



Grants Management Portal Applicant FAQ

WHAT IS THE GRANTS MANAGEMENT PORTAL? Bravo’s grants management portal is an online system through which applicants apply for Bravo grant funding.

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

HOW DO I GET TO THE PORTAL? 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 lower, right-hand side of the portal [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 instructions in the email to finalize your registration.

If you have used the portal before, please enter your email address and password in the provided “Sign In” box fields. You may select the [“Trouble Signing In?” link](#), if you have forgotten your password. Please note that each user has a unique, personal password; there is not one shared password for a team of multiple 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, they will be directed to the “Your Tasks” page. Here, the Applicant Profile task status will be “INCOMPLETE”. Hit the “Start” button to begin your Applicant Profile. Steps for submitting your profile will be provided after your information has been entered and your material uploaded.

Grants		
Your Tasks		
TASK	STATUS	ACTIONS
Applicant Profile	INCOMPLETE	
501(c) Verification	INCOMPLETE	

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

Grants		
Your Tasks		
TASK	STATUS	ACTIONS
Applicant Profile	INCOMPLETE	▶ Start
501(c) Verification	INCOMPLETE	▶ Start

Click the green “Submit” box on the 501(c) Verification page. 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.

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

Your Tasks		
TASK	STATUS	ACTIONS
Applicant Profile	INCOMPLETE	▶ Start
501(c) Verification	INCOMPLETE	▶ Start

Your Grants	
STATUS:	SEARCH:
Any <input type="button" value="Go"/>	Search... <input type="button" value="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 Max limit of 3 applications

At this stage of the process, you will be able to invite other members of your organization to create accounts so the application can be completed by a team.

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](#)

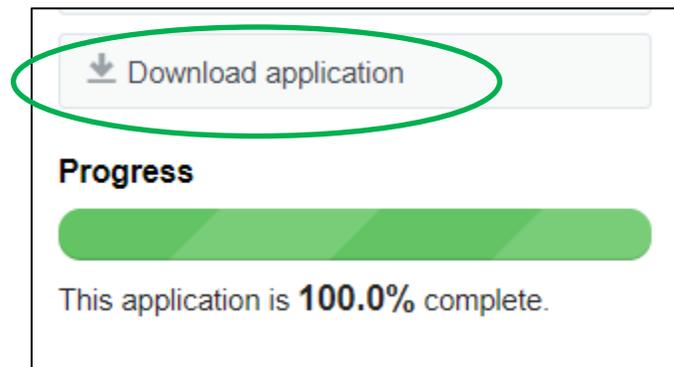
[Edit Members](#)

Once your application has been established and you have invited team members 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”. For your convenience, PDFs of applicant profile and application questions are viewable at bravogreaterdesmoines.org.

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, so 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 also available to answer questions about the application up until 3:00 p.m. on Friday, September 22, however staff will not conduct application reviews. All applicants not currently receiving Bravo funding must meet with Bravo staff no later than 3:00 p.m. Wednesday, September 20, as part of their eligibility requirements.

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 portal’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.