e GRANT TIPS

- You should have a copy of the grant program application guidelines ready for reference. The guidelines include detailed information and instructions for completing your paperwork. Downloadable program guidelines may be found on each program page (see Wisconsin Arts Board Grant Programs).
- It is encouraged to "pencil in" your information on a printed hardcopy of the forms before starting eGrant.
- You may use the cut-and-paste features of your favorite text editor to save "on-line time" in answering narrative questions. Note: special fonts and formatting may be lost when pasting into eGrant. It is recommended you use Plain Text and either Arial or Times fonts when using your own word processor.
- You can save and return to your eGrant application as many times as you want before officially submitting it to the Wisconsin Arts Board.
- Previously submitted eGrant applications will be accessible to view, print, or to use as reference. Most organizations have an existing eGrant account with the Wisconsin Arts Board. If your organization
- does not have an existing account, contact Dale Johnson via E-mail to request an account. Dale will also help with any questions concerning your account, login or password.

Once you've logged into eGrant you will have access to your account's Grants Menu and can perform any of the following activities:

- To Create a New Application:
    1. Clink on the "Opportunities" link along the left side of the page.
    2. Locate the grant program application you wish to create.
    3. Click on the name of the grant program. The newly created application will appear in "Drafts".
- To Return to your Application:
    1. To continue working where you left your application last time, click on the "Drafts" link along the left side of the page. You will see the application you created. This option will remain available until the closing date of the application, or until you've submitted your application.

- To View or Print an Application:
    1. Select your application in "Drafts" by checking the box before the name. Click on the "View" icon at the top of the page. A new browser window will pop-up and your application will appear in PDF format. The "DRAFT" watermark indicates you have not yet submitted your application. It will not appear after you submit. **You cannot make edits to the PDF forms.** See above to edit application forms.

- To View or Print Application Guidelines:
    1. With your application selected as above, click on the "Guidelines" icon at the top of the page. A new browser window will pop-up and the guidelines document will appear in PDF format. You can print this document. Guidelines are also available for download from the Arts Board's website.