

Arizona Application Submission User Guide

Application Submission

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Reviewing the solicitation

The solicitation is broken up into five parts:

- Summary
- Eligibility
- Financial
- Contact
- Files

In the **Summary**, **Eligibility**, and **Financial** tabs, you can review the program requirements to determine the eligibility of your project/program.

In the **Contact** tab a program contact is listed for additional program related questions. For any technical questions on the submission portal contact eCivis staff at support@ecivis.com.

In the **Files** tab you will find program and application submittal guidance files along with the documents you are required to complete and submit along with the application.

The screenshot displays the Arizona Subrecipient Portal interface. At the top, it says "Arizona Subrecipient Portal" and "Downtown Arts Program". Below this is a blue "Apply" button with a checkmark. A navigation bar contains five tabs: "Overview", "Eligibility", "Financial", "Contact", and "Files". The "Eligibility" tab is currently selected and highlighted in blue. Below the navigation bar is a table of program details:

ID:	12DF6234
Title:	Downtown Arts Program
Application Start Date:	11/01/2017
Application End Date:	12/31/2025
CFDA:	N/A
Reference URL:	

To the right of the table is a "Summary" section. It contains a paragraph of text and a bulleted list of criteria. The text states: "The purpose of this program is to deepen and extend the value of the arts, including the ability to foster new connections and exemplify creativity and innovation. Projects are not required to be new or large-scale, the funding agency welcomes existing projects and small-scale projects. The funding agency also welcomes projects that:"

- Are likely to prove transformative with the potential for meaningful change, whether in the development or enhancement of new or existing art forms, new approaches to the creation or presentation of art, or new ways of engaging the public with art
- Are distinctive, offering fresh insights and new value for their fields and/or the public through unconventional solutions
- Have the potential to be shared and/or emulated, or are likely to lead to other advances in the field

Below the list, it says "Program objectives are:" followed by another bulleted list:

- Creation: creation of art that meets a high standard of excellence and innovation
- Engagement: public engagement with diverse and excellent art
- Learning: lifelong learning in the arts
- Livability: strengthening of communities through the arts

Downloading the required documents

Before beginning the application process it is critical that all required documents are downloaded and completed. Also, the guidance documents should be downloaded for reference during the application process.

Click on the title of the file to download the document.

Arizona Subrecipient Portal

Downtown Arts Program

Apply

Overview Eligibility Financial Contact **Files**

Files:

- NOFA: NOFA (9.7 Kb)
- Budget: Budget (9.7 Kb)
- Guide: Guide (16.6 Kb)

File Notes:

The NOFA file contains preliminary program information and application guidelines.

Beginning the application process

When you are ready to begin the application process, click on the “Apply” button on the top left side of the screen. You will be taken to the online grant application portal where you can begin filling out your application and uploading all the required documents.

Arizona Subrecipient Portal

Downtown Arts Program

Apply

Overview **Eligibility** Financial Contact Files

ID: 12DF6234

Title: Downtown Arts Program


Application Start: 11/01/2017

Summary:

The purpose of this program is to deepen and extend the value of the arts, including the ability to foster new connections and exemplify creativity and innovation. Projects are not required to be new or break under the funding

If you are a current eCivis user, you can enter your eCivis username and password to log in. If this is your first time using the *Portal* you will need to click on the green *Create an account* button to create your account.

Welcome to the Portal



This service provided by eCivis makes it possible for interested parties to save, collaborate, and apply for solicitations.

Login, or create a free account to start.

(Minimum 8 chars, alphanumeric with symbol(s))

or

Do not have an account?

eCivis Grants Network user?
Use your existing login above and the eCivis Login button.

On the *Create an account page*, enter basic information:

1. First name
2. Last name
3. Email address
4. Password

New Account Signup

Welcome to the grant application portal. This free service provided by eCivis allows grant seeking applicants the ability to save, collaborate

Weak

After clicking *Sign up* you will be sent an email confirming your email address to complete the process.

Email verification



Verification confirmed



Once you have logged in and verified your email address, you will be brought back to the original application you desired to apply for.

The screenshot shows the "Application Submission" form. It is divided into two main sections: "Application Submission Notes" and "Additional Organization Information". The "Application Submission Notes" section contains a paragraph of text: "The NITA file contains the full solicitation of this program. The Application folder contains required forms for submissions. The Application file contains the electronic grant application package for this program, which may be completed offline and then submitted electronically through the Grants.gov portal. The Application folder contains additional program information. The required federal forms are attached." Below this is the "Application Details" section, which includes fields for "Organization Name", "Applicant Name", "Applicant Email Address", and "Applicant File ID". The "Applicant File ID" field shows "No files currently attached". Below these fields is a "Notes" section with a large text area. At the bottom of the form are three buttons: "Cancel", "Save Draft", and "Submit as Existing Agency". The "Additional Organization Information" section on the right contains fields for "EIN", "DUNS", "Address 1", "Address 2", "City", "State", "Zip", "Phone", and "Fax".

Completing the application

Open any program guidance files and use this to reference how each section of the application should be completed.

There are three primary sections to the application:

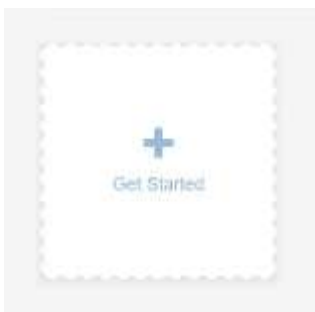
1. **Profile**
2. **Application**
3. **Budget**

To begin working on the profile click on *Create a Profile to Get Started*



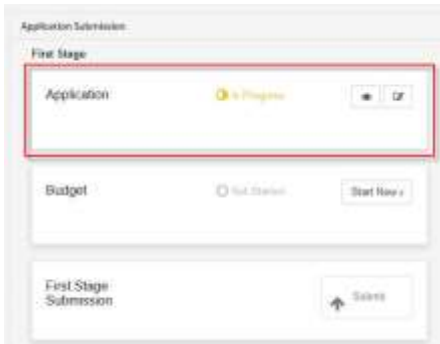
Complete all required fields. At the bottom of the page select *Save Draft* to save your work and complete at a later time. To complete your profile select *Save*.

The two main sections of your submission is the Application and Budget sections. Click on *Get Started* to begin completing these sections.



Application

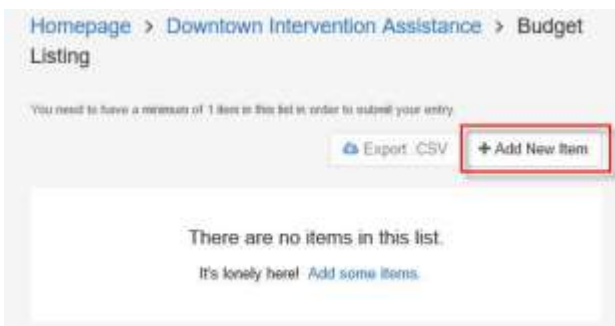
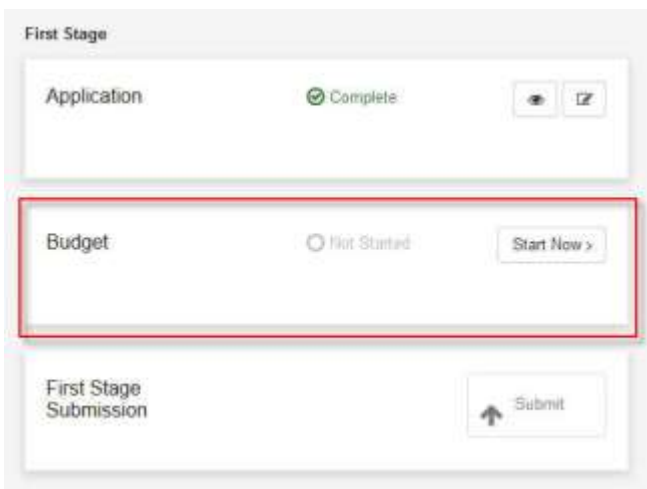
The *Application* section contains 6 standard narrative fields, 3 program specific narrative fields, and additional required file uploads (if applicable). Refer to your program specific guidance on the appropriate content for each field.



Complete all required fields. At the bottom of the page select *Save Draft* to save your work and complete at a later time. To complete your profile select *Save*.

Budget

The *Budget* section contains 9 standard categories including an optional narrative justification for each category. Refer to your program specific guidance for additional instructions.








Complete all required fields. At the bottom of the page select *Save Draft* to save your work and complete at a later time. To complete your profile select *Save*.

Submitting your application

Once all sections of the application are completed, click on *Submit* to send your application to the funding agency.

[Homepage](#) > Downtown Intervention Assistance

First Stage

Application	 Complete	 
Budget	 Complete	
First Stage Submission	