

ArtsWA - Grants Online

We have a New User Interface (UI), giving you a cleaner look and feel!

Inside Your Application

Application Forms:

Easily navigate through the pages of your grant application using the table of contents located on the left side of page.

The screenshot displays the ArtsWA Grants Online application interface. At the top, there is a navigation bar with links for Home, Dashboard, Portfolio, and Help. On the right side of the navigation bar, there are options to 'Turn new design off', a user profile icon, and a 'Logout' button. Below the navigation bar, the main header area features the 'DEMO' logo on the left, followed by the title 'Contact Information #CFG201600002' and a 'Flag' icon labeled 'Flag'. A breadcrumb trail below the title reads: 'Dashboard > Creative Funding Grant Creative Funding FY2016 > Creative Funds Application >'. On the left side, there is a vertical sidebar titled 'Application forms' containing a list of menu items: 'Contact Information', 'Narrative', 'Project Locations', 'Project Revenues', 'Budget Information', 'Project Expenses', 'Support Materials', 'Confirm and Submit', and 'Validate and Submit'. The 'Contact Information' item is highlighted with a red oval. The main content area shows the 'Contact Information' form with the instruction 'Complete the form below.' The form includes several input fields: 'Organization Name' (with a green checkmark and a red asterisk) containing 'WESTAF', 'FEIN Number' (with a green checkmark) containing '00-0000001', 'DUNS #' (with a green checkmark) containing 'XX-XX-XXXX', and 'Address 1' (with a green checkmark and a red asterisk) containing '1743 Wazee St'. A 'Feedback' button is located on the right side of the form area.

New & Improved Ways to Save Your Information:

- The New UI comes fully equipped with auto-save! Every time you type into a field, the system will automatically save your data every 10 seconds after you stop typing. There is an icon that appears on the right side of the screen that goes from modified to saved to let you know when data has been saved. This feature is optional and may not be present on our website however, the manual save you know and love will still appear.

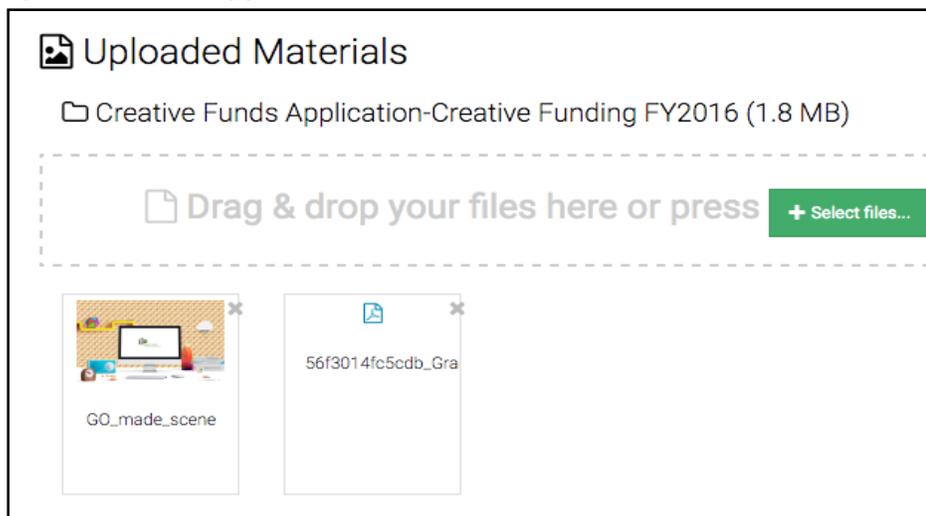


- The last save date/time will also appear at the bottom of the screen. We've also kept the previous, next and save buttons at the bottom of the page for easy navigation.

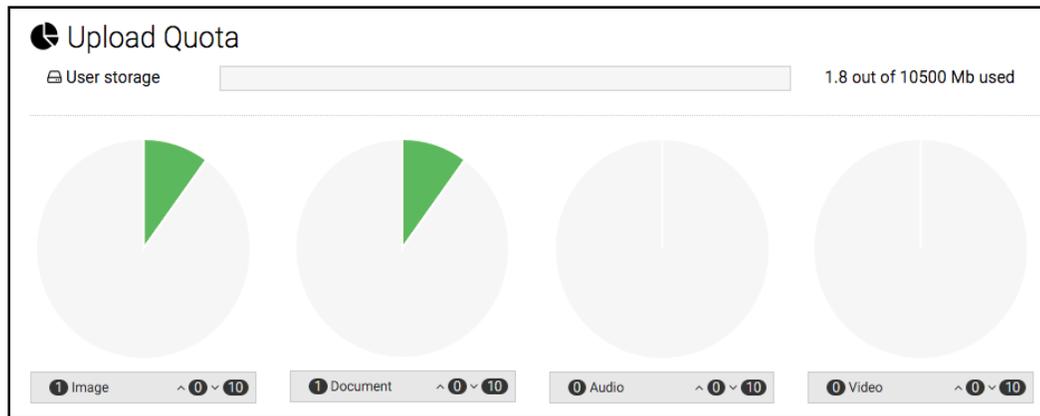


Uploading Materials:

- Upload materials two different ways! Either use the drag and drop functionality or select files from your computer.
- Uploaded files appear below as thumbnails.



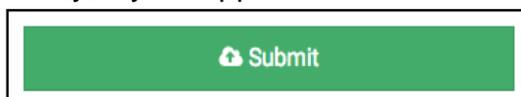
- Keep track of how much you're uploading using the upload quota visual representation.



Validate and Submit:

- Once you've completed all fields you'll need to validate and submit your application. When you land on the Validate and Submit page the system will automatically begin validating all of your data and check to see if any required fields are missing data. If any required information has not been completed it will show up as an error. Click on the hyperlink to be taken back to the page to add the required information.

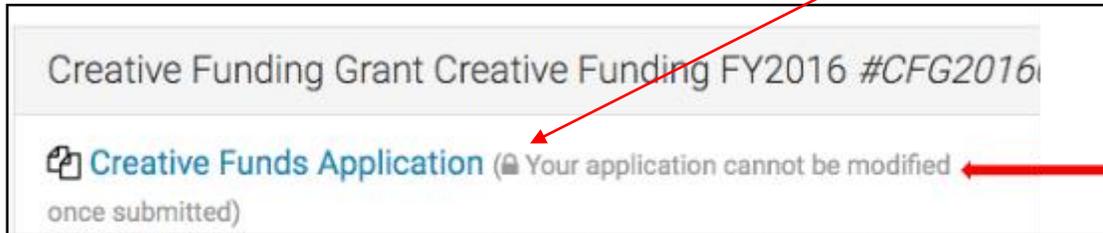
- Lastly, if your application validates successfully click



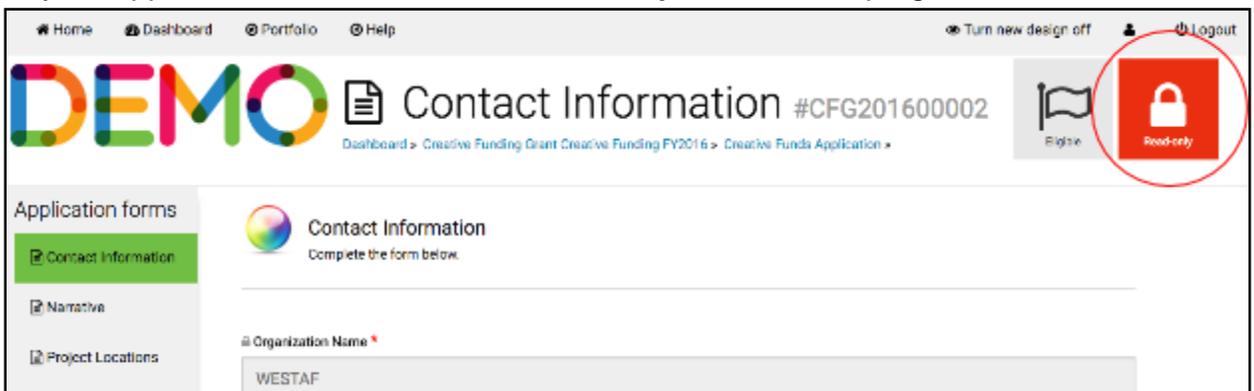
Read Only Status:

If you have submitted your application, or if a deadline has passed, your application will become read-only. The new UI lets you know when your application is **read only** in 3 ways:

1. On the dashboard/ My Data tab your application will have a lock symbol next to the name



2. In your application there will be a red **read only** icon in the top right corner



3. Fields within the application will not be editable