



Welcome to the Nebraska Arts Council's online granting system, eGrant.

Hyperlink to eGrant - <http://nac.egrant.net>



To complete your application you will need Adobe Reader. Click the image to the left to download free reader software.

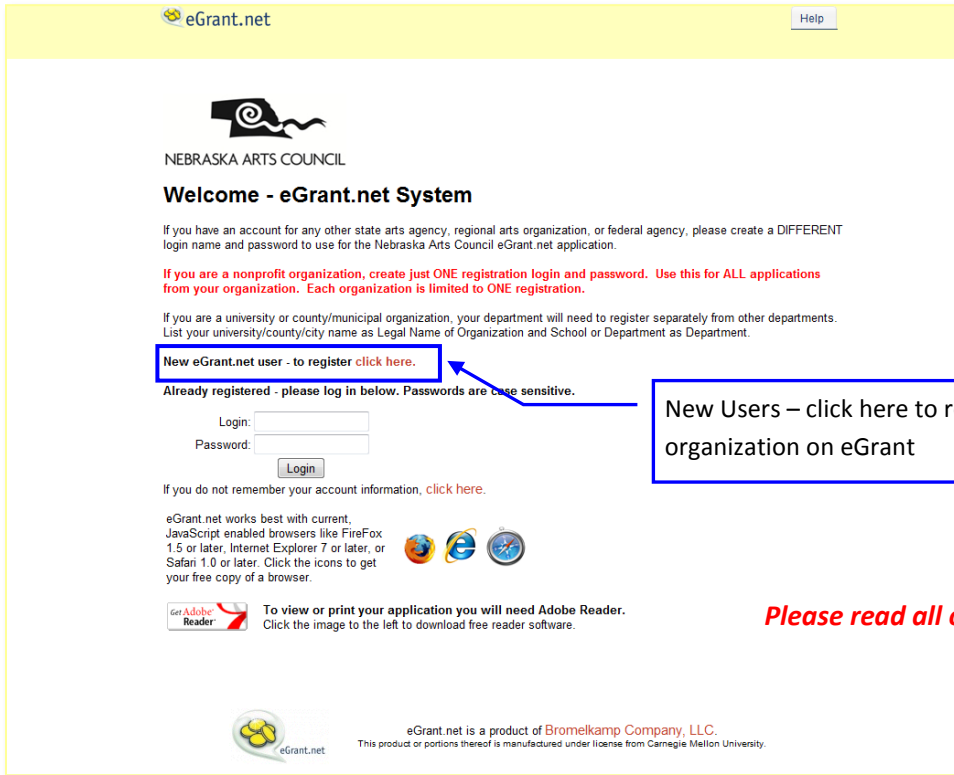
This guide will explain the basic steps for using this system.

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I. Login Process



New Users – click here to register your organization on eGrant

Please read all of the instructions!

Please create just ONE registration login and password for your non-profit organization. Use this login for ALL applications from your organization. Each organization is limited to ONE registration. Additional eGrant user accounts are subject to deletion.

A. Current NAC applicants

- a. Any login used prior to 1/7/11 is no longer valid. Please disregard any old user names and passwords used prior to that date and instead register as a new user.
- b. To establish your account on the Nebraska Arts Council eGrant.net website, follow the link on the login page “**New eGrant.net user – to register click here.**” Read the information on the page and fill out the form. Click **Proceed** to finish the registration process.
 - i. Your account name may include alpha-numeric characters. Do not use characters such as quotes, question marks, dashes, etc. If you do, your applications may not be processed correctly.
- c. A confirmation e-mail will be sent to the contact e-mail address. Please add Nac.Grants@nebraska.gov to your safe senders list to ensure proper delivery of any eGrant notifications.

B. New applicants

- a. If your organization has not received a grant from the NAC in the last two years, please provide the requested materials AND complete the on-line registration form as described above.




- i. Your account name may include alpha-numeric characters. Do not use characters such as quotes, question marks, dashes, etc. If you do, your applications may not be processed correctly.

II. Navigation

A. eGrant Help

- a. Help is available through a variety of ways
 - i. Help button on menu bar provides a list of FAQs for the eGrant system
 - ii. Email button – from the welcome page, the e-mail button creates an e-mail to the

NAC. **EMAIL:**  use this button to email a NAC staff person with questions.

- iii. Phone – 402-595-2122 or 1-800-341-4067 – call the NAC office to speak to a staff person

B. Create a new application

To create a new application, click on the **Create New Application** button

eGrant.net System

Please read instructions carefully.

To **START** the application process, click **CREATE NEW APPLICATION** below. Write down the bolded ID number (example: ID: **117065**) that will appear below once you create your application. You will need to reference this number later in the application process.

To **BEGIN WORK** on the application, click **EDIT** 

To **VIEW** or print a PDF of your completed application, click **VIEW** 

For assistance, download the NAC eGrant User Guide, or to contact NAC staff click **EMAIL** 

For information about NAC grant categories, click **GUIDES** 

To delete your application prior to submission, click **DELETE** 

Please Note:
 Select **2010-2011 NAC Grant Application** if your project takes place on or before June 30, 2011.
 Select **2011-2012 NAC Grant Application** if your project takes place on or after July 1, 2011.

Click to see [NAC Grant Deadlines](#)

Create New Application

FY	Application	Phase	Due	Status	Actions
Organization Time Zone: (GMT-06:00) Central Time (US & Canada)					
2010-2011	NAC Grant Application (ID:120643)	Application (ID:126511)	Rolling	Working	    

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C. Edit an application

Once the application is created in eGrant, the application will need to be ‘edited’ prior to submission. Click on the ‘**Edit**’ button to begin the application.

The system will guide the applicant through eight (8) pages of data collection prior to submitting the grant. An arrow will appear next to the name of the current page.



You can navigate between the pages by clicking on the page buttons.

At the top of each page are specific instructions for completing the page. The instructions below are from the Applicant Information page.

INSTRUCTIONS:

- Enter information about your organization.
- Fields marked with an asterisk are required.
- Use the Save buttons at the bottom of the screen to save your work and continue.
- Refer to our [Grant Guidelines](#) if you have questions during the application process.

At the bottom of the pages are “Save & Previous,” “Save Your Work” and “Save & Next” buttons.

Save & Previous – saves the current page and navigates to the previous page.

Save Your Work – saves the current page.

Save & Next – saves the current page and navigates to the next page.

a. Applicant Information

- i. This page collects basic data on the applicant organization, including the **Authorizing Official** - person who has legal fiscal responsibility for an organization, such as an Executive Director, Board President, Superintendent or similar official.
- ii. Once the information is complete and saved, it will be available for future grant applications.

b. Project Information

- i. This page collects basic facts on the specific project, including the Project Contact. This person will receive a confirmation e-mail upon submission of the application.

c. Statistics

- i. This section provides the NAC with statistical information about your project. The NAC uses this information to track agency funding trends for reports to the State of Nebraska and the National Endowment for the Arts only. Your responses to these questions are for statistical purposes only and will not factor into your grant review.

**d. Accessibility**

- i. This page collects data that ensures that the project meets ADA requirements. The Nebraska Arts Council can only fund projects that take place in accessible facilities. Completing this section confirms that your project is fully accessible to all participants.
- ii. List all venues that are used by the project.
- iii. Use the space provided at the bottom of the page to explain any details or exceptions if more than one venue is used.

e. Narrative

- i. Click on the appropriate form for the grant category for which the application is created.
- ii. Before you begin filling out this form, **save this document locally** with a new name using the following format:
GrantProgram_Organization_Form (example: MG_ABCArts_N.pdf)
- iii. Note where you saved the form, as you will need to refer to that location in order to upload this form correctly in eGrant. *NAC suggests you create a local folder to save the application forms.*
- iv. The text boxes within the form are formatted for Times New Roman font at 10pt size. For maximum capacity, please adhere to this font and size.

f. Budget

- i. Click on the appropriate form for the grant category for which the application is created, save and rename the form locally for future reference.
- ii. Certain categories use an Excel budget form. If you do not have Excel, there are several free share-ware options available including [Open Office](#).
- iii. Before you begin filling out this form, **save this document locally** with a new name using the following format: GrantProgram_Organization_Form (example: MG_ABCArts_B.xls)
- iv. Enter amounts (rounded to the nearest dollar) in the white boxes only as the spreadsheet will calculate the subtotals and totals automatically.
- v. Provide as much description for the itemization as possible.
- vi. Transfer amounts to the corresponding field in eGrant.

g. Required Materials

- i. Click on the appropriate form for the grant category for which the application is created.
- ii. Before you begin filling out this form, **save this document locally** with a new name using the following format:
GrantProgram_Organization_Form (example MG_ABCArts_RM.pdf)
- iii. Note where you saved the form, as you will need to refer to that location in order to upload this form correctly in eGrant. *NAC suggests you create a local folder to save the application forms.*
- iv. Be sure to include the required attachments as listed on the appropriate program's Required Materials checklist.



- v. **Documents** must be saved as PDF files. **Images** can be uploaded as JPG files with a maximum file size of 1MB.
- vi. If you do not have software to convert documents to PDF files there are many PDF converter options available for free or purchase on-line, including:
 - [Adobe Acrobat](#) (for purchase)
 - [Adobe Acrobat Converter Online](#) (web-based subscription service)
 - [CutePDF](#) (free download)
 - [PDFcreator](#) (free Web-based converter)

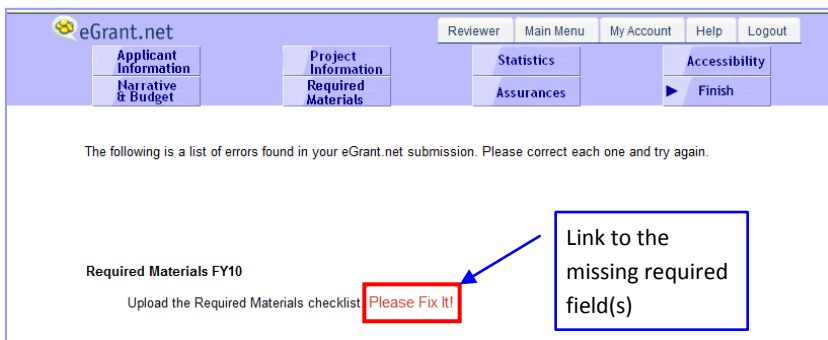
The NAC does not endorse any particular software. Consult the vendor websites for more information.

h. Assurances

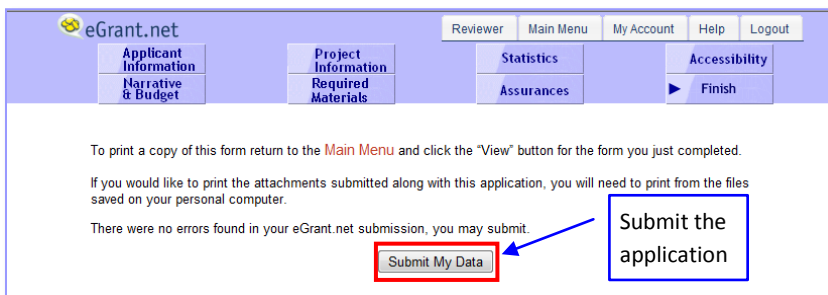
- i. The NAC is no longer issuing paper contracts to our grant awardees. You will now be notified of any awards via email, and payments will be issued automatically based on the payment schedule determined at the time of your award. You will not be able to submit your application until you agree to all of the terms and conditions listed on this page. *NAC suggests you print this page for your records.*

i. Finish

- i. The Finish page shows any required fields that had not been completed in the eGrant system with a link to the field.



- ii. Once all fields are completed, the system will allow the applicant to submit the grant.



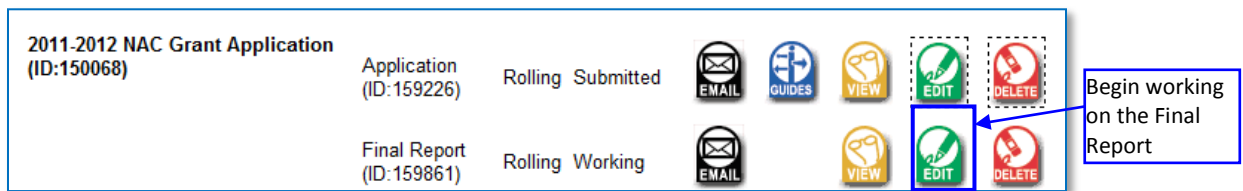
- Upon submission of the application, an e-mail will go to the **Project Contact** person as listed on the Project Information page.



III. Final Reports

The **Project Contact** person for the grant will receive instructions on completing the Final Report via e-mail within a week of the Project’s End Date. This e-mail will include the due date for the final report. In order to complete the Final Report, the grantee must log into eGrant using the same credentials as were used to login to create the original grant application.

Once logged in, a Final Report row with buttons will be visible on the Main Menu page below the grant application. Click Edit to begin the Final Report process.



The system will guide the grantee through the seven (7) pages of data collection prior to submitting the final report. Like the application, navigate between the pages by clicking on the page buttons. An arrow will appear next to the name of the current page.



At the bottom of the pages are “Save & Previous,” “Save Your Work” and “Save & Next” buttons.

Save & Previous – saves the current page and navigates to the previous page.

Save Your Work – saves the current page.

Save & Next – saves the current page and navigates to the next page.

- A. **Applicant Information** – Pulls the information from the original grant. Allows for updating/correcting any information.
- B. **Project Information** – Pulls the information from the original grant. Fill in the project’s Actual information such as Start and End Dates and the number of persons involved and benefitting from the Project.
- C. **Statistics** – Allows a review of the proposed Statistics and to make any changes necessary based on the Actual project.
- D. **Narrative** – There are several narrative questions about the project on the page. These fields allow for copying and pasting from another source. The fields do not allow for minimal formatting.



E. **Budget** – Shows the proposed budget and provides fields to provide the Actual Project Budget figures.

Reminders:

- **NOTE:** You will need to know your exact grant award amount when completing the Budget page. You can find this amount in your award e-mail.
- NAC grants require a dollar-for-dollar cash match, which should be reflected in the budget.
- Project Expenses cannot exceed Project Income. The final report budget must show that all expenses have been met and that there are no outstanding debts associated with your project.
- The Applicant Cash field is customarily used to balance budget reports when other sources of income were insufficient to meet expenses, and the grantee used its own cash resources to meet obligations.

F. **Required Materials** – All grants require event documentation which includes examples of how the NAC was credited for supporting the program, documentation of the activity and advocacy efforts. Some grant categories may require additional materials; please provide all requested materials.

G. **Finish**

- a. The Finish page shows any required fields that had not been completed in the eGrant system with a link to the field.
- b. Once all fields are completed, the system will allow the grantee to submit the Final Report.
- c. Upon submission of the Final Report, an e-mail will be sent to the Project Contact person.



IV. NAC Resources

A. NAC Grant Guidelines

j. Grant Guidelines are accessible through the following methods:

- i. **GUIDES** button  is visible on the Main Menu page after an application has been created.
- ii. Through the [NAC website](#).

B. NAC Grant Deadlines

a. Once logged in, [eGrant Deadlines](#) are available through a link on the Main Menu page.

C. eGrant Policies

a. Policy regarding File Deletion

- i. All *inactive* eGrant applications are subject to deletion from the NAC eGrant system after 6 months. An application is defined as *inactive* if it has not been submitted, saved, edited or updated by the user for 6 months from its date of creation.
- ii. All other grant applications are subject to deletion from the NAC eGrant system one year after the date submitted. All grantees are encouraged to maintain electronic copies of grant applications and final reports, along with any related attachments and required materials, for one year past the final report submit date.
- iii. Please create just ONE registration login and password for your non-profit organization. Use this login for ALL applications from your organization. Each organization is limited to ONE registration (larger entities, such as universities, are limited to one registration per department). Additional eGrant user accounts are subject to deletion.

b. Policy regarding use of applicant info

- i. The NAC gathers and stores all submitted eGrant information in the NAC grant database. This information is subject to the state of Nebraska's public record.
- ii. The NAC's eNews Bulletin is periodically sent to all current grantees' authorizing officials and contact persons via the email addresses provided by eGrant. If you or your organization does not wish to receive the NAC's eNews Bulletin via email, please send a request to be removed to nac.grants@nebraska.gov.