

2018 Stellar Communities Program

Online System:
Applicant Quick-Guide



Step 1 Access the System

- ▶ Direct link: [Online Grant System](#)
- ▶ Or go to www.IN.gov/arts/apply
 - ▶ Select *View Sample Application* to preview the form; or
 - ▶ Select *Apply for a Grant* for tutorials and a link to the new online system
- ▶ Or via the program guidelines

***Add site to your favorites/bookmarks for easy access**

Step 2 Create an Account

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Logon Page

Email Address*

! Email Address is required.

Password*

! Password is required.

Forgot your Password?

Log On

Create New Account

Welcome to the Indiana Art Commission's online grants system!

First time here?

Please click on "Create New Account" to complete the registration process and create your logon credentials. Be sure to keep this login information for your records.

Returning applicant?

Please enter your credentials and log in. If you forgot your password, please use the "Forgot your Password" link to the left to reset your password.

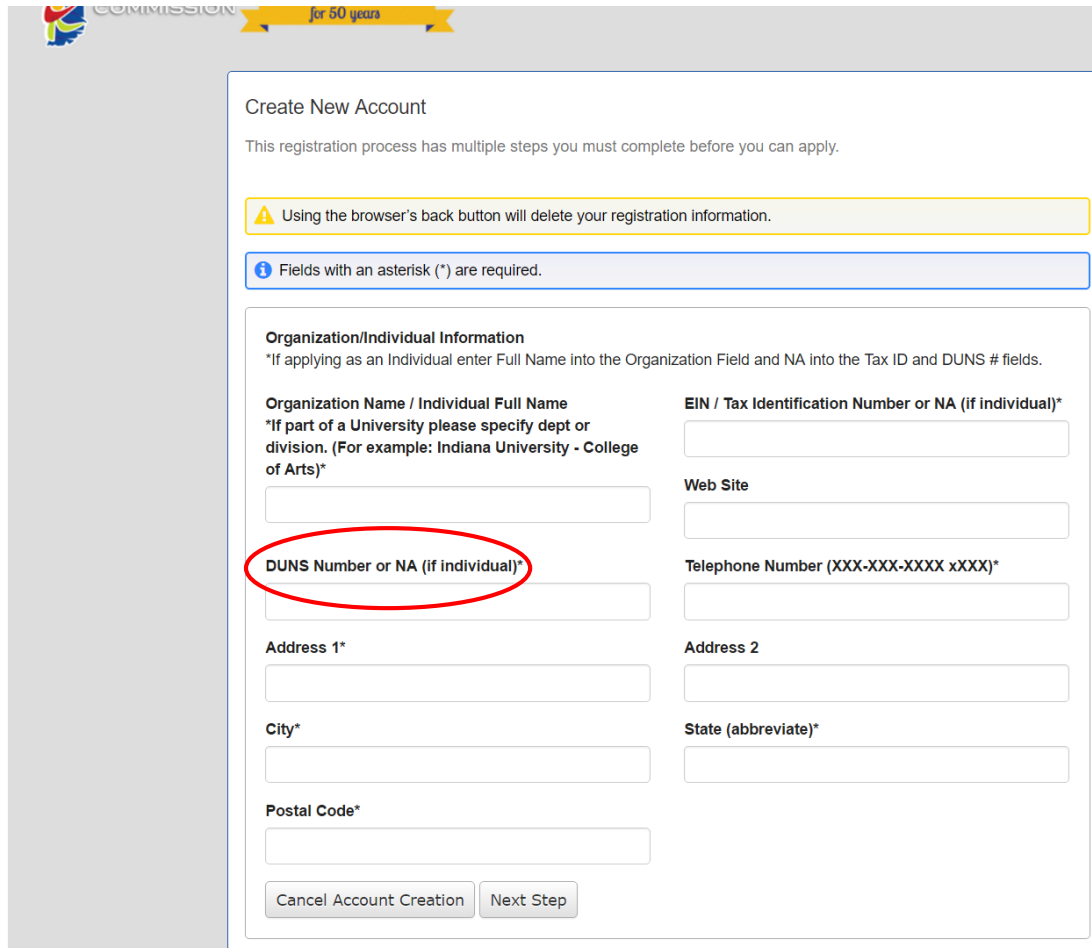
Not Sure?

If you think that you or someone at your organization has already registered in the system, DO NOT create a new account. Please contact our Grants Manager, Adrian Stames, at astames@iac.in.gov for assistance.

Click [HERE](#) for other online system resources and tips.

- ▶ Select one login email address/password to be used for this application
- ▶ We will communicate all grant information to this email address

Step 2 Create an Account



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Create New Account

This registration process has multiple steps you must complete before you can apply.

⚠ Using the browser's back button will delete your registration information.

ℹ Fields with an asterisk (*) are required.

Organization/Individual Information
*If applying as an Individual enter Full Name into the Organization Field and NA into the Tax ID and DUNS # fields.

Organization Name / Individual Full Name *If part of a University please specify dept or division. (For example: Indiana University - College of Arts)*	EIN / Tax Identification Number or NA (if individual)*
<input type="text"/>	<input type="text"/>
DUNS Number or NA (if individual)*	Web Site
<input type="text"/>	<input type="text"/>
Address 1*	Telephone Number (XXX-XXX-XXXX xXXX)*
<input type="text"/>	<input type="text"/>
City*	Address 2
<input type="text"/>	<input type="text"/>
Postal Code*	State (abbreviate)*
<input type="text"/>	<input type="text"/>

- ▶ Fields marked with an asterisk are required
- ▶ Type "NA" in fields that do not apply.

Step 3 Begin Online Letter of Intent (LOI)

Apply

Stellar Enter Code

If you have been provided with an Access Code, you may enter it in the box at the top of the page.

Quick Search

Regional Initiative Grant (AOS and APS) applicants: Please be sure to open an application in the correct IAC region. Not sure? Click [here](#) to find your region.

OCRA Stellar Communities Designation Program Accepting Submissions from 02/07/2018 to 04/20/2018 Apply

Indiana's Stellar Communities Program

Indiana's Stellar Communities Program is a collaborative effort between OCRA INDOT, IHCDA, IOTD, ISDH, Serve Indiana, IBB, IAC, and IDNR. The 2018 program year for "Stellar Communities" seeks to advance strategic regional development by fostering cross-community collaboration among multiple community or county units of government. To be considered for this program, a Letter of Intent must be completed and submitted by the deadline.

Program Goals

- Foster regional collaborative behaviors and investment
- Help stem the tide of non-metropolitan population loss in Indiana
- Build sustainability
- Build capacity with municipal governance
- Leverage quality places through comprehensive and transformative planning processes building on current assets.

Letter of Intent Deadline: April 6, 2018.

Click "Apply" (blue button on the right) to open the Letter of Intent for this program.

Preview Send to GrantHub

- Click on **Apply** under the **requests** heading on the top menu to access the list of available applications.
 - Enter the access code "Stellar" in the text box and click Enter Code.
- ▶ Click the **Preview** button to view the application.
- ▶ Click the **Apply** button to begin the LOI.

Online Application Tips

- **The system auto-saves** (hooray!) after every 100 characters typed; however, there IS a save button at the bottom of the page.
- Required questions are marked with an asterisk. If you do not provide an answer for one of the required questions, you will not be able to submit your application
- If you wish to prepare your response to a question in a document outside the online system (e.g. Microsoft Word), **be sure to keep track of character limits including spaces!**
- If you copy and paste, we recommend that you **do not use formatting tools**, as they will likely not transfer to the response area in the system.
- Remember to click "Submit Form" when you are finished. Once your application has been submitted, it is no longer available to edit.
- You can **download copies of all submitted forms** to your computer via the application packet at the top of your form.

Step 4 Complete the LOI form

The screenshot shows the Indiana Arts Commission website interface for the LOI form. At the top, there is a navigation bar with the logo and menu items: Home, Search, Tools, Communications, Reporting, and Applicant Menu. Below the navigation bar is a search box containing 'LOI'. A message bar indicates that fields with an asterisk (*) are required. The main content area is divided into sections: 'Before You Begin', 'Letter of Intent Deadline: April 6, 2018', 'About the Online System', 'Questions?', 'Overview and Contacts', and 'Overview'. The 'Overview' section includes a 'Regional Name' field with a placeholder text 'Please enter the name of your region' and an 'Administrator Comments' field.

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Home Search Tools Communications Reporting Applicant Menu

LOI

Fields with an asterisk (*) are required.

Before You Begin

Letter of Intent Deadline: April 6, 2018

About the Online System

Please note the following:

- The system auto-saves after every 100 characters typed or every time you click into a new question; however there is also a "Save" button at the bottom of the page.
- If you copy and paste from an outside document into the online system, be sure to keep track of character limits (including spaces). Also note, formatted text won't transfer when pasted.
- If you do not provide an answer for one of the required questions, you will not be able to submit your application.
- Remember to click "Submit Form" when you are finished. Once your application has been submitted, it is no longer available for editing.

Questions?

Email specific questions regarding the Letter of Intent or the Stellar Communities Program can be sent to stellarcommunities@ocra.in.gov.

Overview and Contacts

Overview

Regional Name*


Please enter the name of your region

Administrator Comments

- Read the instructions for each question and pay attention to character count limits.
- Question types include:
 - Text/narrative boxes
 - Drop-down selections
 - File Uploads

Step 4 Complete the LOI (Uploading files)

ommission

 [Home](#) [Search](#) [Tools](#) [Communications](#) [Reporting](#) [Applicant Menu](#)

Supporting Uploads

There is a file size limitation for each uploads. The file will not upload if it exceeds the assigned limit. Use the requested file format.

Current Council Adoption Document*

This program requires a Comprehensive Community Plan (or a similar planning document approved by the participating agencies) for each participating community that has been seven (7) years. Upload the current council adoption document. Upload PDF format only.

[2 MiB allowed]

> Administrator Comments

Stellar Communities Project Matrix*

[Use this template](#) to complete and upload the Project Matrix. Instructions are included in the template document. Upload Xls or Xlsx format only.

[4 MiB allowed]

> Administrator Comments

Stellar Project Worksheet*

Download, complete, and upload the online Stellar Project worksheet located [here](#). Each region will have their own collective list of projects they intend to include in their Stella likely at various stages of 'readiness'. Upload Xls or Xlsx format only.

Please:

1. Answer the spreadsheet as completely as possible, assuring all questions receive a response, and
2. Complete using the Primary Contact information for your Region.

[2 MiB allowed]

> Administrator Comments

Map*

Submit a clear, color map of the communities - PDF format only. Include:

- Proposed target area boundaries, and
- Identify past, current, and proposed projects

[10 MiB allowed]

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- For file upload questions, please use the template(s) linked in the instructions.
- Note size limits and file type requirements before uploading.

Online Form: Uploading Files

- ▶ **Generally, the acceptable file types for uploading files are:** Microsoft Word/Excel and Adobe PDF (PDF) files.
- ▶ Only one file can be uploaded per question. Multiple documents must be combined into one file and then uploaded.
- ▶ **If you need help** consolidating files into one PDF or help with artistic documentation, please contact program staff.

Step 4 Complete the LOI (Questionnaire)

- Click on the link in the online form to access the required questionnaire.

Questionnaire Instructions

All the names listed in the Stellar Project Workbooks are required to respond to an on-line questionnaire. The survey should be completed by the names listed in the workbooks. It is important they respond to all of the questions. **Monitored and current email addresses should be used for all participants.**

The survey can be found at: <https://www.surveymonkey.com/r/SJYTP27>

All surveys must be completed by time of LOI submission deadline.

Confirmation

The above named region intends to apply to the 2018 Indiana Stellar Communities Program and confirms all information is true

Authorizing Official*

> Administrator Comments

Date*

> Administrator Comments

Staff Comments

3,300 characters left of 3,300

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Stellar Communities

1 Your contact information:

Name:

Position:

Organization:

2 Your email address:

0 of 10 answered

Step 5 Submit the LOI

You will receive a confirmation notice and email once you submit all required information.

The screenshot displays the Indiana Arts Commission's online application interface. The main form on the left is titled "Previous Stellar Community participants" and includes a text area for justification, a character count ("2,500 characters left of 2,500"), and a "Questionnaire Instructions" section. Below this is a "Confirmation" section with a text box for the "Authorizing Official" and a "Date" field. At the bottom right of the main form are "Save LOI" and "Submit LOI" buttons. A confirmation pop-up window on the right, titled "Confirmation Page", shows a green checkmark and the message "The Application has been submitted." with a "Continue" button. A red arrow points from the "Submit LOI" button in the main form to the "Continue" button in the pop-up.

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requests

Applicant Dashboard
Apply

tools

Fax to File
View Organization History

Confirmation Page

✓ The Application has been submitted.

Continue

commission

Apply Organization History Fax to File

Previous Stellar Community participants

For previous Stellar Community participants, describe how the previous Strategic Investment Plan has been implemented and justify the need

2,500 characters left of 2,500

Questionnaire

Questionnaire Instructions

All the names listed in the Stellar Project Worksheet are required to respond to an on-line questionnaire. The survey should take only 10-15 minutes. It is important they respond to all of the questions. **Monitored and current email addresses should be used for all participants.**

The survey can be found at: <https://www.surveymonkey.com/r/SJYTPZ7>

All surveys must be completed by time of LOI submission deadline.

Confirmation

The above named region intends to apply to the 2018 Indiana Stellar Communities Program and confirms all information is true and accurate to the best of our knowledge.

Authorizing Official*

Date*

Save LOI Submit LOI

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Managing your applications

- Click **“Dashboard”** in the menu at the top of the screen.
- The **Application Status Page** provides information regarding the status of open grant applications.
- From this page, you can **download completed application forms** and **see the status of an application** form you have submitted.
- **If you have saved but not submitted an application** form, you must access the form on this page to complete and submit the form.

Managing your profile

- Click Edit My Profile to update user information, including your password.
- Click Edit Organization to update organizational information.
- Click Sign Out to log out of the system.

Indiana Arts Commission

Grants Manager

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Apply Organization History Fax to File

Applicant Dashboard

Public Profile

Applicant:
Mr. Grants Manager
grantsadmin@iac.in.gov
317-232-1268
100 N. Senate Ave. N505
Indianapolis, IN 46204

Organization:
Indiana Arts Commission
NA
317-232-1268
100 N. Senate Ave. N505
Indianapolis, IN 46204

Contact Email History

If your organization information does not appear correct, please click the edit (pencil) icon.

Process: OCRA Stellar Communities Designation Program

LOI	Draft	02/09/2018	Edit LOI
Decision	Undecided		