



Grants Management System Applicant FAQ

WHAT IS THE GRANTS MANAGEMENT SYSTEM? Bravo’s grants management system is the online tool that allows Bravo grant applicants to apply for funding and manage awards.

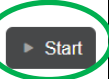

HOW DO I KNOW IF I AM ELIGIBLE TO APPLY FOR A BRAVO GRANT? Prior to logging on to the system, all applicants should confirm Bravo funding eligibility by reviewing the [Grant Cycle 2018 program guidelines](#).





HOW DO I GET TO THE SYSTEM? Go to bravogreaterdesmoines.fluidreview.com, or click on the link available at bravogreaterdesmoines.org.

HOW DO I LOG IN TO MY ACCOUNT? First-time users can create an account by selecting the “Sign Up” button on the system [homepage](#) and following the prompts. It is recommended that your organization’s first account be created using the contact information for the person primarily responsible for completing the grant application. Once you have submitted the registration form, you will receive a confirmation email (be sure to check your Junk folder). Follow the emailed instructions to finalize your account registration.

If you have used the system before, please enter your email address and password in the provided “Sign In” fields. Each user has a unique, personal password; there is not a shared password for a team of users.

WHAT NEXT? Each organization must establish or update its Applicant Profile prior to beginning an application. Immediately after the primary user has logged in, he or she will be directed to the “Your Tasks” page. Here, the Applicant Profile task will appear. Hit either the “Start” or “Edit” button to begin or update your Applicant Profile. Steps for submitting your profile will be provided after your information has been entered and your material uploaded.

TASK	STATUS	ACTIONS
Applicant Profile	INCOMPLETE	
501c3 Verification	INCOMPLETE	

TASK	STATUS	ACTIONS
Applicant Profile	COMPLETE	  
501c3 Verification	INCOMPLETE	

Applicants that are federal tax-exempt as a 501(c)(3) or through fiscal sponsorship by one will also be required to complete the 501(c)(3) Verification task after submitting their Applicant Profile and before beginning an application. To do so, click the “Start” button next to the task and enter the 501(c)(3) organization’s EIN without a space or hyphen. Click the green “Submit” box on the 501(c)(3) Verification page.

TASK	STATUS	ACTIONS
Applicant Profile	COMPLETE	View Edit Delete
501c3 Verification	INCOMPLETE	Start

If the EIN yields a result with company name and location, you may return to the previous page by selecting the “Back” button. If you do not see these results, please contact Bravo staff before proceeding.

501c3 Verification		Back
EIN	203598346	
Company name	Bravo Greater Des Moines Inc.	
City	Des Moines	
State/Province	IA	
Country	United States	

HOW DO I BEGIN AN APPLICATION? After completing the Applicant Profile and 501(c)(3) Verification, you will be directed back to the “Your Tasks” page. Select the green “View Grants” button.

TASK	STATUS	ACTIONS
Applicant Profile	COMPLETE	View Edit Delete
501c3 Verification	COMPLETE	View Edit Delete

Your Grants

STATUS: Any [Go](#) SEARCH: Search... [Go](#)

[No applications found](#)

[View Grants >](#)

You will be directed to a page that shows you which Bravo Grant(s) your organization is eligible to apply for. Click the “Create Applications” button. If you do not see a grant listed that you believe your organization may be eligible for, [contact Bravo staff](#).

Grants

You are eligible for 1 grant(s).

Search... FILTERS: All grants SORT: Alphabetically

Go

GRANT	DESCRIPTION	CATEGORY	DEADLINE	QUANTITY	ACTIONS
<input type="checkbox"/> Local Arts Program Grant		Grant (Internal)		1	Create Applications <small>Max limit of 3 applications</small>

At this stage of the process, you will be able to invite other members of your organization to form a team to work on the application. This will invite team members who don't currently have accounts to create one.

Once your application has been established and other users have been added to it, select the “Start” button to begin answering application questions. Work may be saved, edited, and changed throughout the application. Editing is not allowed after your application has been submitted. Please note that navigating within the application is limited and applicants will only be able to select “Back” and “Next”. To help you prepare your responses, PDFs of applicant profile and application questions can be viewed at bravogreaterdesmoines.org.

Local Arts Program Grant

Application Round

TASK	DEADLINE	STATUS	ACTIONS
Grant Cycle 2018 Local Arts Program Grant	09/27/2017 03:00:00 PM CDT	INCOMPLETE	Start
Submit GC18 LAPG Application	09/27/2017 03:00:00 PM CDT	PREREQUISITES NOT MET	

Add your Logo

Progress

This application is **0.0%** complete. You still need to:

- Complete task "Grant Cycle 2018 Local Arts Program Grant"
- Submit

Members

[Irene Woodhouse \(Owner\)](#)

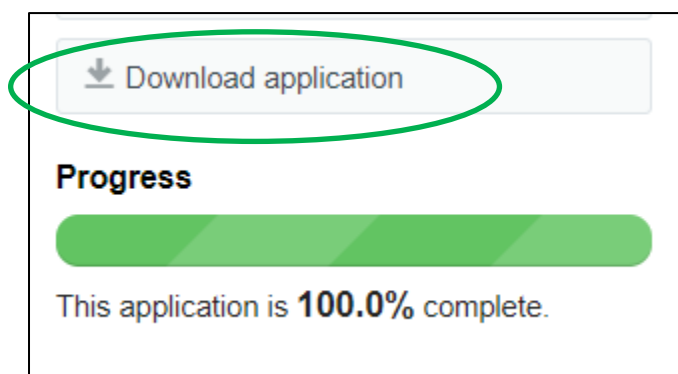
[Add Member](#)

[Edit Members](#)

HOW DO I SUBMIT MY APPLICATION? Once you have responded to all of the application questions and uploaded the required supplemental material, you will be prompted to read the instructions for successfully submitting your application. Upon submission, you will receive a confirmation email. If you do not immediately receive this communication, please check your Junk folder. If it still cannot be located, contact Bravo staff at 515-243-0388 or grants@bravogreaterdesmoines.org.

Late applications will not be accepted; please plan accordingly to complete all steps prior to the deadline.

CAN I PRINT MY APPLICATION? If you would like to download and print your application for your records, you will be able to do this after you have submitted your application. Select the “Download application” button on the right side of the Application Round page to do this. You will be able to save and print the download.



IS BRAVO STAFF AVAILABLE TO HELP? Bravo staff is available to answer questions about the application up until three business days prior to the application deadline, however staff will not conduct application reviews. Staff can be reached at grants@bravogreaterdesmoines.org or 515-243-0388. Visit the [Grantmaking page](#) on the Bravo website to review eligibility guidelines and cycle deadlines, as well as eligibility requirements for meeting with staff.

IS OTHER SUPPORT AVAILABLE? Should you require technical system support to complete the Bravo Greater Des Moines grant application through this system, you may contact the system’s helpdesk. To access the helpdesk, click on your name in the upper, right-hand corner of your screen and select “Help” from the dropdown menu. This service is available 24/7 via online help articles, or by phone.