

WHAT IS THE GRANTS MANAGEMENT PORTAL?

Bravo's grants management portal is an online platform through which applicants assess funding eligibility and apply for Bravo grants.

HOW DO I KNOW IF I AM ELIGIBLE TO APPLY?

All applicants should affirm Bravo funding eligibility by reviewing the applicable [Grant Cycle 2017 guidelines](#).

HOW DO I GET TO THE PORTAL?

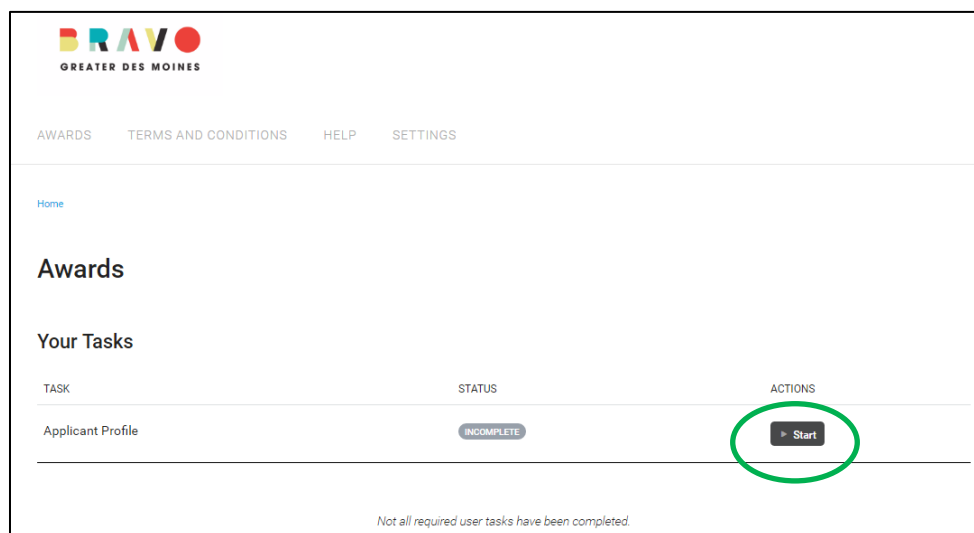
The link to the grants management portal can be found on the [Bravo website](#).

HOW DO I CREATE AN ACCOUNT?

On the portal homepage, hit the "Sign Up" button on the lower, right-hand side of the page. Provide the requested information to create your account. For your initial log-in, it is recommended that you use the contact information for the person primarily responsible for completing the grant application. Once you have completed and submitted the registration form, you will receive a confirmation message and subsequent email. If you do not immediately receive this communication, please check your Junk Email folder. Please follow the instructions in the email to finalize your account registration.

WHAT NEXT?

Each applicant must establish an applicant profile prior to beginning an application. Immediately after you have created an account, you 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.



HOW DO I BEGIN AN APPLICATION?

After completing the Applicant Profile, 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 “View Awards” button.

The screenshot shows a notification at the top: "Your form has been completed successfully." Below it is a "Home" link. The main heading is "Awards". Underneath is the "Your Tasks" section, which contains a table with one row:

TASK	STATUS	ACTIONS
Applicant Profile	COMPLETE	View Edit Delete

Below the table is the "Your Awards" section, which includes a "STATUS:" dropdown menu set to "Any" and a "SEARCH:" input field with a "Go" button. A message box below states "No applications found". At the bottom left, a green "View Awards" button is circled in green.

You will be directed to a page that shows you which Bravo Grant(s) your organization is eligible to apply for. Click the “Create Submission” button.

The screenshot shows the "Awards" page with the heading "Awards" and the text "You are eligible for 1 award(s)". There is a search bar with a "Go" button. To the right are "FILTERS:" and "SORT:" dropdown menus. Below is a table with one row:

AWARD	DESCRIPTION	CATEGORY	DEADLINE	QUANTITY	ACTIONS
<input type="checkbox"/> Cultural Enrichment Grant		Award (Internal)	OPEN Sep 17, 2016 CLOSED Oct 19, 2016	1	Create Submissions <small>Max limit of 1 submissions.</small>

The "Create Submissions" button in the "ACTIONS" column is circled in green.

Once your submission is created, hit the “Start” button to begin answering the application questions.

Submission created

Home - Cultural Enrichment Grant - Arts Culture Heritage

Arts Culture Heritage (GA-96970)

Cultural Enrichment Grant

Award deadline: Oct 19, 2016 11:59 PM

Application Round

TASK	DEADLINE	STATUS	ACTIONS
GC17 Cultural Enrichment Grant Application	10/19/2016 03:00:00 PM CDT	INCOMPLETE	Start

Progress

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

- Complete task "GC17 Cultural Enrichment Grant Application"

Members

- [Art McCulture \(Owner\)](#)
- [Add Member](#)
- [Edit Members](#)

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 your team. Work may be saved, edited, and changed throughout the application. Editing is not allowed after the final application has been submitted.

IS BRAVO STAFF AVAILABLE TO HELP?

Upon submission, you will receive a confirmation message and subsequent email. If you do not immediately receive this communication, please check your Junk Email folder. If it still cannot be located, contact Bravo staff at 515-243-0388 or grants@bravogreaterdesmoines.org. Bravo staff is also available to answer questions about the application and requested information up to three business days prior to the application deadline.

IS THERE OTHER SUPPORT AVAILABLE?

Should you require technical support to complete the Bravo Greater Des Moines grant application through this system, you may contact the FluidReview 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.