

## **Applicant Instructions for Gloria Burt Sacramento Region Arts Fellowship**

Follow the “Click here to apply!” link on the RFP webpage. This will bring you to the online application page.

Before you start your application, you will need to create an account. Please click on “Create New Account.”

Under the “Organization Information heading” please enter the following:

- Under “Organization Name” enter your full legal name
- Under “EIN/Tax ID” enter 00-0000000
- Enter your telephone and address in the required fields

Click “Next” to move forward in the process.

Under the “User Information” enter your contact information (some of this may be repetitive from the previous page). For the “Business Title” field please enter “Artist.” Click “Next” to move forward in the process.

For the “Are you the Organization's Executive Director or CEO?” question, please select “Yes” then click next to move forward in the process.

Disregard the “Additional Executive Director or CEO Information” heading and click next to move forward in the process.

Enter a password then enter the same password under “Confirm Password.” Then click “Create Account” to move forward in the process.

You will be taken to the “Email Confirmation” page. Once you have received the confirmation email in your email inbox select “I have received the email” and click continue.

You will be brought to the homepage of the Foundation’s online application system. Look for the Gloria Burt Sacramento Region Arts Fellowship application and click the blue “Apply” button to the right of the summary box.