2018 Stellar Communities Program

**Online System:
Applicant Quick-Guide**
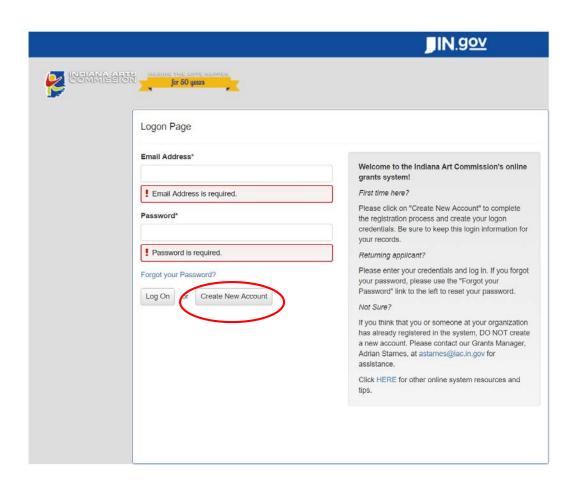
Step 1 Access the System

▸ 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
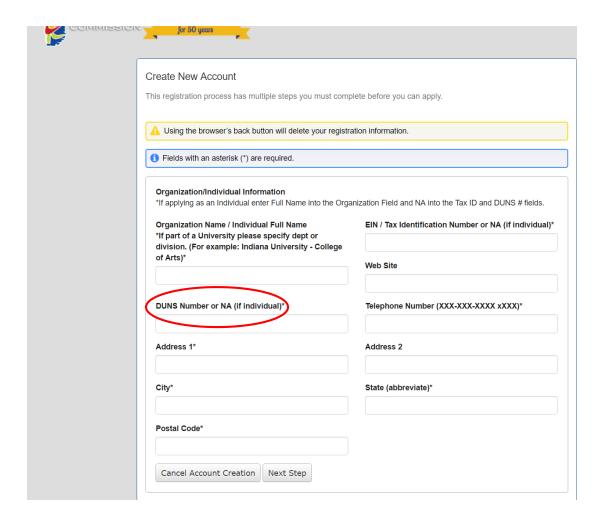
▸ Or via the program guidelines

*Add site to your favorites/bookmarks for easy access
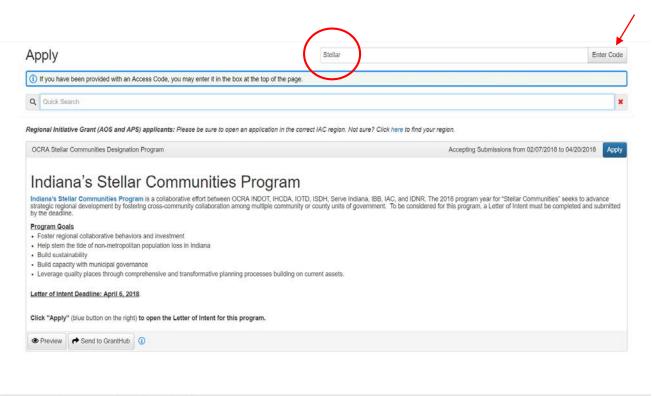
Step 2 Create an Account

- ▸ 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

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

Step 3 Begin Online Letter of Intent (LOI)

- 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.
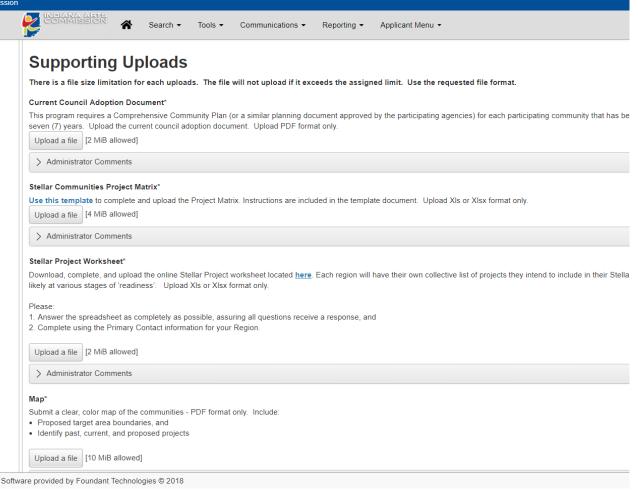
Online Application Tips

- **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

- 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)

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 be seven (7) years. Upload the current council adoption document. Upload PDF format only.

[Upload a file] [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.

[Upload a file] [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.

[Upload a file] [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
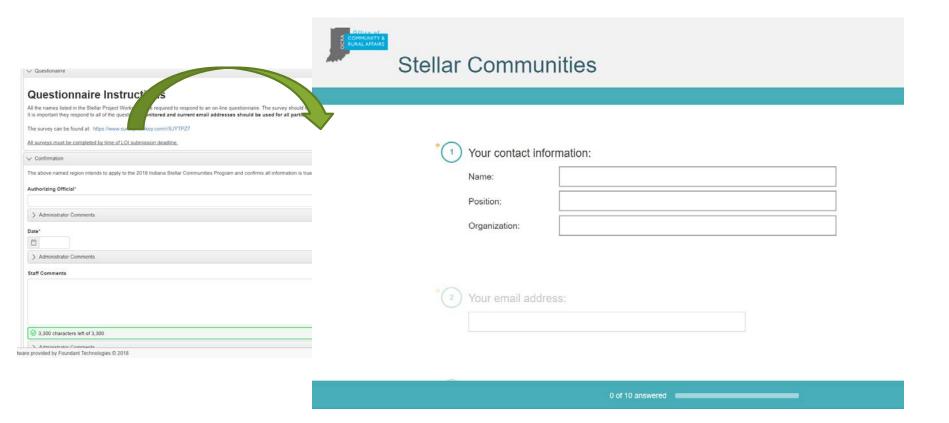
[Upload a file] [10 MiB allowed]

- 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.
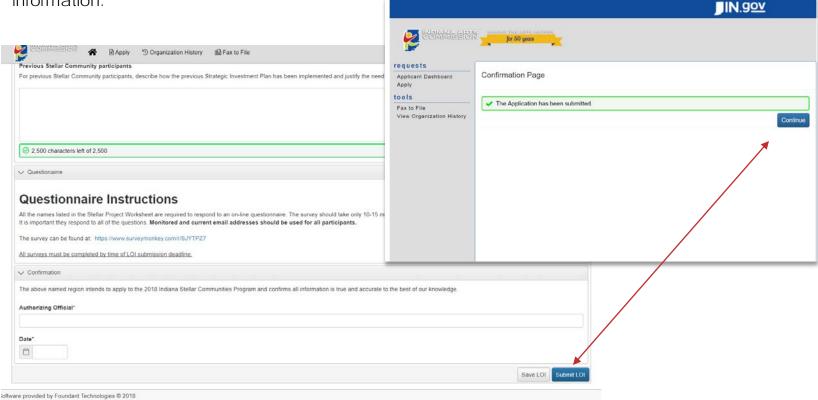
Step 4 Complete the LOI (Questionnaire)

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

Step 5 Submit the LOI

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

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.