



E-grant will enable you to apply to the AIE Directory through your partner or multiple partners. Additionally, you will be able to maintain your information in the Directory, including your artist statement, contact information, references and photo.

E-grant is an invention of Carnegie Mellon University, Center for Arts Management and Technology.

TO GET STARTED:

Already a directory artist— if you were an AIE Directory Artist in 2005-2008, you will already have a login and password. If you do not have this information, contact Brenda at the BCRAC offices. Your account is already established, saving you time.

New Artists— If you have not applied since 2003 or if this is your first time applying, you will create your own login and password, follow the instructions below.

1. Go to <http://www.pacouncilonthearts.org/aie/directory/> (this is the AIE Directory eGRANT) Do not create more than one registration, if you forgot your password use the password link or contact Brenda at the BCRAC offices.

2. Enter your login and password—if you did not get a login & password, click the **Register** button and complete the required data. Make sure you click the save button when you are done. Move on to instructions for creating an application.

3. The welcome page provides a few options:

- * Profile—your contact information
- * Application—creating a new application or editing an existing application
- * Changing your password
- * Uploading your photograph

To Update your Profile: It is YOUR responsibility to keep your profile current.

1. Click on the **Profile** link on the left side of the welcome page
2. Select **Edit Profile** on the center of the page
3. Update data as necessary. Fields that are required are marked with an asterisk (*).

Note: > You do NOT need to include your social security number

> Use the following link to determine your legislative districts: www.legis.state.pa.us

4. When you have completed your update, make sure you click the **submit** button.

Application—To Create, Update, Submit and Print an Application to the Directory (This is ONLY for artists that need to apply, if you are unsure contact Brenda at the BCRAC offices).

1. Click on the **Application** link on the left side of the welcome page
2. Select the **“Create an Application”** button to begin working on your application.
3. You can navigate through each page and fill out the data (required data is highlighted in blue). You will not be able to view or submit your application until you have successfully completed the required data.
4. Make sure you click the save button at the bottom of each page
5. You can also navigate through each section of the application by using the links on the left side of the page. Make sure you save each page before moving on.

Notes about e-GRANT:

- * You may return to work on your application at anytime, as long as you have not submitted it.
- * Use the **“Revise my Application”** button to continue working on your application. This button will be visible after you have created your application
- * There are navigation buttons at the bottom of each page
- * When you have completed your application, click the **Submit** button. You will be able to print a PDF of the application
- * After you have completed and submitted your application you will no longer be able to edit it. Contact your AIE Partner if you need to un-submit or revise your application.
- * If you see the button **“View”** below, then your application has already been submitted and is no longer edit able. The **“View”** button will launch a PDF of your application, which you can print.

Continued on reverse...

Completing the Narrative Reflection Questions— We recommend that you write your responses to the narrative questions in a word processor. This will enable you to spell check and save on-line time.

There are character limitations set on the response to each question. We advise that you review the questions and limitations prior to responding. Most word processors have a character counting feature listed under tools, word count. You must highlight the text prior to checking the count.

After you have completed the responses, you can cut and paste into the appropriate narrative response box in the e-GRANT.

If you are applying to more than one partner—

- You may select multiple partners when you begin your application.
- Do not create more than one registration or application
- The narrative questions for each individual partner will appear as you proceed through your application.
- You will be able to print both applications (pdf files) when you have completed the e-GRANT.

To Upload or Change your Photograph—

1. Click on the **Profile** link on the left side of the welcome page OR use the link on the application page.
2. Under **Upload Your Photo** click on **“Browse”** (right side of page).
3. A dialogue box will open enabling you to browse to your photo (on your computer’s hard drive or disk).
4. Select your photo and click **“Open”** with in the dialogue box.
5. Make sure you click the **“Upload”** button.
6. After you click the **“Upload”** button, your photo will be visible. Note: you may need to reload the page if you immediately change your photograph.

Printing Your Application— You may print your application at any time during the process. Under the main welcome screen, click **“Application,”** click, **“Revise My Application.”**

1. Select the **“Preview Application”** button from the menu on the left side of the page.
2. Click the **“View”** button next to the partner name to whom you are applying.
3. A Portable Document Format (PDF) will be generated. If you do not have the PDF software, go to the following URL and follow the instructions for installing the most recent version on your computer.
<http://www.adobe.com/products/acrobat/readstep2.html>
4. You may return and print this document at any time, even after submitting your application.

Submitting your Application— After printing your application submit the following:

_____ Signed copy of your application

_____ Work Sample Identification Sheet

_____ Work Samples (see guidelines for number and formatting instructions)

_____ Postage Paid, self addressed return envelope (IF you would like your work samples returned)

Mail packet to:

Northern Tier Partnership for Arts in Education
Attn: Brenda S. Thomas
601 Main Street
Towanda, PA 18848

For questions and/or assistance contact Brenda at:
570-268-2787 (Towanda office)
570-745-3470 (Jersey Shore office)
570-916-1199 (mobile)
Brenda@bcrac.org OR bren348t@aol.com

