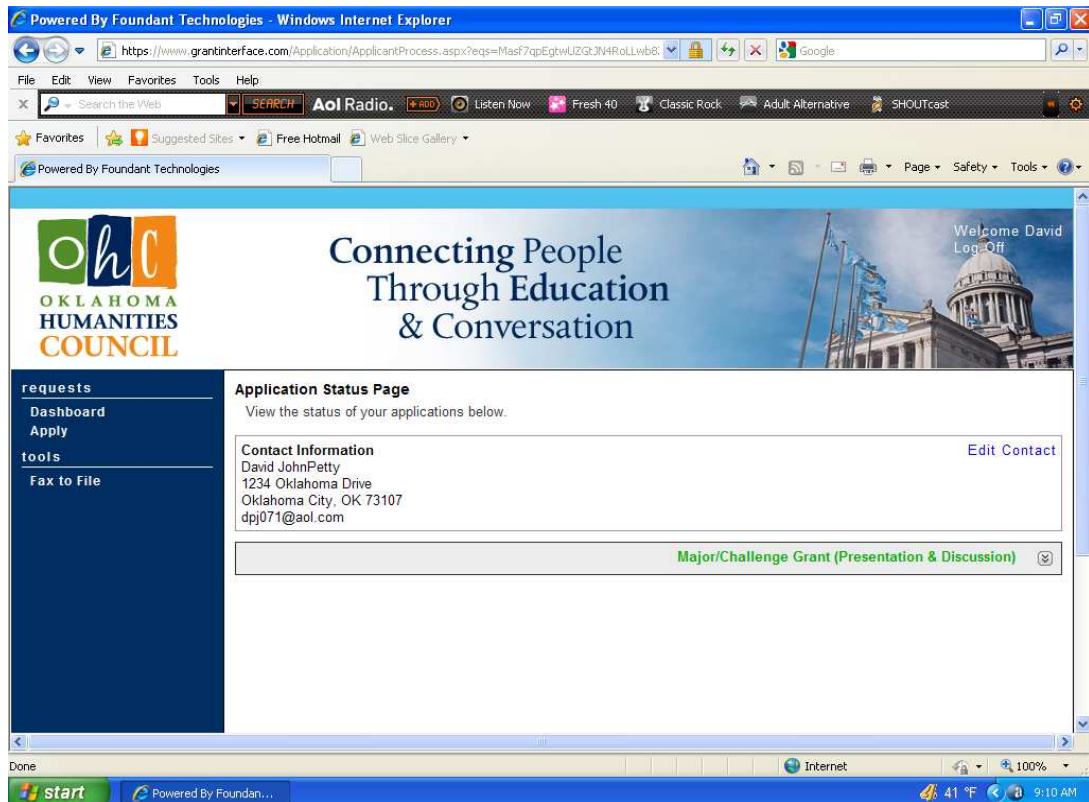
- Organization Name* (text input)
- Web Site (text input)
- Salutation (text input)
- First Name* (text input)
- Middle Name (text input)
- Last Name* (text input)
- Suffix (text input)
- Business Title (text input)

- Provide the name of the Organization that will serve as the Primary Sponsor. This must be a non-profit organization or institution and will have the full financial, legal, and managerial responsibility for carrying out the project. The Primary Sponsor must retain all financial records pertaining to the project for a period of 3 years following the submission of the final report, and must make such records available to OHC, its agents, or the federal government upon request.
- Provide the contact information for the Authorizing Official.

5. After you have registered your account, you will be taken to a Set Password Page where you will enter your password. Next you will be asked to confirm your password. If you wish to change your password in the future, log on to your account and click on Edit Contact. This will allow you to change information.

Step Three: Applying for an OHC Grant

1. After you have completed the registration process, you will be directed to the Application Status Page.



2. This is the page where you can change any contact information, as well as select your grant application and check on the status of any submitted proposals.

3. To apply for an OHC grant, click on the Apply button located on the menu on the left of the screen. You will then be taken to a list of available grant applications.

A. Major/Challenge Grants

For Major Grants, the maximum outright award is \$5,000, but may be increased by \$3,500 with the Gifts and Match program. Challenge grants offer matching funds only, on a dollar-for-dollar basis, for gifts raised from eligible third-party donors.

Please select the category that describes the *primary* activity of your project:

- Major/Challenge Grant (Presentation/Discussion): this includes lectures, panel discussions, teacher institutes, symposia, etc.
- Major/Challenge Grant (Exhibit): this includes the creation of exhibits, or costs associated with bringing in a traveling exhibit.
- Major/Challenge Grant (Media): this includes the development of websites, podcasts, film, or any other media formats.

B. Opportunity Grants

These are available to nonprofit organizations in support of public programming in the humanities. Up to \$1,000 in OHC funds may be requested for quality public programs that:

- have a basis in strong scholarship
- encourage conversation
- are presented in formats that are accessible to and encourage participation by the public
- reflect cooperation among several organizations within a community

Applications must be submitted 40 days prior to the planned program.

C. *Let's Talk About It, Oklahoma* Grants

These grants are available to nonprofit organizations that host a *Let's Talk About It, Oklahoma* reading and discussion program. Up to \$1,000 in OHC funds may be requested.

D. MoMS Grants

These grants are only available to organizations hosting the Museum on Main Street exhibit *Key Ingredients: America by Food*.

E. Scholar Research Grants

These \$500 awards are offered as a modest effort to encourage and increase original humanities research by Oklahoma scholars. Awards will be made either to individuals (*Research Grant for Independent Scholars*) or to non-profit educational or cultural institutions (*Research Grant for Institutional Sponsors*) in support of scholars in their employ. Applications are due by December 15.

4. Complete the application as instructed.

Uploading Information

You will be asked to upload several electronic documents throughout the application process. These requests will have a button located nearby that says **Browse**. By clicking this button, you will be able to locate the needed document on your computer. After locating the needed document, you will then select it to be uploaded. *Once a file has been selected, you will see text in the shaded box. The file will not be uploaded until after you hit the save or submit button at the end of the application.*

Please note that only one document may be uploaded per field. If you have multiple documents (such as resumes and letters of support) you will need to merge these documents into one electronic document. This may be done by using your scanner or by using the FaxToFile tool (instructions below).

If you do not have an electronic version of the necessary document, you will need to use the FaxToFile function. This is located in the tool bar on the left hand side of the screen.

The purpose of FaxToFile is to help you convert documents from hard copy format to digital format so that they may be uploaded in any of the forms through the grant process.

How to use FaxToFile:

Using the fax tool is simple:

1. To start, click the "Request a Fax #" button below and you will be presented with a toll-free fax number. *Once you have a fax number, you will have a 20 minute period to fax needed documents for conversion.*
2. Send a separate fax for each upload required on the grant application. Do not include a cover sheet. All faxed documents will be automatically converted to .pdf format.
3. Click the Finished Faxing button to see your list of files.
4. Converted documents will be available to download and save to your computer. After downloading to your computer, you will then be able to upload the documents at the appropriate time during the online application process.