WebGrants

Registration Tutorial

Minnesota State Arts Board

October 2012

MINNESOTA STATE ARTS BOARD

CLEAN WATER LAND & LEGACY AMENDMENT

Welcome

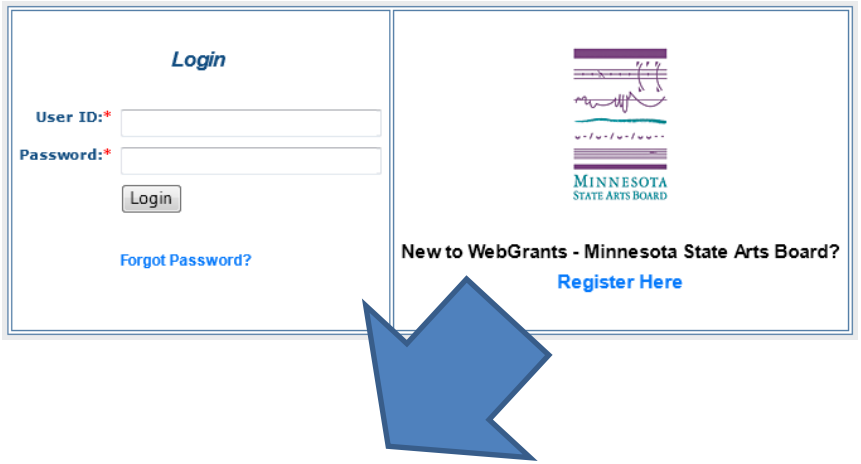
- Welcome to this introduction of the Minnesota State Arts Board's new online grants management system called WebGrants.
- The Minnesota State Arts Board provides grant opportunities to support individual artists, arts organizations, and arts programs in schools, communities, and other nonprofit organizations. Beginning with the Fiscal Year 2014 cycle, grant management will be done using the new ***WebGrants*** system.
- WebGrants allows applicants to easily and accurately enter information needed when applying for grant opportunities. This allows information to be quickly and efficiently processed by the Minnesota State Arts Board. ***WebGrants*** gives you the ability to submit grant applications and supporting materials online, to update contact and other information, and to follow the process online through contract and final reports.
- The ***WebGrants*** system is accessible through almost any computer with an Internet connection and a Web browser.

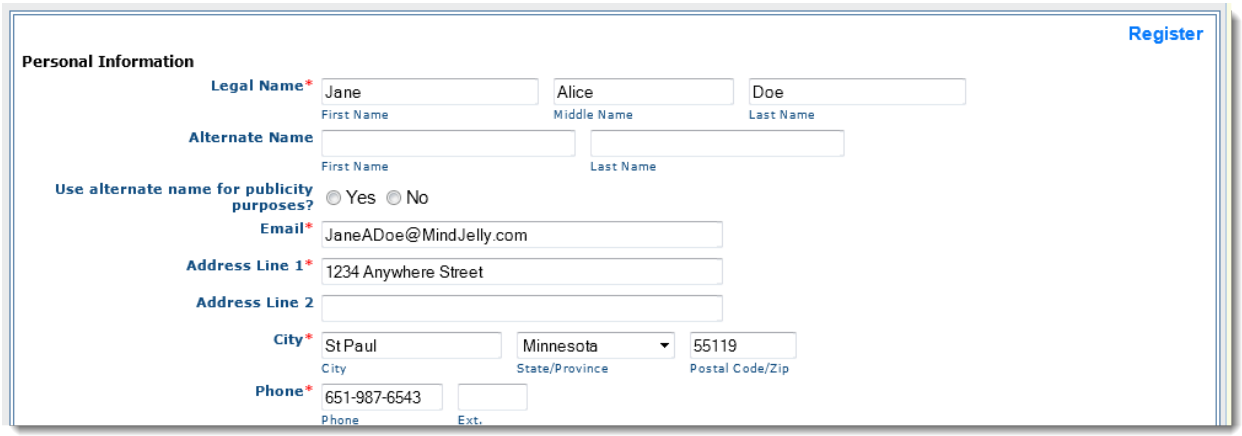
WebGrant Features

- ***WebGrants*** offers a consistent and intuitive user experience. Applicants will quickly learn how to use the system and become proficient at entering applications and tracking grant activity.
- Applicants can copy a prior application to use as the basis for a new application.
- All work samples and supplemental materials will be submitted online. There is no need to mail in or hand carry materials for applications.
- Applicants and grantees will receive e-mail notification of significant events during the grant life-cycle, including notices of application receipt, upcoming deadlines, acceptance or denial of the application, report reminders, etc.

What This Tutorial Covers

- This tutorial will explain the WebGrants registration process, the types of information needed to fill out the application, and it will walk you through your initial registration. An additional tutorial will guide you through the use of WebGrants.





If You are Unfamiliar with Online Technology

- The registration process and utilization of the ***WebGrants*** system is designed to be simple and intuitive, however, the process does expect that users have at least an entry level understanding of computers and e-mail. If you do not yet have experience using e-mail, and if you have never sent an e-mail with photos or files attached, you may need to seek assistance when using the ***WebGrants*** system.

Registration Information

- Online registration is simple and easy. You may register as an individual, or you may register on behalf of your group or organization.
- There are two parts to the registration, Personal Information and Organization Information. If you are registering as an individual, you only need to enter Personal Information.
- If you will be registering as the contact person for an organization, you will complete both the Personal Information and Organization Information sections.

Required Personal Information

- Required personal information includes:
  - Legal name
  - Full address, physical location
  - Phone number
  - Primary artistic discipline
- Optional personal information includes an alternate name (if you are better known by a nickname or stage name) and your Web site address. If you have a current Minnesota SWIFT Vendor Number, please have it ready.

Organizational Information

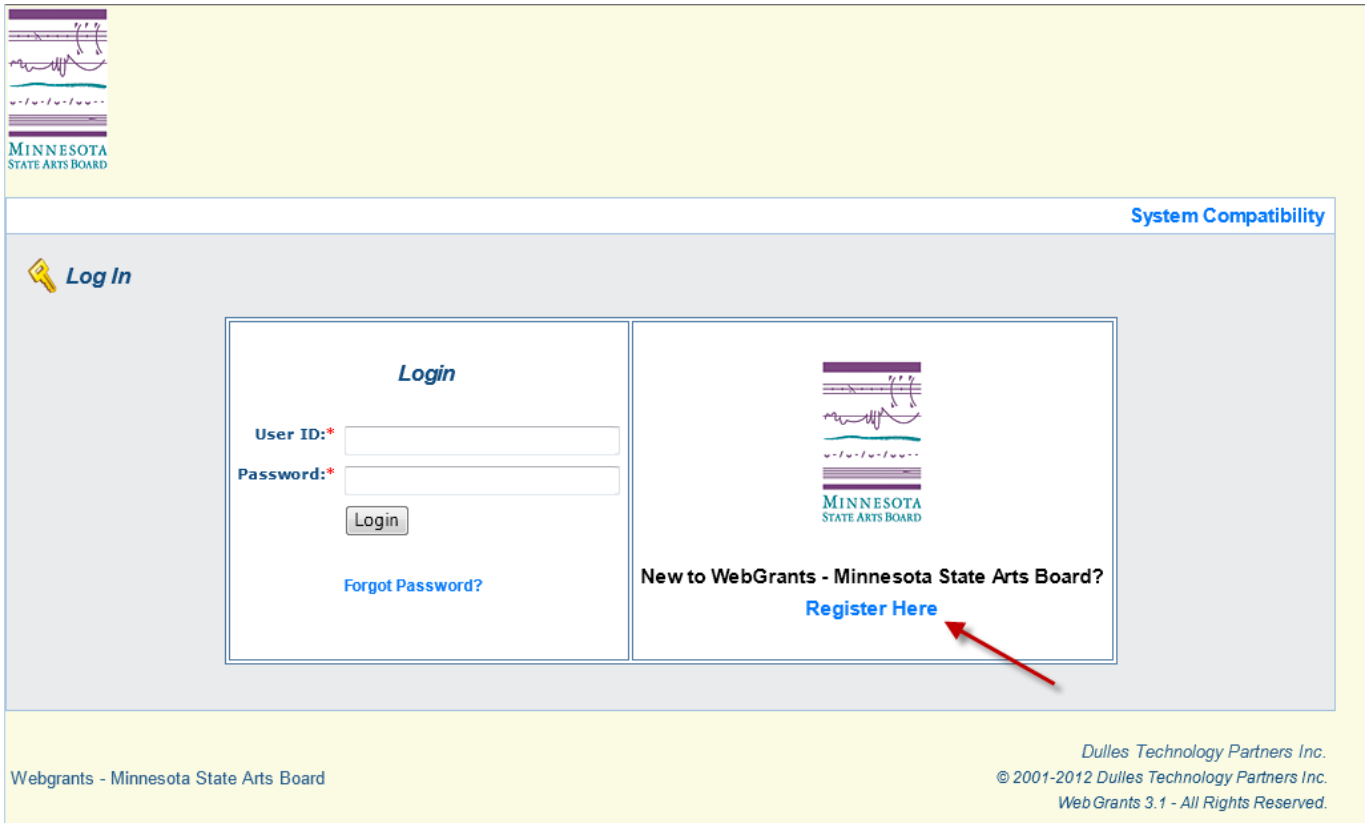
- Required organization information includes:
  - Legal name
  - Organization type
  - Legal status
  - Full address, physical location
  - Phone information
  - Primary artistic discipline
  - Ethnicity
- Optional organizational information includes an alternate name, the organization's Web site address, artistic discipline and constituent demographics (disability status, older adult, veteran status).
- Federal Employer ID, a Minnesota SWIFT number, and a DUNS number are needed if the organization receives a grant. If you have these numbers available, you can enter them when you register. If not, you can enter them at a later date.

Accuracy is Important!

- While you are able to update information after your registration process, it is important that the initial information you provide be as complete and accurate as possible.

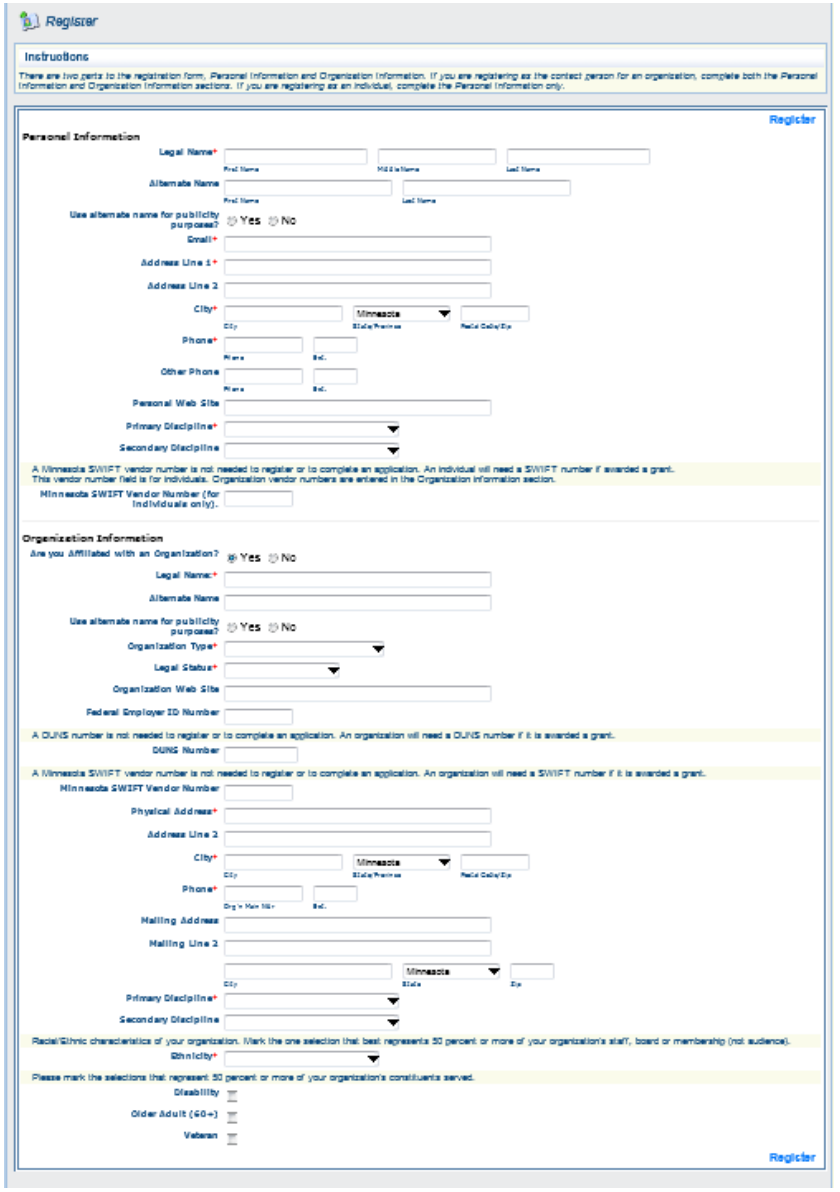
Register in WebGrants

- The registration process in WebGrants is easy.
- Go to the Minnesota State Arts Board Web site and select the menu item **Log in to WebGrants.**
- You will then come to the log in page for ***WebGrants***.
- Locate and click the Register Here button.



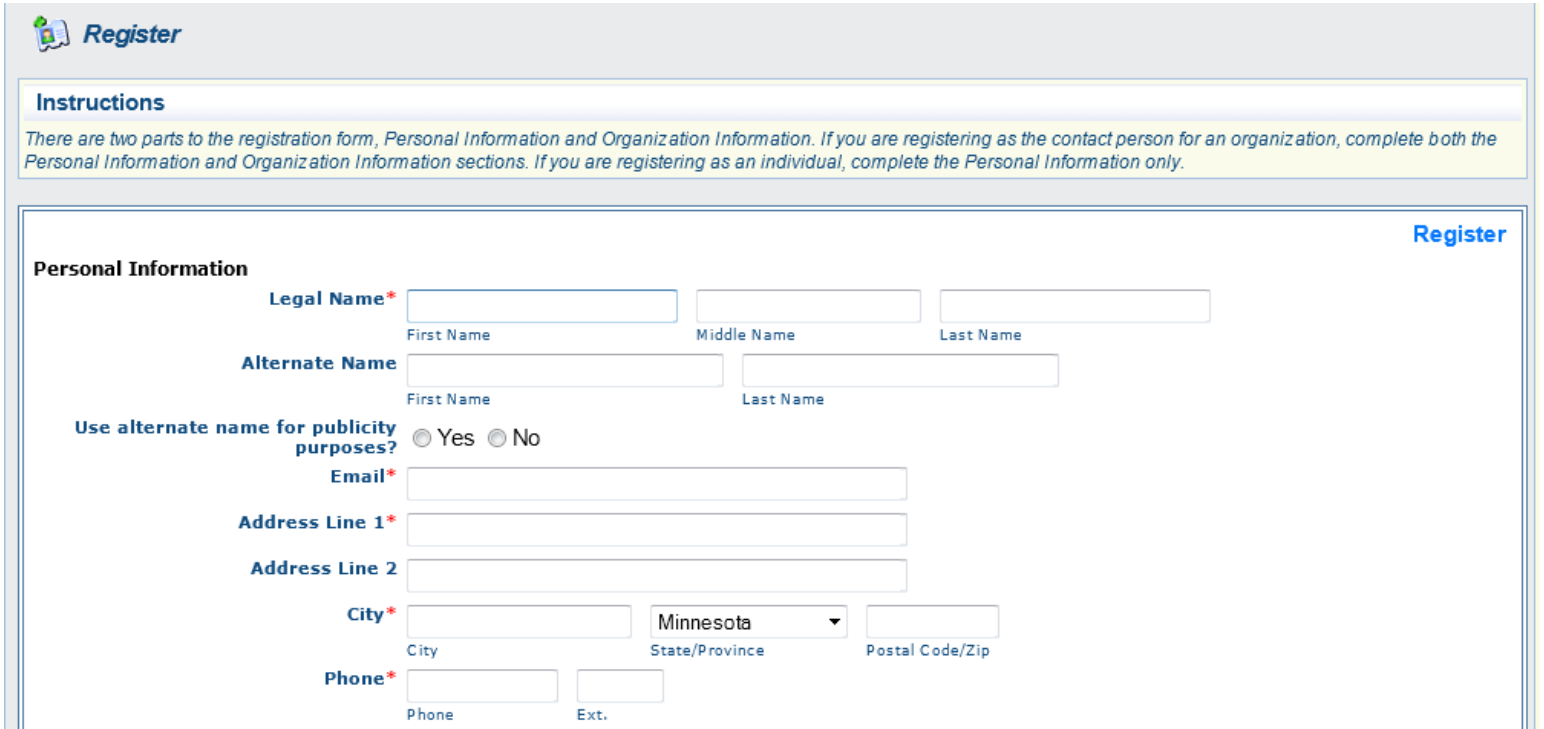
Registration Form

- A new page will load which will start the registration process. The page has data fields in which you will type your registration information. There are two main sections to the form: Personal Information and Organization Information.



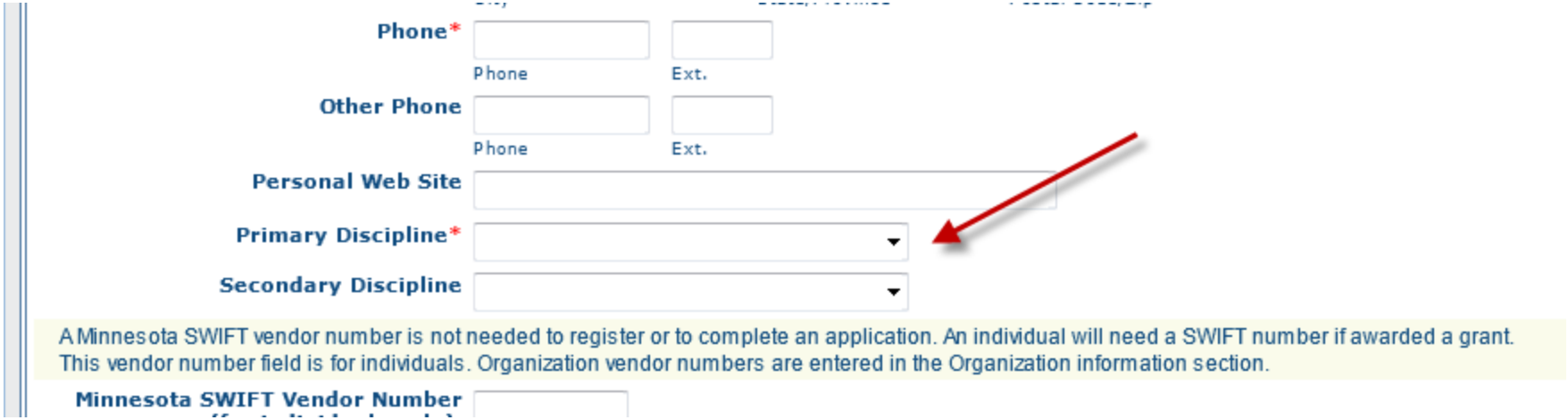
Personal Information

- Start with Personal Information. Complete this section if you are registering as an individual or are the contact person for an organization.
- Notice that some of the data fields have an asterisk. These data fields are required. Your first name, middle name, last name, e-mail address, street address, city, state, postal zip code, phone number, and primary artistic discipline all are required information.
- When you are entering information into the data fields, you can use the TAB key to get to the next field.



Artistic Disciplines

- Use the Primary and Secondary Artistic Discipline drop-down boxes to select the code that most clearly identifies the discipline of your artwork.
- There are categories for crafts, dance, design, folk, humanities, interdisciplinary, literature, media, multidisciplinary, music, opera, photography, theater, and visual arts.
- If you are the contact person for an organization, select “Non Arts / Non Humanities.”

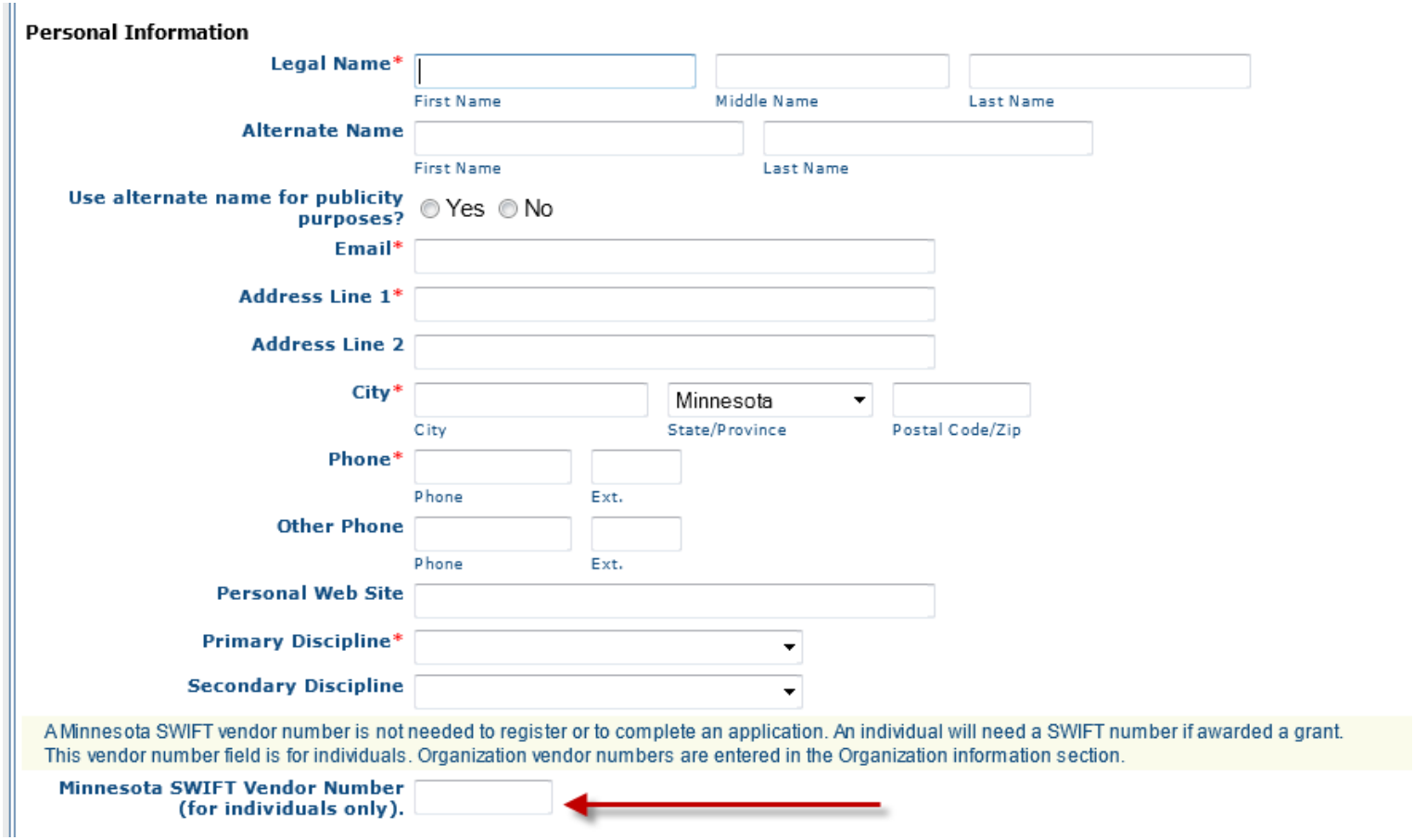


Secondary Discipline

- If desired, use the secondary artistic discipline drop-down to select a description that further describes your artwork. For example:
- If you ONLY present folk or traditional music, select
  Primary discipline: Folk/Traditional music
- However, if you primarily present folk or traditional music, but ALSO present storytelling, select
  Primary discipline: Folk/Traditional music
  Secondary discipline: Folk/Traditional storytelling

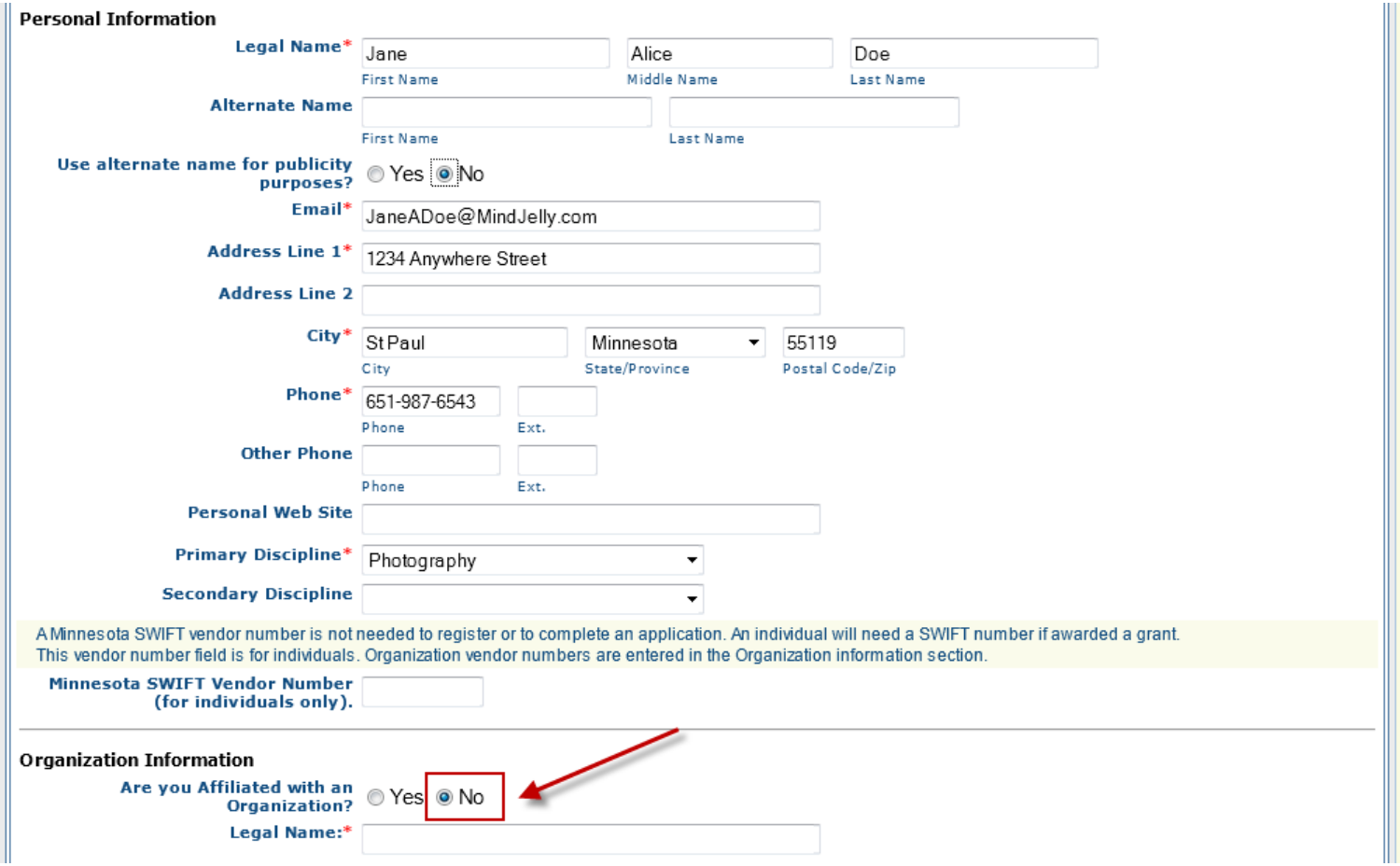
Vendor Number

- If you have a Minnesota SWIFT Vendor Number, enter it now. If you do not have a vendor number yet, leave this field blank. This field in this section is for your personal SWIFT number. An organization's SWIFT number should be entered in the Organization section of this form.



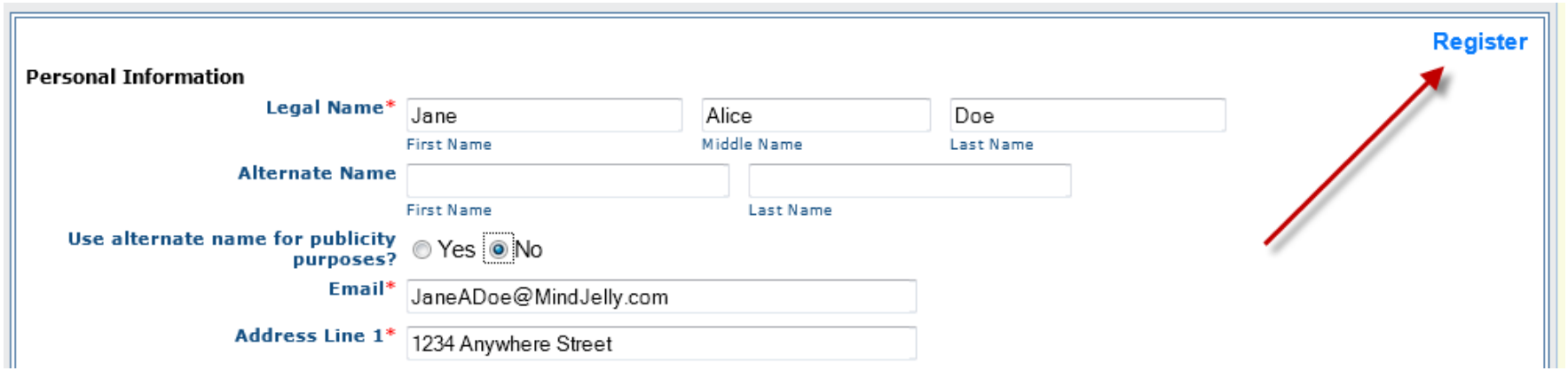
Indicating an Individual Registration

- If you are registering as an individual, you're just about finished with your registration. The first question in the Organization Information section is "Are you affiliated with an Organization?"
  If you are registering as an individual, select "No."

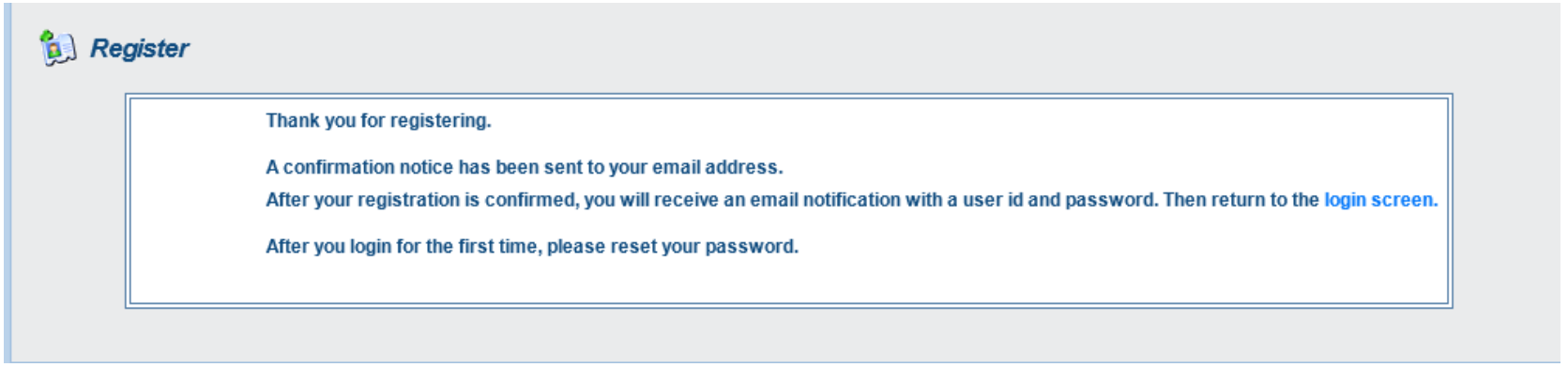


Register

- Then click the blue Register button at either the top or the bottom of the registration form.



- You will receive a confirmation screen thanking you for registering. Your confirmation notice will be sent to the e-mail address you indicated in the Personal Information section.

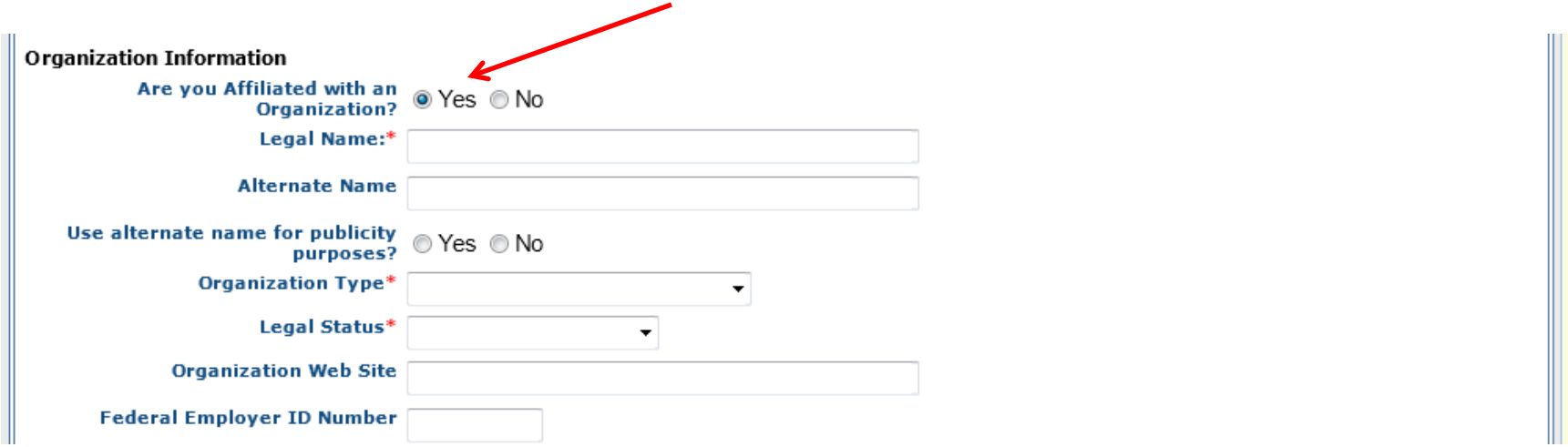


Individual Registration Complete

- This completes the registration process for individuals.
- Organizations will need to complete the additional data fields on the second half of the form.

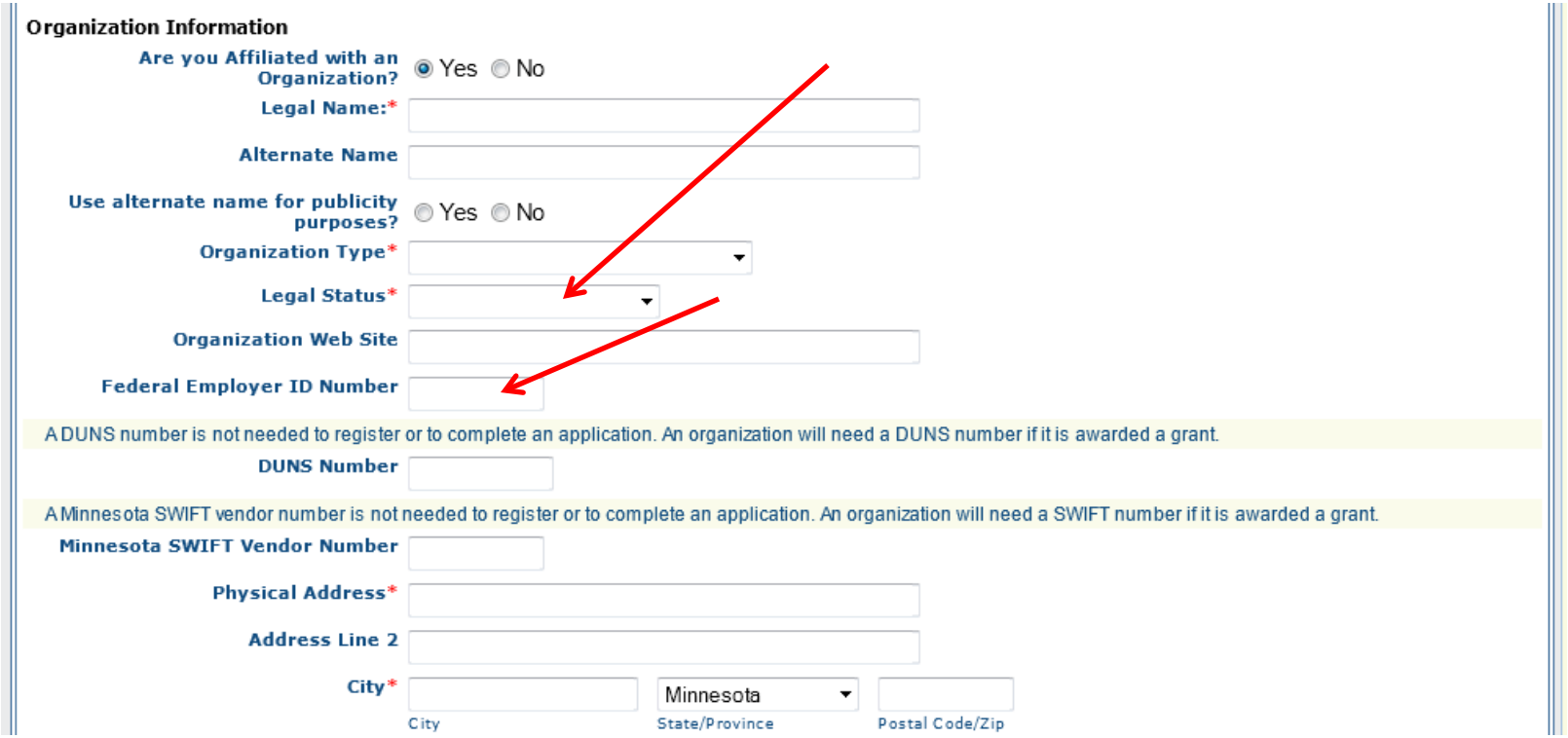
Organization Registration

- If you are registering on behalf of an organization, answer “Yes” to the question “Are you affiliated with an organization?”
- You will be required to enter the legal name of the organization, the organization type, and the legal status of the organization.
- The organization type includes options for schools, colleges, arts groups and councils, governmental agencies, festivals and fairs, museums, and other arts related organizations. There are over 45 different organization types listed in the drop-down menu, so read through the entire list carefully before making your selection.



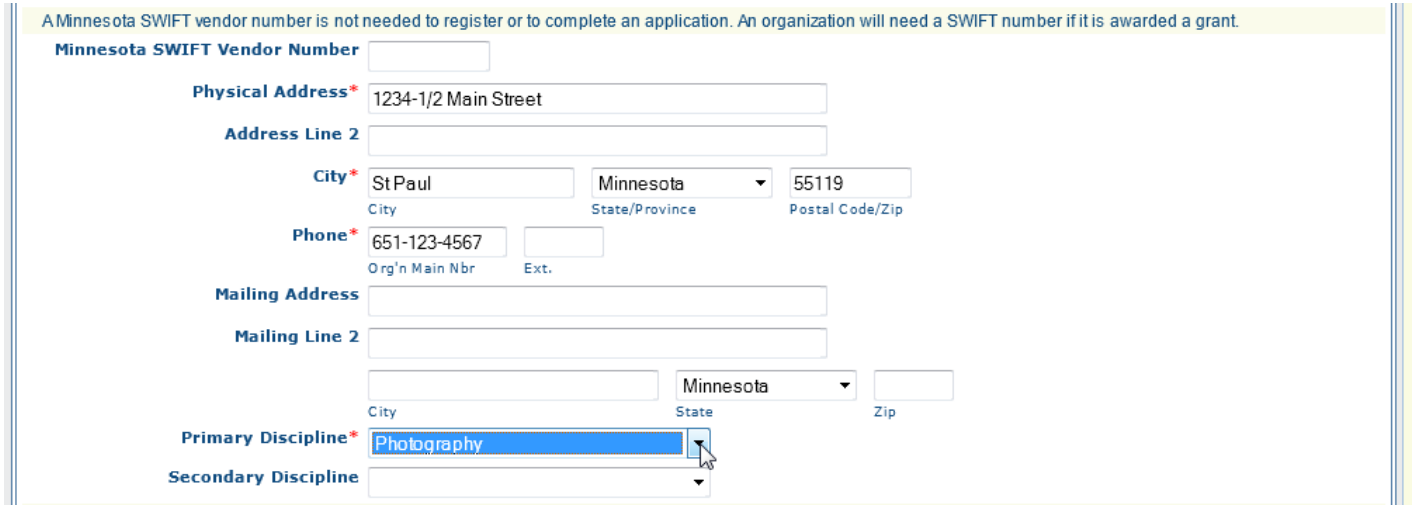
Additional Organization Information

- The legal status will indicate whether you are registering as a nonprofit organization or governmental agency.
- Federal Employer ID, a Minnesota SWIFT number, and a DUNS number are needed if the organization receives a grant. If you have these numbers available, you can enter them now.

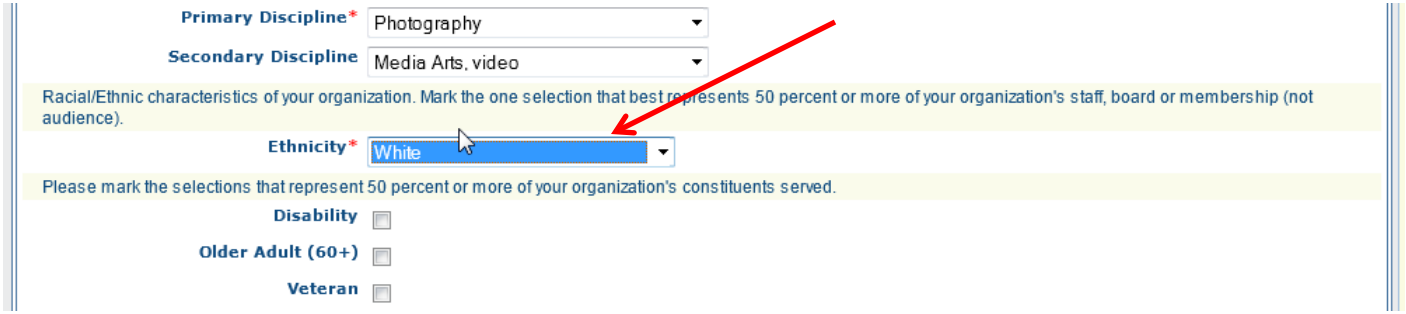


Organization Characteristics

- Continuing down the form, you will be entering address information and the primary artistic discipline of the organization.

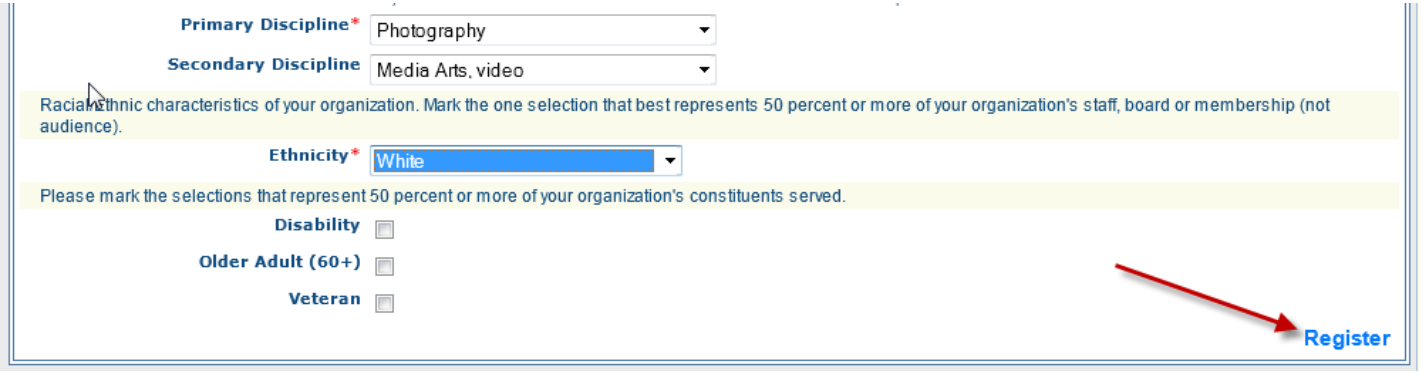


- Select the ethnicity which best matches 50% or more of your organization's staff, board, or membership, not the composition of your audience. Please let us know if the organization primarily serves any of the constituencies noted: Disabled, Older Adult or Veterans.

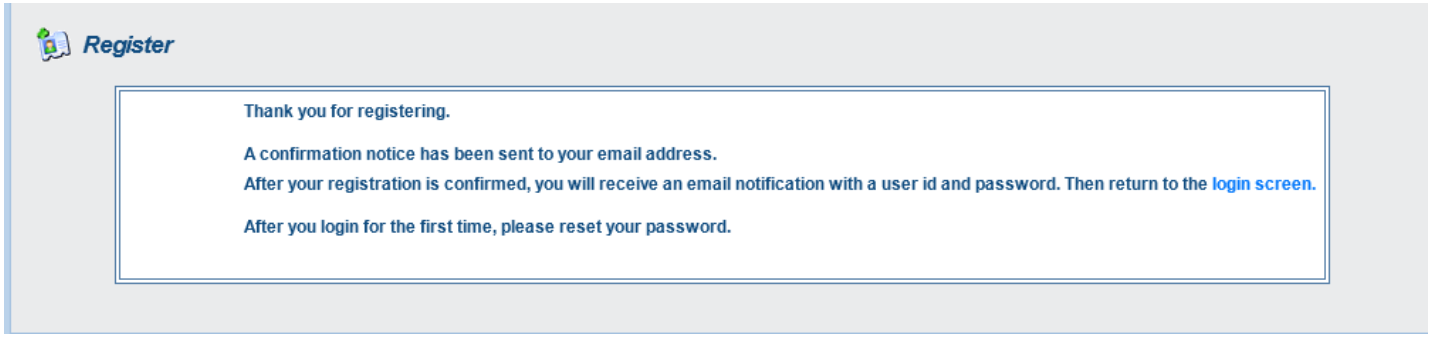


Register Organization

- When you have completed all of the information, locate and click the Register button at either the top or bottom of the form.



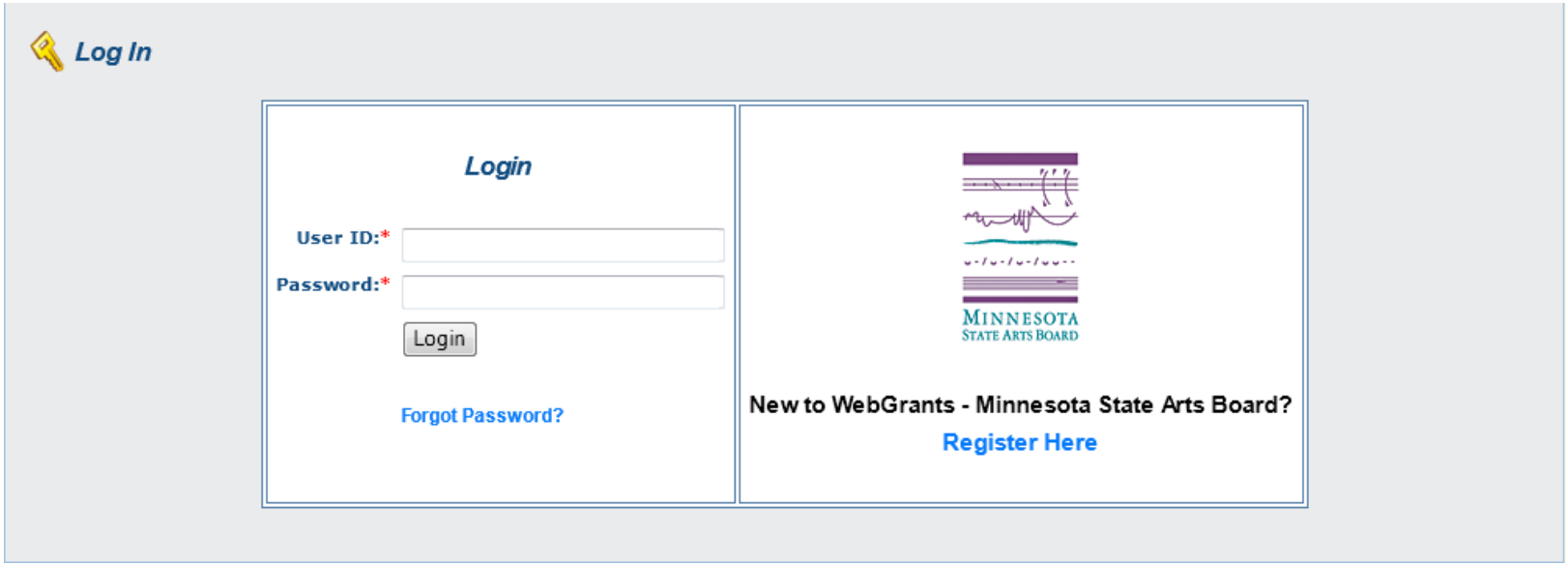
- Then you will see an acknowledgment screen which thanks you for registering. This screen is the same that an individual will see.



User ID and Password via e-mail

- The Minnesota State Arts Board staff will review your registration, and send you a User ID and Password in two-to-five business days via the e-mail address you indicated at the top of the registration form.

- This completes the tutorial on how to register in the Minnesota State Arts Board's WebGrants system.

Thank You!

- Thank you for watching this tutorial on how to register as an individual, and/or as the contact for an organization you represent, in the Minnesota State Arts Board's WebGrants system. Before you begin an application, be sure to view the **How to Use WebGrants** tutorial, which will show you how to navigate through WebGrants and give you an outline of the application process.
- If you have any questions, please send an e-mail to apply@arts.state.mn.us, or call the Arts Board at (651) 215-1600.