California Arts Council
Grants Management System Registration

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Registering in the Grants Management System for the First Time

California Arts Council grants applications are submitted and managed through an online grants management system. All potential applicant organizations must first register in the grants management system to submit applications. Only grant applications submitted through the grants management system by the grant's stated deadline will be accepted.

It is recommended that new applicants create an online profile well in advance of the application deadline.

How to Register as a New Applicant Organization

For organizations that do not have a registered account within the CAC's grants management system, instructions are included below. For a video tutorial of this process, please visit this link:
[Grant Applicant Website & Registration Overview Tutorial Video](#)

How to Register as a Nonprofit Organization

Nonprofit Organizations	1. Navigate to the grants management system landing page calartscouncil.smartsimple.com.
	2. Click the **Register Here** button.
	3. Register as an applicant organization.
	4. Select organizational type:
	a. If the applicant organization is a 501(c)(3) nonprofit organization, select **Non Profit Organization**
	b. Answer the two on-screen questions.
	c. Certify this information is true and accurate. As a 501(c)(3) organization, read the on-screen instructions and follow the prompts to search for your organization using the **Search IRS Database** button.
	5. Enter the organization's EIN number without any dashes or spaces.
	a. Click search to populate the organization's information in the results field.
	b. If the IRS look-up tool does not have accurate information about the organization, please contact CAC staff for assistance.

	6. Click on the organization's name to populate the fields on the previous screen.
	a. If the information pulled from the IRS is not accurate, submit a change request after Organizational Profile is set up.
	7. Complete the remainder of the editable fields including the mailing address (even if it is the same as the business address).
	a. **Note:** The CAC can only adjust the mailing address information for profiles and internal documents related to grants. Changes in legal documents with the IRS or CA Secretary of State must be directed to those agencies.

Adding Contacts Within An Organizational Profile

Registering First Contact (Primary Contact)	The next step is to create a Primary Contact for the organization.
	The Primary Contact is the first authorized user account associated with a new Organizational Profile. The Primary Contact receives email notifications from the grants management system and is responsible for providing accurate Organizational Profile information, completing annual CAC certification, and other functions within GMS.
	Please note that there can only be one Primary Contact per Organizational Profile and email addresses must be unique in the system. CAC does not delete former contacts for record purposes.
	In the event of a change in staff, applicants can request a Primary Contact change in the Organizational Profile.
	After clicking on the <mark>Submit</mark> button, the Primary Contact will receive an email from the grants management system. Please allow emails from @calartscouncil.smartsimple.com to be received.
	The Primary Contact must certify the organization's profile before the organization may apply for any open grant opportunities.

Additional Organizational Contacts	To add additional contacts in an Organizational Profile, additional contacts must register themselves by selecting the **Register Here** button on the grants management system landing page.
	Additional organizational contacts will search for their existing organization via the same registration process as the Primary Contact.
	The system will conduct a duplicate check and associate the user with the existing organization.
	Additional organizational contacts can view the Organizational Profile and grants but do not have editing abilities.
Application Owner	The registered user that begins an application in the system becomes the Application Owner for that application.
	The Application Owner is the only user that can edit and submit a specific grant application. Application Owners must verify that they are authorized to submit the grant application on behalf of the organization upon submission.
	Additional organizational contacts can view the organization's applications but cannot edit and submit them. The Application Owner receives email notifications from the grants management system specific to their associated application, and subsequent grant, if awarded funding.

How to Register as a Fiscally Sponsored Organization

When using a fiscal sponsor, enter the applicant organization's information not the fiscal sponsor's information. Fiscal sponsors may not apply on behalf of sponsored applicant organizations and do not need to have an account registered in the grants management system.

Registering as a Fiscally Sponsored Organization	1. Navigate to the grants management system landing page calartscouncil.smartsimple.com.
	
	 2. Select the **Register Here** button.
	
	 3. Register as an applicant organization.
	
	 4. Select the organizational type from the options available.
	
	     a. If the applicant organization is applying with the intention of being fiscally sponsored, select **Organization or group intending to apply for CAC funding with a fiscal sponsor**.
	
	 5. Answer the two on-screen questions.
	
	     a. Certify that this information is true and accurate.
	
	 6. On the second page of registration, enter the requested information to create the organizational account.

Fiscally sponsored organizations must identify an authorized contact from the applicant organization to serve as Primary Contact. Please see table above on how to register organizational contacts.	
Fiscal Sponsor Tab	Once the applicant owner starts an application as a fiscally sponsored organization, a **Fiscal Sponsor** tab will be available on each application that is opened. Fiscally sponsored organizations must use this tab to input all of the fiscal sponsor's information and required documents per each application. The information on this tab is required. Failure to submit fiscal sponsor information or complete required documents will result in applications being ineligible.

How to Register as a Unit of Local Government

Registering as a Unit of Local Government	1. Navigate to the grants management system landing page via the CAC website or through this link: calartscouncil.smartsimple.com.

	2. Once on the grants management system landing page, select the <mark>Register Here</mark> button.
	
	3. Indicate if registering as an applicant organization.
	
	4. Select your organizational type from the options available.
	
	    a. If applying as Unit of Local Government, they will indicate:
	    <mark>Unit of Local Government</mark>
	
	5. Answer the two on-screen questions.
	
	    a. Certify that this information is true and accurate.
	
	6. On the second page of registration, enter the organization's information requested on screen to create the organizational account.
	
	Please see Adding Contacts section above on how to register organizational contacts to a profile.