



CAC ONLINE APPLICATION INSTRUCTIONS

The California Arts Council (CAC) utilizes 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** and **Application Instructions**.

Applicants new to CAC Culture Grants should review [Sign Up Instructions](#) to create a new user account before proceeding.

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>

Apple 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.

Technical Assistance:

If you require technical assistance while preparing your online application, please first visit the [Help](#) page, available from CAC Culture Grants main navigation bar or navigation menu. 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.

Security Feature:

As a security feature, **users will be logged out after six consecutive hours of inactivity**. It is highly recommended to Logout at the end of each user session. Entries and modifications are automatically saved throughout the Application (see "Working with an existing Application" below).

Deadlines:

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

Application Instructions

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

Sign In & Verify Information:

From <https://cac.culturegrants.org>, select [Sign In](#) from the main navigation bar or menu, provide your User Name and Password, and select the green "Sign In" button.

Note: If you have forgotten your Password, select the [Forgot your Password?](#) link. Provide your E-mail and Username to be emailed information on resetting your Password.

Once logged in to CAC Culture Grants, select the account contact name from the top right of the main navigation bar or menu. Verify that all information provided on both the [My Account](#) and [My Organization](#) tabs are current.

Starting a new Application: Dashboard > Open Applications

Find a list of currently available CAC grant applications by selecting "Dashboard" from the main navigation bar or menu, and selecting the "Open Applications" tab. 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 existing Application: Dashboard > My Data

After you've selected and launched an application from the "Open Applications" tab, it will subsequently be accessible from the "My Data" tab, along with other CAC grants you may have previously applied to.

Entries and modifications are automatically saved throughout the application. After a momentary autosave process, navigation buttons at the bottom of each screen will be accessible. Navigating between pages from the forms menu or utilizing the back/forward/refresh buttons via your web browser prior to the completion of the autosave process *will not retain your work*.

Submitting your Application:

When you are ready to submit your application, select the green "Save and Validate button". Alternately, you may select "Validate and Submit" from the Application forms navigation menu.

Incomplete required fields will be listed on a validation page with corresponding error messages. Click on the name of the required field to be taken to the specific location within your application. Address all listed fields and select the green "Submit" button to finalize the application process.

After the successful submission of this application, a confirmation email will be sent to the email address of the CAC Culture Grants account holder. Verify this email address on the user profile, [My Account](#) tab. Please refer to the instructions within the confirmation email and forward to additional staff, as necessary.