APPLICATION SUBMISSION GUIDE

1. Go to the Nevada Arts Council’s Grant Portal at the link below: nevadaartscouncil.submittable.com/login

2. If you are a new applicant, you will be prompted to create an account. If you have previously created a Submittable account to apply for a grant from the Nevada Arts Council or another entity, you may log in using your existing user name and password. Both organizations and individuals must create an account using a first and last name and an email address. All official Nevada Arts Council correspondence will be sent to the contact associated with the applicant’s Submittable account, so it is imperative that this information is accurate and kept current.
3. Once logged in, you will be directed to the Nevada Arts Council’s grant application Home page. On this page, you will see all current grant opportunities. Click **More** to read guidelines for each grant. Click **Apply** when you are ready to start the application.
4. Once you have clicked **Apply**, you will be directed to a page to input/confirm your contact information.

![Image of contact information form]

5. Once you click **Save Address and Continue**, you will be directed to the grant application form. At the top of the page, you will see the grant guidelines. Please read the guidelines in their entirety before submitting. Below the guidelines, you will see all required application questions including narrative, budget information and support material. You do not need to complete the application in one sitting. The grant system will auto-save your information as you go and all drafts will be saved in **My Submissions**.
6. Applicants are encouraged to first develop responses to all application questions in a word processing application such as Microsoft Word, Pages, or Google Docs, in order to spell-check, save, and back-up their work. Composing responses in a separate document also allows applicants to monitor the word count for each response. The online system does not display the number of words in each response, and will only alert the applicant if the maximum word count has been exceeded. Once responses are complete and edited, applicants may copy and paste responses into the online application. Formatted text (bold, italics, underlined text, font style, size, etc.) is not accepted in the online application. For numeric responses, enter only whole numbers (no decimals, commas, or dollar signs).

7. Click Apply to submit your application. If your application was submitted correctly, you should see a “Success!” message (see below), and you will receive a confirmation email.

IMPORTANT: If you do not see the “Success!” message, then your application was NOT submitted. This is likely due to one or more required fields being left blank. You MUST answer every question with an asterisk (*) next to it. Please review your application, make sure every question has been answered, then click Apply again.

![Success! Message]

You'll receive updates on your application status by email. You can also check its status at any time in your Submittable account.
8. To access your drafts or completed applications, click on your name in the upper right hand corner of the page to expand the user menu. Then click **My Submissions**.

9. On the **My Submissions** page, you will see all application drafts in the **Saved Drafts** tab. You can continue an application or delete it from here.

10. Once you submit the application, it will move from **Saved Drafts** to **Active** and you will receive a confirmation email. Once submitted, you may not make any changes.
11. You can view the submitted application and status any time by clicking on the application title (see above). Once you click on the application title, the **Content** tab shows the submitted application content, and the **Activity & Messages** tab shows all activity related to this grant. This includes any messages sent from NAC staff, status changes (such as when your application is approved or declined) and other requests including the request for your Final Report.

![Submitted and Received Application Screenshot](image1)

12. From this page, you can navigate back to the NAC grants Home page to apply for other grants by clicking **Nevada Arts Council**. You can also go back to **My Submissions** by clicking **Submissions** in the top left corner.

![Navigating to Submissions and Home Page](image2)
13. From the Nevada Arts Council Home page, you can click on your name in the top right hand corner to access your Submissions, Profile, and Settings.

For technical questions regarding your online account (including any problems submitting your Final Report) contact Submittable Support:
Email: support@submittable.com
Phone: (855) 467-8264, ext. 2

If you have any other questions, please contact the Nevada Arts Council’s Grants Management Team:
Email: grants@nevadaculture.org
Phone: 775-687-7104