# Submittable How-To Applicant Handbook

On October 1st, 2019, ArtsWave began the launch of its new grantmaking software system, Submittable. This handbook will serve as a quick how-to guide, outlining each step of the application process.

How to Apply

1. Go to artswave.org, Click 'Apply for Funding' at the top of the page.
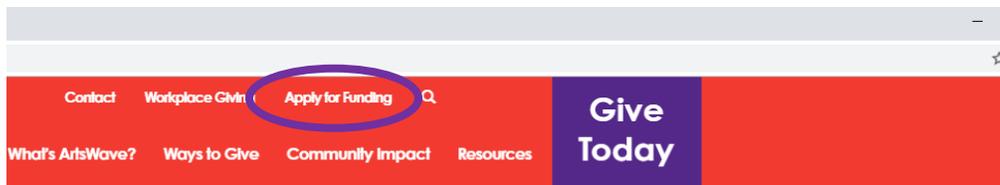

ArtsWave is the engine for Greater Cincinnati's arts.

Gifts from tens of thousands of individuals and companies create a wave of 100+ arts projects and organizations that connect our region and make it vibrant.

2. Select the grant program to which you would like to apply to, and click on the link to apply within the details section. You will then be directed to the online Submittable portal to complete your application.
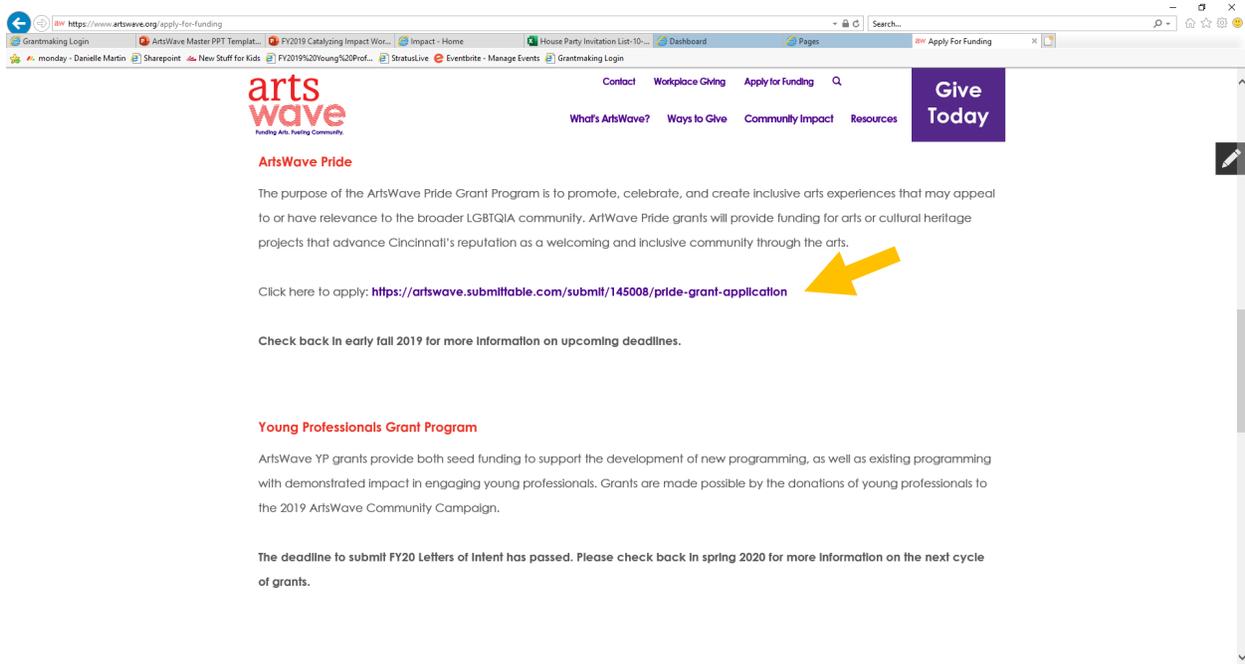
3. After reviewing the application guidelines, log-in to your account to complete your application. For new users, select 'Create your account' to access the portal.

Creating your Account

1. Create an account by entering your e-mail, desired password, first and last name. We recommend sharing one login account e-mail for your organization to be used for future applications, grant requirements and communications.


2. You will receive an e-mail shortly after creating your account requesting that you validate your e-mail address. Click on the link within the e-mail to validate your e-mail.

Note: You will still be able to proceed with completing your application after creating an account and will have the option to validate your e-mail *after* your submission. Continue to next step.
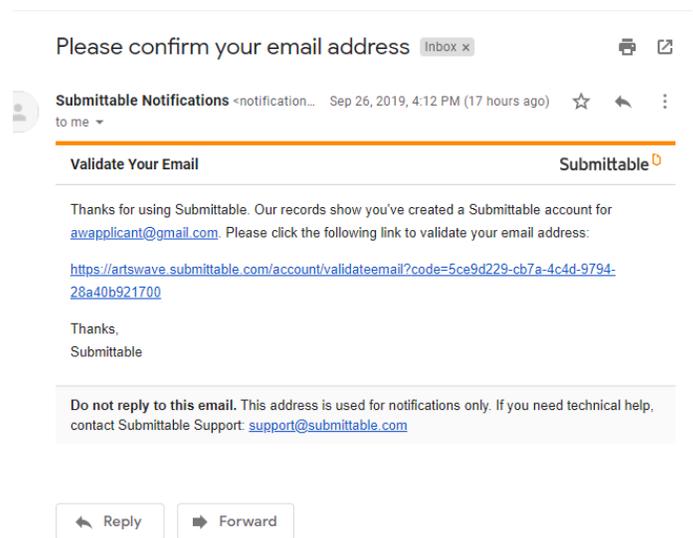
You will receive a notification confirming your e-mail has been validated.

Your Email Checks Out

Thanks for confirming your email address!
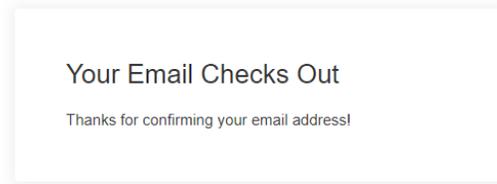
Powered by Submittable

Completing your Application

1. Complete all required fields of the application with all relevant information.
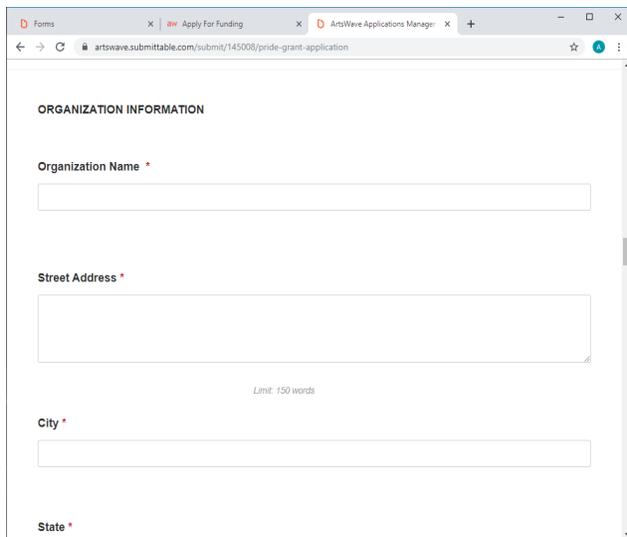
You will have the option to save a draft of your application and return to complete at any time prior to the application deadline.

2. When you are ready to submit, select 'Apply'.
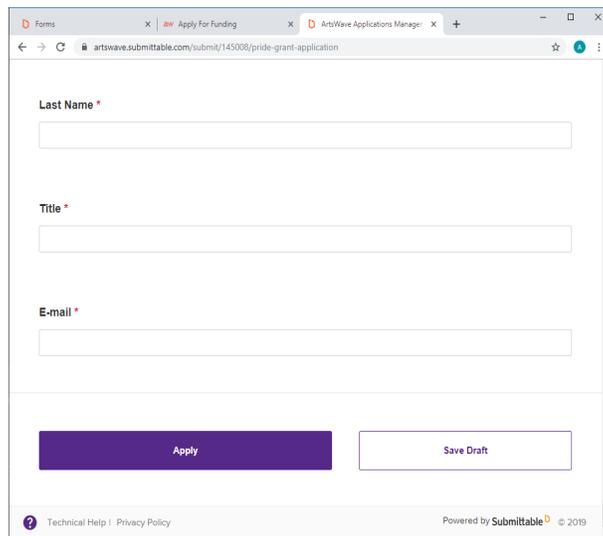
3. You will receive a message stating that your application has been submitted successfully.

Success!

You'll receive updates on your applications status by email. You can also check its status at any time in your Submittable account.

Return to ArtsWave →

Checking on the Status of your Application

1. You may log-in to check on the status of your application anytime. Upon logging-in after a submission, your portal will display as pictured below.
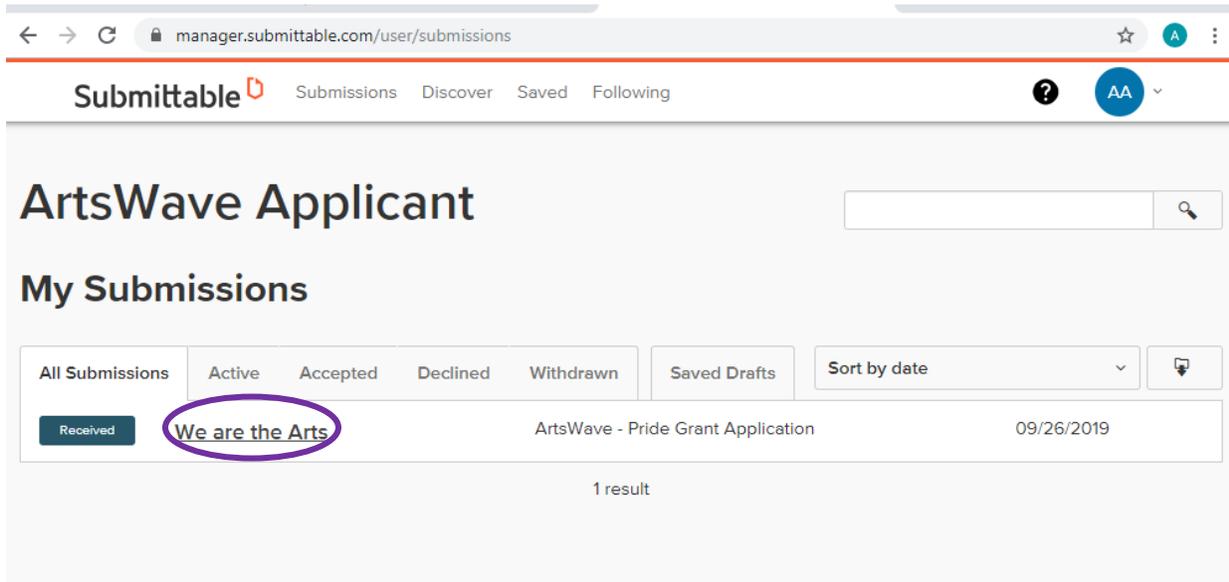
2. Your application status will always display within the submissions tab to the left of your application.
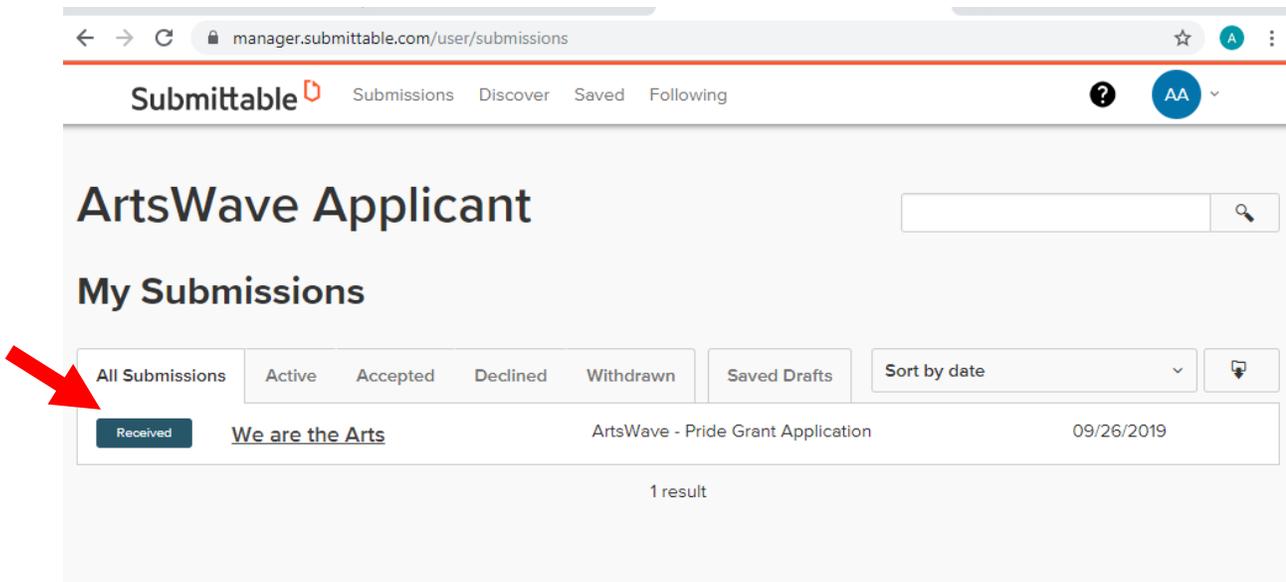
Received Status- Submission has been received

In-Progress- Application is currently under review

Accepted- Application Approved

Declined- Application Denied

Complete- All grant requirements have been fulfilled. Grant is now considered closed.

3. Click on your organization link to view full details of your application. Here, you will be able to review all activity regarding your applications, including e-mail communications.
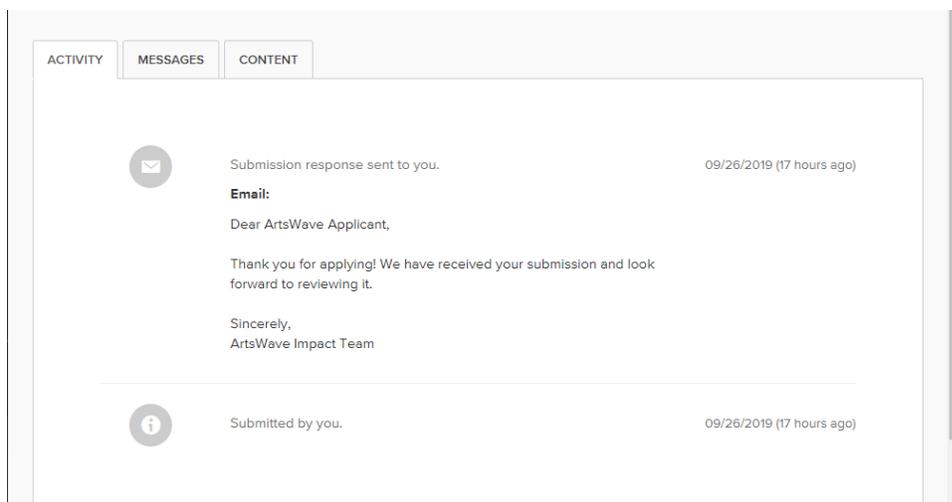
4. Within the messages tab, you will be able to see all communications. You will also be able to directly message any member of the Impact team within this tab.
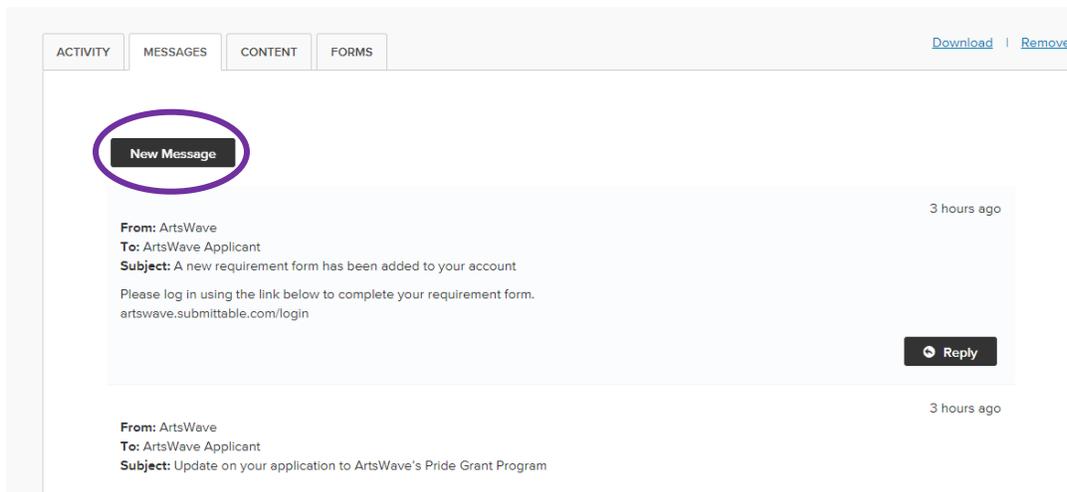
5. Within the content tab, you will be able to see all of the contents of your application.
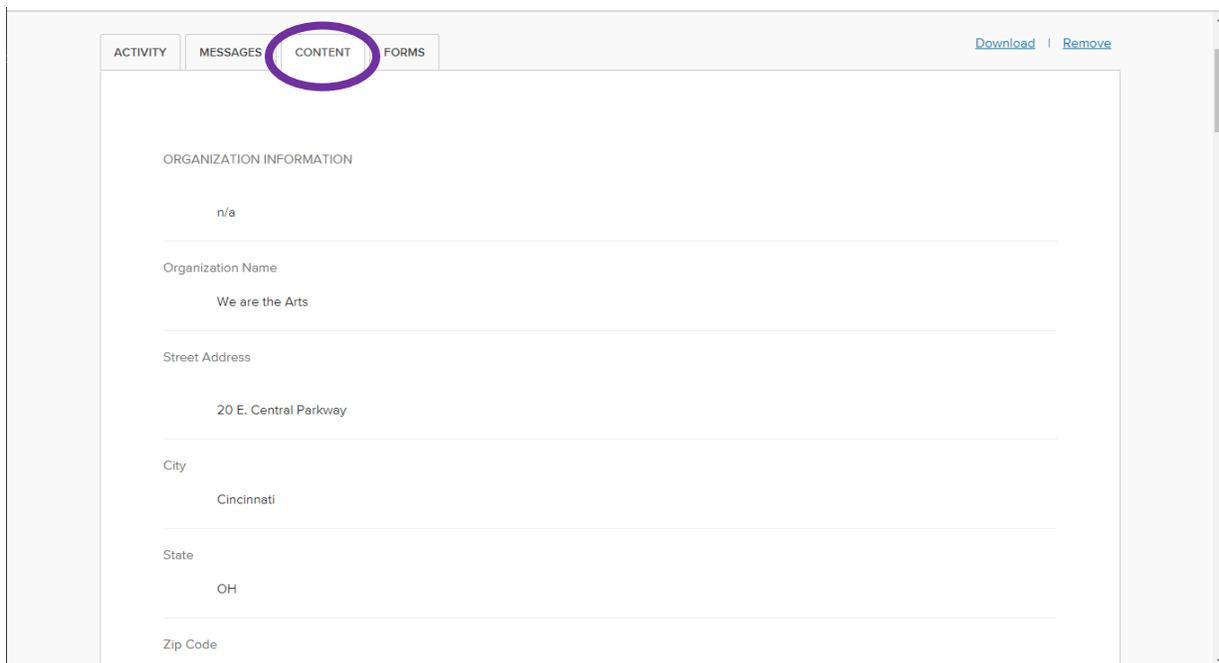
Application Approval

1. Once an application has been approved, you will receive an approval e-mail notification.
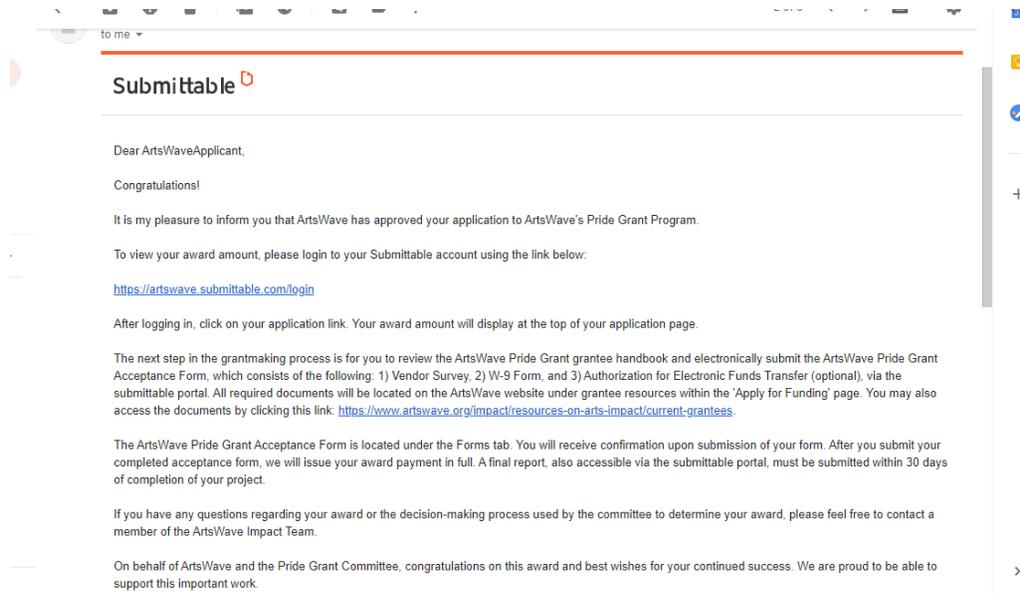

2. Log-in to your Submittable account to view the award amount and complete any additional forms/requirements. The award amount will be displayed at the top of your application.
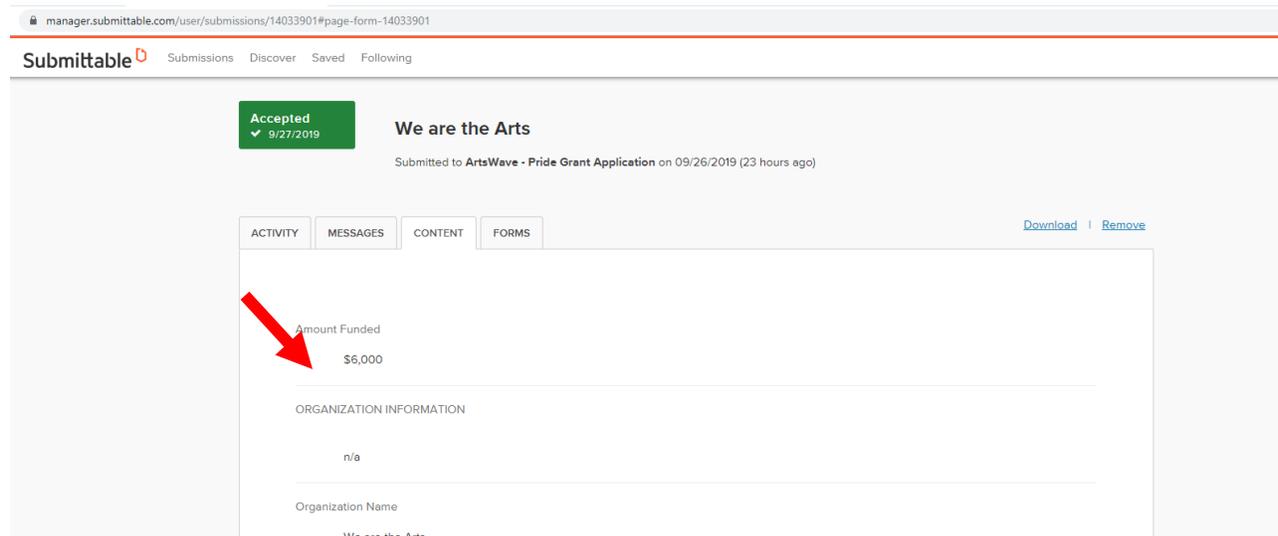
Additional Forms and Requirements
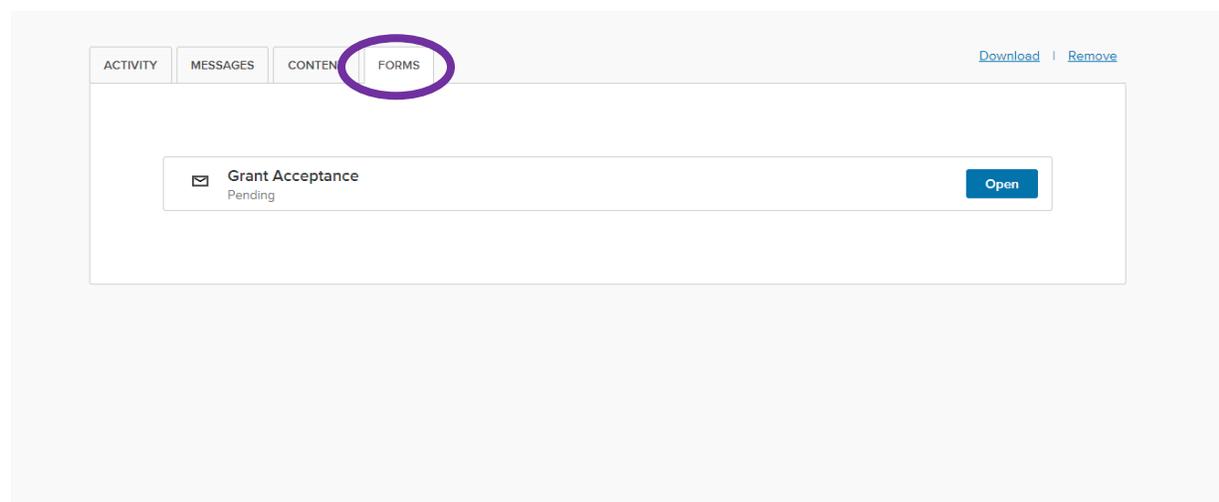
~~~~~~~~~~~~~~~~~~~~~~~~~~

1. After your application has been approved, you will need to complete a grant acceptance form before funds can be distributed. The grant acceptance form will include acceptance and aknowledgement of guidelines within the grantee handbook and attachments of the organization's 1.) W-9 form, 2.) Vendor Survey and 3.) EFT (Electronic Funds Transfer) form (optional). You may access the requirement form within the forms tab on your submissions page.

2. Payments are typically distributed on the 5th and 20th of the month in alignment with ArtsWave payment schedule.

Contact Resources

Submittable Support

support@submittable.com

ArtsWave Impact Team

Impact@artswave.org