



CAC ONLINE APPLICATION INSTRUCTIONS

The California Arts Council (CAC) uses the CAC Culture Grants online grants portal <https://cac.culturegrants.org/> for the grant application and review process, and cannot accept applications through any other means. This document provides **General Information**, **Instructions for Returning Applicants**, and **Sign Up Instructions for New Applicants**.

If you require technical assistance while preparing your online application, please first visit the "[Help](#)" page, available from CAC Culture Grants navigation bar. For additional support after viewing this documentation, you may contact the CAC Project Manager for each specific grant, listed under **Staff Assistance** in the grant Guidelines.

General Information

CAC Culture Grants is optimized for use with the Internet browsers listed below. To ensure the best functionality of the site please download and install one of the following:

Google Chrome <http://www.google.com/chrome/>

Mozilla Firefox <http://www.mozilla.com/en-US/firefox/personal.html>

Safari <http://www.apple.com/safari/>

If applicants do not have Internet access, they are advised to contact local public libraries and local arts agencies, many of which offer public Internet access. If extenuating circumstances prohibit applicants from using CAC Culture Grants, they are advised to contact CAC Programs Staff at least one month before the application deadline to explore alternative arrangements for application submission.

Instructions for Returning Applicants

After thoroughly reviewing CAC grant guidelines and determining basic eligibility for the specific grant program(s) your organization will be applying to, follow the steps below.

Log In & Verify Information:

From <https://cac.culturegrants.org/>, select "Log In" from the main navigation bar, provide your User Name and Password, and select the "Login" button.

Note: If you have forgotten your Password, click the "Forgot your Password?" link, and you will be prompted to provide the user account Email and User Name. Select the "Submit" button to be emailed further instructions.

Once you have successfully logged in, and prior to starting any application, first visit the "Manage Account" page from the CAC Culture Grants main navigation bar. Verify that all information provided on the "My Account" and "Organization" tabs are current.

Begin an Application: My Forms > Open Applications

Find a list of currently available CAC grant applications by selecting “My Forms” from the main navigation bar, and selecting the grey “Open Applications” button. Select the green “Apply” button to the right of the desired grant program name. This will launch a new application for you to begin working on.

Working with an Application: My Forms > My Data

You may review and continue working on an open application by selecting “My Forms” from the main navigation bar, and selecting the grey “My Data” button.

Once you have selected and begun work on an application, it will always be found on the My Data page, along with any other grants you may have previously applied to.

You can navigate through the application pages using the “Save”, “Save & Continue”, “Next” and “Previous” buttons.

Once complete, you will see a “Submit” button at the bottom of the final “Certification and Release” page. Note that CAC Culture Grants does not allow applications to be modified, once submitted.

As a security feature, **users will be logged out after 20 consecutive minutes of inactivity**. Be sure to save your work frequently by selecting the "Save" or "Save and Continue" buttons at the bottom of each form page. This will also enable you to return to your work at a later time via the “My Data” tab.

Be aware that selecting "Previous" or "Next" buttons, or utilizing the back/forward buttons via your web browser will neither retain, nor save your work.

Assistance

For general technical assistance navigating the application form pages, visit the “[Help](#)” page, also available from the main navigation bar. Context-sensitive help information is available throughout the application by hovering with your cursor over the  icon.

For additional assistance, contact the CAC Project Manager for each specific grant, listed under **Staff Assistance** in the grant Guidelines.

Deadline

Be sure to observe the application deadline (date and time) provided online and in the Guidelines for the specific grant program which you are applying to. Plan and prepare your responses and online submission accordingly. **Exceptions will not be made for any submission attempts after the stated grant deadline.**

Sign Up Instructions for New Applicants

To apply for a grant using the CAC Culture Grants system <https://cac.culturegrants.org/>, new organizations who have not previously used the CAC Culture Grants online portal must **first create a Primary Account** by registering as a User and completing an Organizational Profile.

New users: Please be certain that a Primary Account for your organization does not yet exist.

Each organization may create only one Primary Account. In most cases, the creation of a single Primary Account will be sufficient, with one Username and secure password shared across any agency staff requiring access.

Although a singular account is recommended, some organizations may find it necessary to have more than one staff member to work on applications or reports. If you believe that additional individuals from your organization may be necessary, please first inquire with CAC Programs Staff.

Sign up instructions are provided for reference below, and may be found online via the "[Sign Up Instructions](#)" page, from the CAC Culture Grants dashboard.

Once your Primary Account is created, apply using the instructions above for Returning Applicants.

Step I: Create a Primary Account

1. Verify that your organization does not have any existing Primary Account. If no Primary Account exists, proceed to designate one individual from your organization to create a Primary Account—we recommend your organization’s primary grant contact. This person will be the Primary User.
2. Go to the CAC Cultural Grants online grants portal at <https://cac.culturegrants.org/>
3. Click on the “Sign Up” tab. This will take you to the User registration page.
4. Complete each of the required fields marked with an asterisk.

Important: the Username for the Primary Account should be generic to the organization, and not specific to any individual. For example, a generic Username for California Arts Council Primary Account could be “CACGrants”.

To create a valid Password, you must follow the four rules below:

- Minimum 8 characters (case sensitive)
- Minimum 1 uppercase letter
- Minimum 1 numeric character
- Minimum 1 special character (e.g. @, !, or *)

5. Select “Yes” from the drop-down question “Is Organization?” at the bottom of the page. This will allow the system to associate your Username with a specific organization.
6. Answer the security question at the bottom of the page.
7. Click “Submit.” This will bring you to the organization search page.

Step II: Verify Existing or Create a New Organization

1. On the left, under “Is your organization already registered?”, enter either your organization’s FEIN or name and click “Search.”

2. If your organization does not appear, click “Create new organization” on the right and follow Step III below.
3. If your organization does appear and you have confirmed with CAC Programs Staff the need for a Secondary Account, click the appropriate radio button then “Select Organization”, and follow Step IV below to create a Secondary Account.

Step III: Enter the Organizational Contact Information

1. Complete each of the required fields marked with an asterisk.

Important: Ensure the Organization's Federal EIN number and full and complete legal name are correct. Once completed, these fields cannot be changed.

When entering the date your organization received its 501(c)(3) status and was formed, you must use the calendar function. If your organization was formed decades ago, click on the “<<” button on the upper left side of the calendar and scroll down the list to move backward by up to 12 years at a time.

2. Click “Validate Districts.” This will automatically populate the codes for the Congressional District, State House District, and State Senate District.
3. Click “Submit” to save and complete the Organizational Contact Information. This will bring you to the Grants Online™ End User Terms and Conditions page.
4. Review the agreement and click “Yes” to the terms.
5. Click “Submit.”
6. You now have access to the application and reporting system.

Step IV: Create a Secondary User Account – optional

Secondary Users (Authorized Representatives) may be created after consultation with CAC Programs Staff.

Secondary Users must first follow the instructions below to create and register an additional account. Primary Users will then need to approve any Secondary Users for your organization, giving them access to an organization’s applications, award documents, and report formsets.

1. Go to the CAC Cultural Grants online grants portal at <https://cac.culturegrants.org/>.
2. Click on the “Sign Up” tab. This will take you to the User registration page.
3. Complete each of the required fields marked with an asterisk.

To create a valid Password, you must follow the four rules below:

- Minimum 8 characters (case sensitive)
- Minimum 1 uppercase letter
- Minimum 1 numeric character
- Minimum 1 special character (e.g. @, !, or *)

4. Select “Yes” from the drop-down question “Is Organization?” at the bottom of the page. This will allow the system to associate your Username with a specific organization.
5. Answer the security question at the bottom of the page.
6. Click “Submit.” This will bring you to the organization search page.
7. On the left, under “Is your organization already registered?”, enter either the name or Federal EIN number of the organization that has already been registered in the system by the Primary Account User and click “Search.”
8. Select the organization name from the list displayed.
9. Click on the “Select Organization” button. The form will auto-populate with the selected organization’s information.
10. Scroll down and click “Submit” to request permission to be associated with this organization. This will bring you to the Grants Online™ End User Terms and Conditions page.
11. Review the agreement and click “Yes” to the terms.
12. Click “Submit.” You will receive a message that your account is pending authorization from the Primary User. The Primary User will automatically receive an email from the system that a Secondary User has requested permission to be associated with the Primary Account. The Primary User should follow Step V below to authorize a Secondary User.

Step V: Authorize a Secondary User – optional

1. The Primary User should log into the CAC Cultural Grants online grants portal at <https://cac.culturegrants.org/>.
2. Click on the “Manage Account” tab, then click on the “Manage Users” tab.
3. On the far right side, click on the “Accept User” action icon (check mark).
4. On the far right side, click on the “Assign Permissions” action icon.
5. Select the desired permissions (defined below) for the Secondary User:
Portfolio – allows Secondary User to upload attachments such as documents, images and audio files.
 - Read/Write formsets – allows Secondary User to read and write in the application, award documents, or reporting sections of the system.
 - Receive notification – allows Secondary User to receive status notifications related to the application or reports filed by the organization.
 - Submit formset – allows Secondary User to submit applications, award documents, or reports. *Note: We strongly recommended that only the Primary User have “Submit formset” permission.*
6. Click “Assign Permissions.”