

ArtsWA - Grants Online

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

Getting Started: Signing Up as a New User:

If you are already signed up, follow the Logging In & Managing Your Account document.

Follow these easy steps to create your account and start completing grants:

1. Click the  button in the upper right corner of the webpage, this will take you to the first section of sign up (the user information page).



Welcome to Grants Online!



Sign up as an Individual or an Organization.

Registration only takes 2 minutes. [Already registered?](#)

2. **IMPORTANT!** The first question “Would you like to associate this user account with an organization?” determines your user role in the GO system.
 - Select **NO** to create an individual account - you are not associated with an organization. (ArtsWA does not fund individuals so you will select YES)
 - Select **YES** to create an organization account - you are applying for grants on the behalf of an organization.

✓ Would you like to associate this user account with an organization? *

Registering as an organization allows multiple users with different logins to collaborate and write a single grant.

✓ Select...

No

Yes

3. Complete all required (*) basic information fields (name, address, email)

✓ First Name *

✓ Last Name *

✓ Address 1 *

✓ Address 2

4. Create a username and password

✓ Username *

✓ Password *

*Passwords must be at least 8 characters long and contain a uppercase letter, a lowercase letter, a number, and a symbol or special character (~ ! @ # \$ % ^ & * () _ - = { }*

✓ Confirm Password *

5. Drag the slider to validate and then click Submit

Drag the slider and move it to the right side before you submit the form.
This action is required in order to prove that you're a human.



Locked : form can't be submitted

6. If you have created an individual account you will be taken to the Terms and Conditions page, click "I Agree" to finish signing up. **If you are signing up as an organization you will next need to complete the organization information page.**

 **Organization Registration.**
Signing up as an organization will give you access to our organizational grants.

7. **IMPORTANT!** Determine whether your organization is a fiscal receiver. A fiscal receiver is an organization that **does not** have a Federal Employer Identification Number (FEIN) but uses the FEIN of a **fiscal sponsor** organization. Being a fiscal receiver is a rare situation and most organizations will select NO for this question. If you select NO, you will be prompted for your FEIN number. If you select YES you will be directed to the Fiscal Sponsor pages where you will enter required information about your fiscal sponsor. Your fiscal sponsor will provide you with the information needed to complete this section.

✓ Is your organization a fiscal receiver? *

A fiscal receiver is an organization that shares or uses another organizations EIN #

✓ Select...

No

Yes

8. Complete all required (*) basic information fields (name, address, email)

Organization Name *

Address 1 *

Address 2

City *

9. Click on the “Validate and Submit” button. The State Senate District, State House District and Congressional District fields will auto populate.

🔒 State Senate District

🔒 State House District

🔒 Congressional District

Validate & Submit Reset

10. Lastly, you will be taken to the Terms and Conditions Page. Click the green "I Agree" button to finish signing up.

GO™: GRANTS ONLINE END USER TERMS AND CONDITIONS

By clicking "Yes" to "Do you agree with all the terms and conditions above" in the Terms of Use box on the registration page of the GO™ website, the user agrees that the following terms and conditions and those of the General Terms of Service and Privacy Policy, as defined below, are an agreement between the user (referred to below as the applicant) and the Western States Arts Federation ("WESTAF"), a Colorado nonprofit corporation.

1. Certain Definitions.For purposes of this Agreement, the following definitions apply whether used with or without capitalization:

"Agreement" shall mean this Agreement as agreed to and accepted by the applicant's actions in clicking "Yes" in the Terms of Use box on the registration page of the GO™ Website.

"Application" shall mean the information requested by a Subscriber soliciting applications through the GO™ Service concerning an Applicant and which is submitted by an Applicant to a Subscriber through use of the GO™ Service.

"Applicant" shall mean the individual user referred to in the introductory paragraph of this Agreement as the person taking action to accept the terms of this Agreement, and, when used in the plural, shall mean two or more persons who have each taken such action.

Feedback
➤

Do you agree with all the terms and conditions above