



Call to Artists: Florida International Trade and Culture Expo (FITCE)

GUIDE TO THE ONLINE APPLICATION

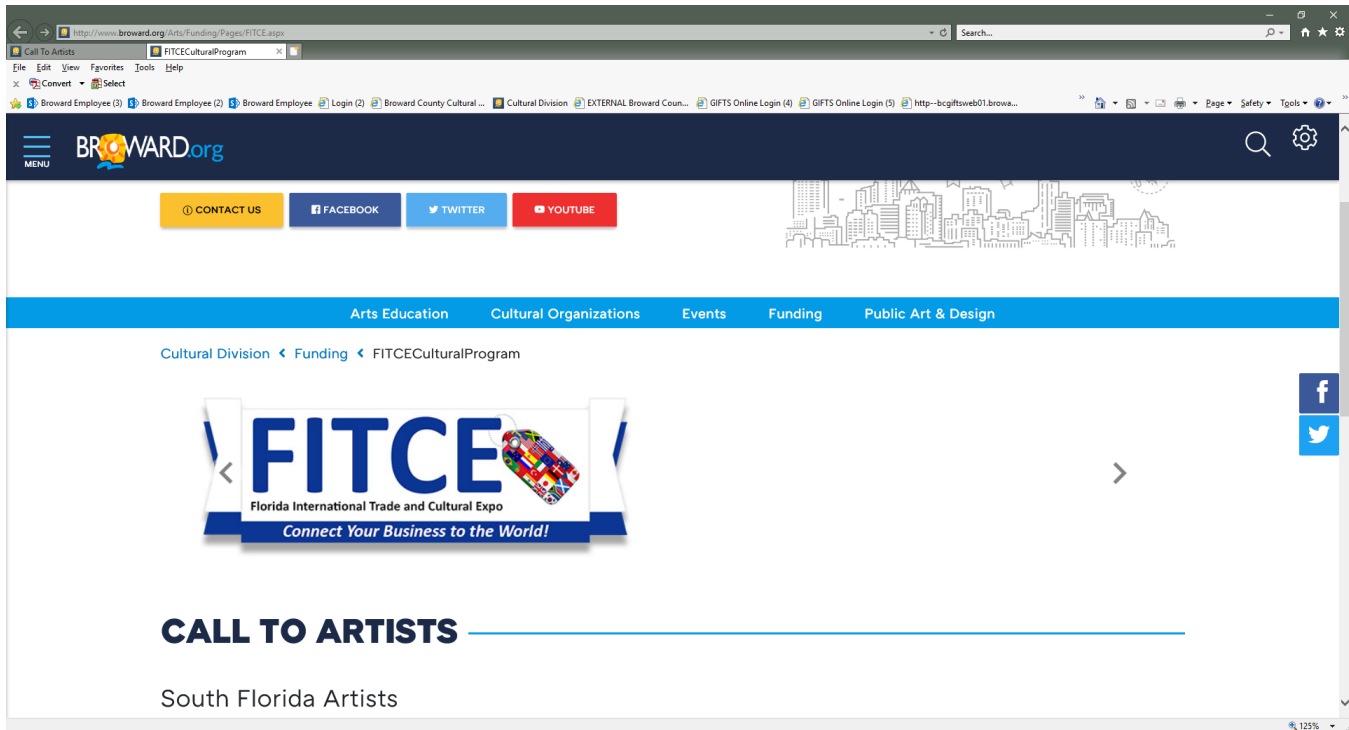
- TO CREATE AN ACCOUNT** (If you do not have an Account profile, or never applied before) – **page 3**
- TO BEGIN AN APPLICATION** - **page 5**
- ATTACHMENTS** - **page 8**
- IN- PROGRESS APPLICATION** (Resume a previously started Online Application) - **page 10**
- SENDING DRAFTS** – **page 12**
- REVIEW APPLICATION and SUBMIT**- **page 13**

To welcome new businesses, to collaborate and connect while providing tools and resources for those wanting to live and work in South Florida. The Greater Fort Lauderdale / Broward County Convention Center 1950 Eisenhower Blvd. Fort Lauderdale, FL 33316.

Call to Artists: The FITCE Cultural Program Committee will be selecting professional artists to exhibit, perform, and engage audiences during the upcoming 2023 Florida International Trade and Cultural Expo (FITCE) in **October 4 and 5, 2023** at Broward County Convention Center. Artists (all disciplines) interested are to complete, and submit, this application in order to be considered. THE FLORIDA INTERNATIONAL TRADE & CULTURAL EXPO (FITCE) will convene **October 4, 2023 and October 5, 2023.**

Visit the page:

<http://www.broward.org/Arts/Funding/Pages/FITCE.aspx>



The landing page will have the links you need.

EXAMPLE:

Button

START A NEW ONLINE APPLICATION

To start a new Online Application

Link: https://www.grantrequest.com/SID_391/Default.asp?CT=CT&SA=SNA&FID=35236

Button

RESUME PREVIOUSLY STARTED ONLINE APPLICATION

To resume previously started Online Application

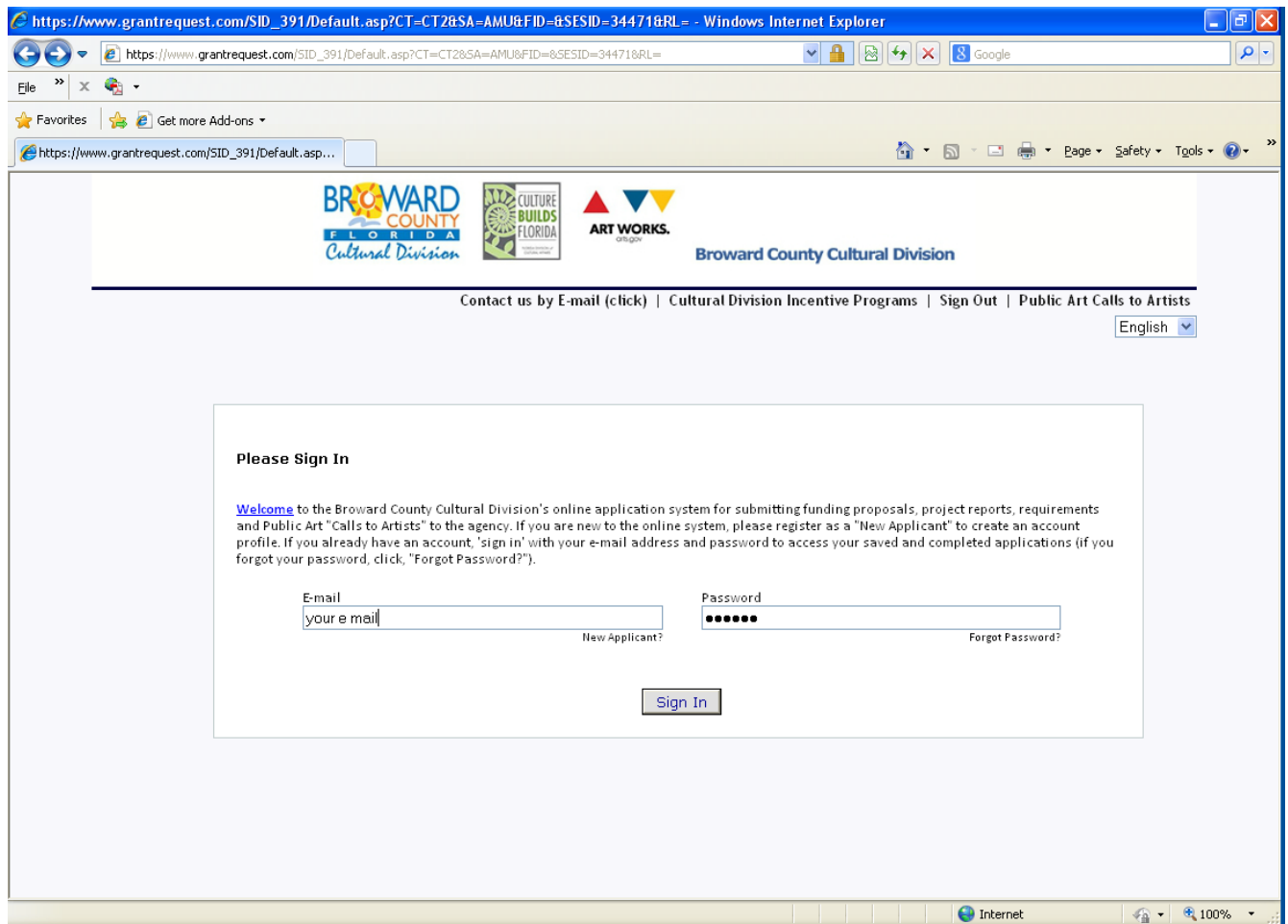
Link: https://www.grantrequest.com/SID_391?SA=AM

TO CREATE AN ACCOUNT

-> To start a new Online Application

USE THE FOLLOWING LINK TO CREATE AN ACCOUNT:

HU https://www.GrantRequest.com/SID_391?SA=AMU



The screenshot shows a web browser window displaying the sign-in page for the Broward County Cultural Division's online application system. The page features the following elements:

- Header:** Logos for Broward County Florida Cultural Division, Culture Builds Florida, and Art Works. Navigation links include "Contact us by E-mail (click)", "Cultural Division Incentive Programs", "Sign Out", and "Public Art Calls to Artists". A language dropdown menu is set to "English".
- Sign In Section:**
 - Title:** "Please Sign In"
 - Welcome Message:** "Welcome to the Broward County Cultural Division's online application system for submitting funding proposals, project reports, requirements and Public Art 'Calls to Artists' to the agency. If you are new to the online system, please register as a 'New Applicant' to create an account profile. If you already have an account, 'sign in' with your e-mail address and password to access your saved and completed applications (if you forgot your password, click, 'Forgot Password?')."
 - Form Fields:**
 - E-mail:** A text input field containing "your e mail". Below it is a link for "New Applicant?".
 - Password:** A text input field with masked characters (dots). Below it is a link for "Forgot Password?".
 - Sign In Button:** A blue button labeled "Sign In" located below the form fields.

Your online account is linked to a single email account/password. This account (email address and password) should be used for all applications and final reports throughout your organization. Make sure you share this email address and password with anyone in your organization that needs access to the online account.

NOTE: If you have forgotten your password: [CLICK](#) on the **"Forgot password?"** A message will be sent to your e-mail in-box.

TO CREATE A NEW ACCOUNT

If you are new to the online system.

CLICK: [New Applicant](#)

Enter your e-mail address in the box that says: **E-MAIL ADDRESS.**

Account Creation - Windows Internet Explorer

https://www.grantrequest.com/SID_391/Default.asp?SA=TEST_EMAIL&SEID=29411&AID=29099&RETURN=

BROWARD COUNTY FLORIDA Cultural Division

CULTURE BUILDS FLORIDA

ART WORKS. arts.gov

Broward County Cultural Division

Contact us by E-mail (click) | Cultural Division Incentive Programs | Sign Out | Public Art Calls to Artists

New Applicant?

An account allows you to access your saved and submitted applications at any time. It also allows us to send you a submission confirmation e-mail and notify you if additional information is necessary to process your application.

E-mail

Confirm E-mail

Password (minimum of 5 characters)

Confirm Password

[Continue](#)

[Return to login](#)

Internet 100%

Enter a Password in the **PASSWORD** box. (This can be any password you choose. If the application will be completed by multiple staff members, be sure to choose a password that anyone on your staff can remember.). Confirm this same password in the next box: **CONFIRM PASSWORD.** **CLICK:** [Continue](#).

At this point you will receive an e-mail to the e-mail address you entered. The subject will be **"Welcome Grantseeker."** This message will contain a login link and the password you just created. **YOU ARE NOW REGISTERED. YOU MAY CONTINUE TO COMPLETE THE APPLICATION OR STOP AND CONTINUE THE APPLICATION AT A LATER TIME.**

TO BEGIN AN APPLICATION

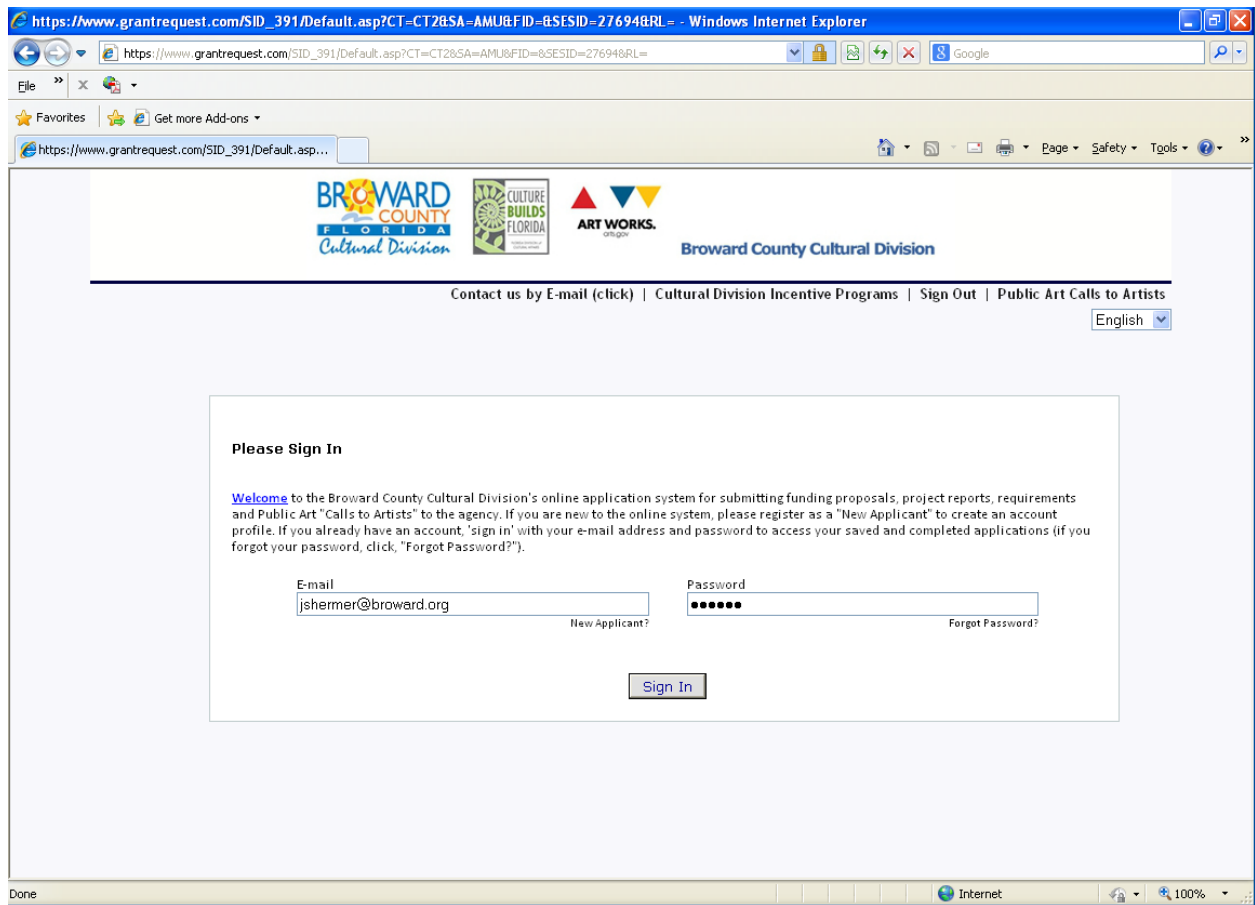
To access the Florida International Trade and Culture Expo (FITCE) Call to Artists Application.

Button

START A NEW ONLINE APPLICATION

Click on this Web link (Once) Example-

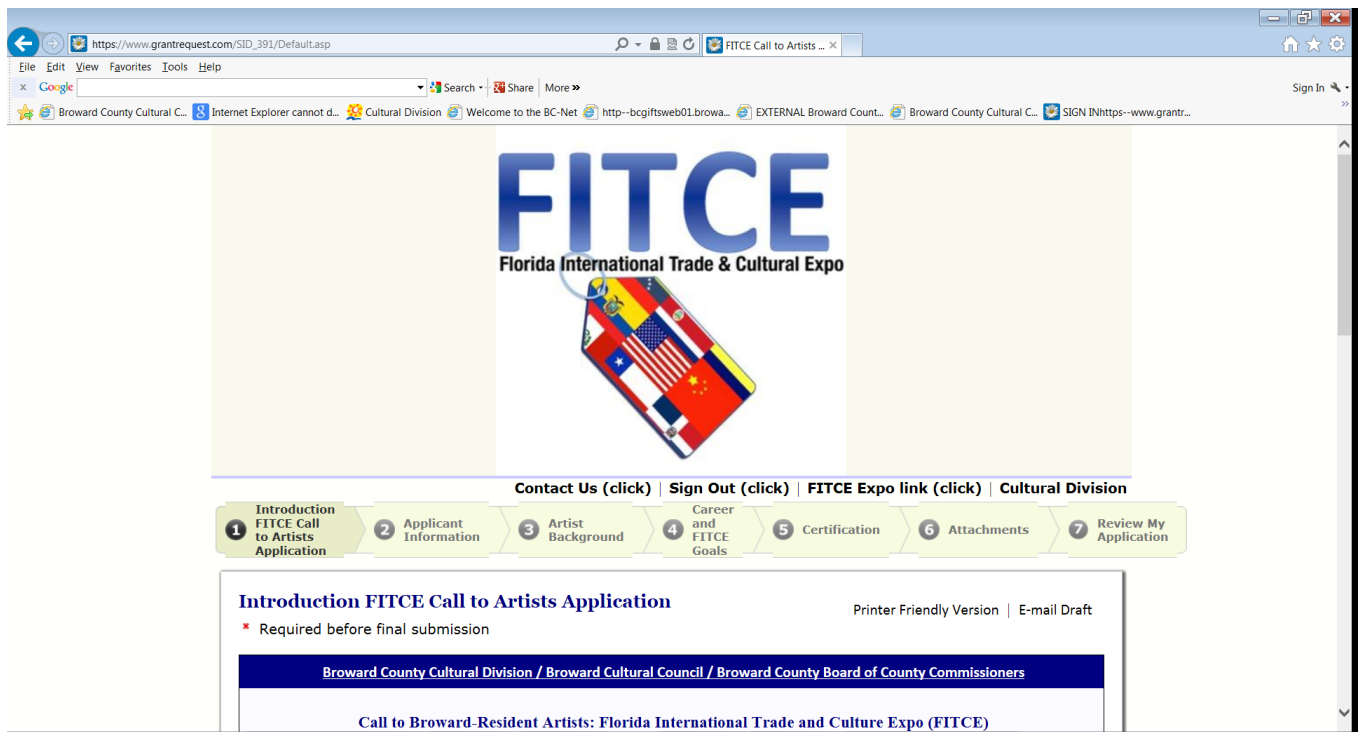
Sign-in to your account. Enter your e-mail address and YOUR password:



The screenshot shows a web browser window displaying the sign-in page for the Broward County Cultural Division's online application system. The page features the following elements:

- Header:** Logos for Broward County Florida Cultural Division, Culture Builds Florida, and Art Works. Navigation links include "Contact us by E-mail (click)", "Cultural Division Incentive Programs", "Sign Out", and "Public Art Calls to Artists". A language dropdown menu is set to "English".
- Sign In Section:**
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 - Form Fields:**
 - E-mail:** A text box containing "jshermer@broward.org" with a "New Applicant?" link below it.
 - Password:** A text box with masked characters (dots) and a "Forgot Password?" link below it.
 - Sign In Button:** A blue button labeled "Sign In" centered below the form fields.

The Introduction page to the application:



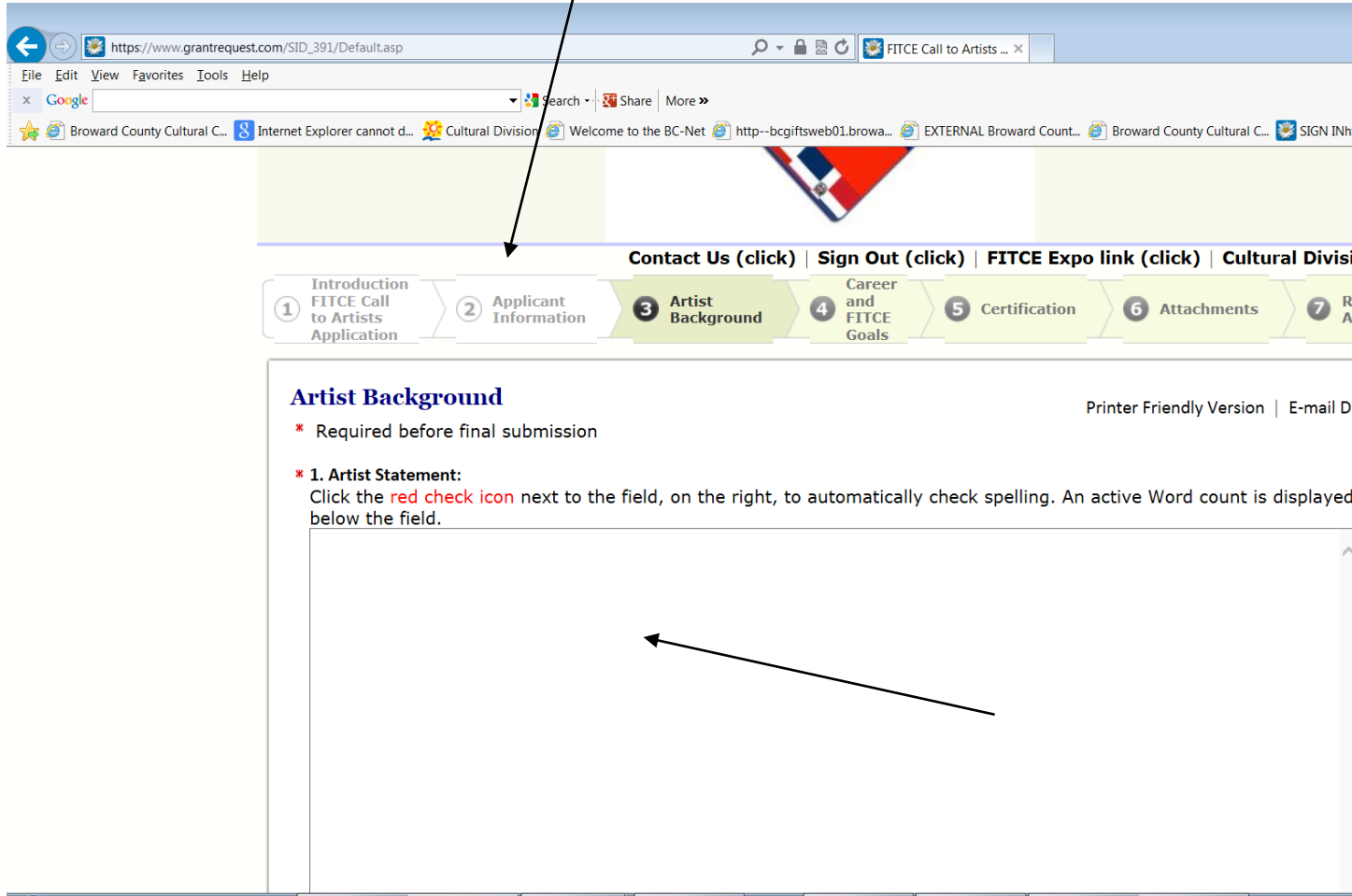
Navigate the form

Navigate using the page numbers at the top of each page, or the "NEXT Button" at the bottom of the page. If you need to stop at any time, simply scroll to the bottom of the page, "**click**" on **SAVE & FINISH LATER**. This will save what you have entered, close your application, and allow you to return later.

You can **SAVE & FINISH LATER** as often as necessary while you complete the application. You can return and edit any page until the application is submitted.

When you click 'Save & Finish Later'You will receive a "Draft" of the application text in your e-mail box.

You can navigate the form, and edit any page, until the application is ready to be submitted by using the page numbers at the top of the page.



You will populate the online form with your responses.

- ✓ Click the **red check icon** next to the field, on the right, to automatically check spelling.

Click the **blue "i" help icon bubble** for additional information.

An active **Word Count** is displayed below the input field

Attachments

The Attachments are required with your submission.

Attachments

* Required before final submission

Attachments

Attachment Guidance: Do not submit images in the following formats: png, or PDF video format. Ensure all information is directly visible information into a single attachment (ex. PDF) for submission, pay special attention to these attachments when "Reviewing" the final app supplied data is retained and visible, so it is clear to the reviewers. Please avoid sending compressed (zip) files, and to prevent damaged, (clean) versions of your attachments. **UPLOAD ATTACHMENTS:** Select the correct Attachment from your computer. Click the "Choose file" "Upload the Attachment" button." Once loaded, the file will appear under the Attachment name as an "Uploaded File." If you inadvertently button called "Remove" then upload the new file. Only one file can be uploaded per Attachment.

* **Attachment 1 - Professional Artist Resume, CV:**
Include any art commissions, prior exhibitions or performances, include contact information for project manager(s) or program projects.

Choose File No file chosen

Upload the Attachment

Use the "**Choose File**" button feature to select the correct "title" of your required Attachment. "**Browse-in**" your file (Word file, PDF file) from your computer for the Attachment's content, then, click the "**Upload the Attachment**" button.

Select the Attachment

Attachments Printer Friendly Version | E-mail

* Required before final submission

Attachments

Attachment Guidance: Do not submit images in the following formats: png, or PDF video format. Ensure all information is directly visible in your attachments. When combining information into a single attachment (ex. PDF) for submission, pay special attention to these attachments when "Reviewing" the final application before submitting to confirm all supplied data is retained and visible, so it is clear to the reviewers. Please avoid sending compressed (zip) files, and to prevent damaged, or corrupted, files from being sent, create (clean) versions of your attachments. **UPLOAD ATTACHMENTS:** Select the correct Attachment from your computer. Click the "Choose file" button, and select your File, then click the "Upload the Attachment" button." Once loaded, the file will appear under the Attachment name as an "Uploaded File." If you inadvertently select the wrong attachment file, click the button called "Remove" then upload the new file. **Only one file can be uploaded per Attachment.**

* **Attachment 1 - Professional Artist Resume, CV:**
Include any art commissions, prior exhibitions or performances, include contact information for project manager(s) or program director(s) and budget size of past projects.

	File Name	Uploaded	Size
<input type="button" value="Remove"/>	1. CA02-2023 City of Hollywood FL Cultural agreement DRAFT 12-8-22 to DRAFT 2 28 23 jas march 1.docx	6/6/2023	71 KB

* **Attachment 2 - Visual artists, Images, Work Samples:**
Visual artists: Submit 5 digital images of most recent work in ONE PDF formatted document (one image per page), and the name of the PDF document should include artist's name (i.e., MaryJones.pdf). Each page must feature a single artwork. Composites of various artworks in a single image will be discarded.

No file chosen

You will see your attachments 1, 2 etc. displayed at the top of the page as an Uploaded file.

Once loaded, the Attachment will appear under the File Name, as an "Uploaded File."

If you inadvertently select the wrong attachment file, click the **"Remove" button.**

Select the correct Attachment again from your computer, and add the correct file, and **"Upload the Attachment."**

1. Attachment 1 - Professional Artist Resume, CV.

2. Attachment 2 - Visual artists, Images, Work Samples.

3. Attachment 3 - All Artists – Media. (optional)

HELPFUL HINTS ON THE APPLICATION

► SYMBOLS

Do not enter \$, %, or other symbols in the fields with numbers. The system will trigger an error and ask you to modify the field if you accidentally include a symbol.

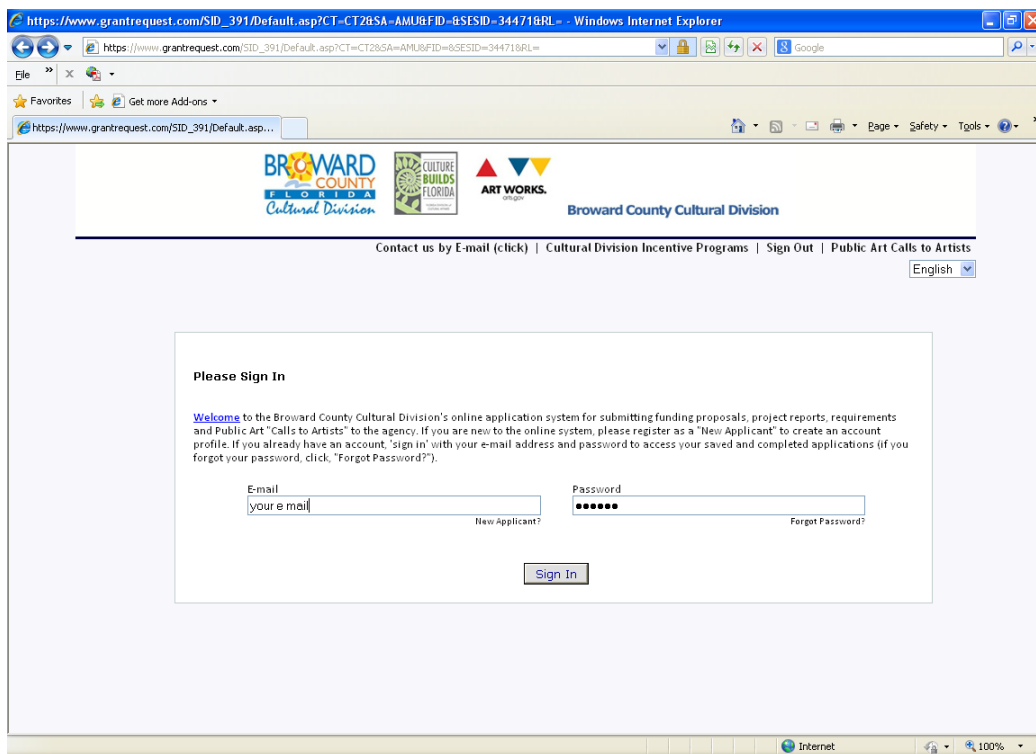
In Progress Applications

If you have started to fill-in your online application template, and have "Save and Finish Later" ... When you are ready to return to work on your application, again, ...

Click: **Button 2** https://www.GrantRequest.com/SID_391?SA=AM

RESUME PREVIOUSLY STARTED ONLINE APPLICATION

To resume previously started Online Application



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- Navigation:** Links for "Contact us by E-mail (click)", "Cultural Division Incentive Programs", "Sign Out", and "Public Art Calls to Artists". A language dropdown menu is set to "English".
- Sign In Section:**
 - Title:** "Please Sign In"
 - Welcome Message:** "Welcome to the Broward County Cultural Division's online application system for submitting funding proposals, project reports, requirements and Public Art 'Calls to Artists' to the agency. If you are new to the online system, please register as a 'New Applicant' to create an account profile. If you already have an account, 'sign in' with your e-mail address and password to access your saved and completed applications (if you forgot your password, click, 'Forgot Password?')." This message is enclosed in a light blue box.
 - Form Fields:**
 - E-mail:** A text input field containing "your e mail". Below it is a link "New Applicant?".
 - Password:** A text input field with masked characters "*****". Below it is a link "Forgot Password?".
 - Sign In Button:** A blue button labeled "Sign In" centered below the form fields.

Sign-in to YOUR Account with e-mail address and YOUR password

You will be brought to your **“Account”** window and you can then resume working on your **“Saved”** application.

The screenshot shows a web browser window titled "My Account - Windows Internet Explorer". The address bar displays "https://www.grantrequest.com/SID_391/Default.asp". The page header features logos for Broward County Florida Cultural Division, Culture Builds Florida, and Art Works. Below the header, the user's account information is shown: "Account: jshermer@broward.org | Change E-mail/Password". A navigation menu includes "Contact us by E-mail (click)", "Cultural Division Incentive Programs", "Sign Out", and "Public Art Calls to Artists". A language dropdown menu is set to "English".

The main content area has two tabs: "Applications" (selected) and "Requirements". Under the "Applications" tab, there is a paragraph of instructions: "Under the column: Application Name, click on the name of the application (link) you are working on, and you will return to your 'in progress' application proposal that you worked on previously. Click on the tab 'Review My Application' to check for errors and, when ready, click the 'SUBMIT' button. After your application is submitted you will receive an email acknowledgement. Click on drop down, to your right, to see your 'Submitted Applications.' To see the 'REQUIREMENTS' that are associated with your award (project reports, insurance) click on the 'Requirements' tab, next to the Applications tab, above. Remember to click on the 'Save & Finish Later' button to save your work and store your 'in progress' application in your Account profile to work on at a later time."

Below the instructions is a table of applications. The table has columns for Application Name, Project Title, Requested, ID, Last Updated, and Action. The "Requested" column is currently hidden. The "Show" dropdown is set to "In Progress Applications".

Application Name	Project Title	Requested	ID	Last Updated	Action
2011-2013 Arts Education Directory Application			27754	08/20/2012	
Broward County Cultural Division Creative Investment Program - Creative Cultural Projects Program			28385	08/29/2012	
Broward County Cultural Division Creative Investment Program--Creative Entrepreneur Application			28623	09/24/2012	
Cultural Institution Program (CINP) FY2014v Broward County Cultural Division			29045	10/01/2012	

In the Application Name section.....Click on the link under *Application Name*

↳ [*FITCE 2023 Call to Artists Application*](#)

And you will return to the “in progress” application template that you worked on previously. This way you will not create a (new) variation of the same template.....

Sending Drafts

When the application is stored in your account profile, under the **Action column**, click on the envelope icon next the application link. This will allow you to forward a "draft" of your application as an e-mail message. **This feature will allow you to forward a "draft" of your application as an e-mail message. To send to multiple e-mail recipients, separate e-mail addresses with commas. A maximum of 10 recipients is allowed.**

Account: jsherner@broward.org | Change E-mail/Password
 Last Log in: 11/6/2013 9:27 AM GMT-05:00

Applications Requirements

Under the column: **Application Name**, click on the name of the [application \(link\)](#) you are working on, and you will return to your "in progress" application proposal that you worked on previously. Click on the tab "Review My Application" to check for errors and, when ready, click the "SUBMIT" button. After your application is submitted you will receive an email acknowledgement. Click on drop down, to your right, to see your "Submitted Applications." To see the "REQUIREMENTS" that are associated with your award (project reports, insurance) click on the "Requirements" tab, next to the Applications tab, above. Remember to click on the "Save & Finish Later" button to save your work and store your "in progress" application in your Account profile to work on at a later time.

Application Name	Project Title	Requested	ID	Last Updated	Action
Request for Determination of Eligibility (Not for Profit Organization)			32432	09/13/2013	[Envelope] [Print]
Regional Investment Program (RINV) FY2015 Broward County Cultural Division			32633	11/06/2013	[Envelope] [Print]
Cultural Institution Program (CINP) FY2015 Broward County Cultural Division			32635	10/02/2013	[Envelope] [Print]
Regional Investment Program (RINV) FY2015 Broward County Cultural Division			32749	10/31/2013	[Envelope] [Print]
Cultural Investment Program (CINV) FY 2015 Broward County Cultural Division			32766	10/17/2013	[Envelope] [Print]
Cultural Investment Program (CINV) FY 2015 Broward County Cultural Division	provide one, or, two sentencesprovide one, or, two senprovide one, or, two sentencesences		32767	10/17/2013	[Envelope] [Print]

This feature will allow you to forward a "draft" of your application as an e-mail message. To send to multiple e-mail recipients, separate e-mail addresses with commas. A maximum of 10 recipients is allowed.

*Your Name

*Your E-mail

*Recipient E-mail(s)

*Subject

Message:

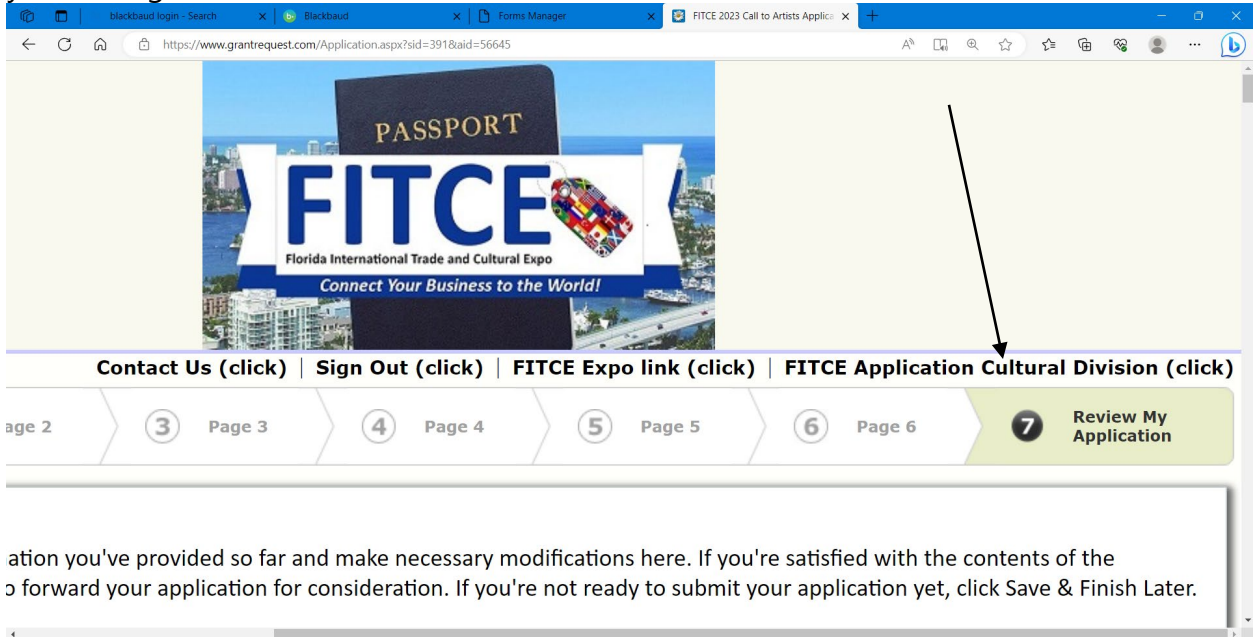
*Maximum 20000 characters
*Required

Send me a copy

Attach Application

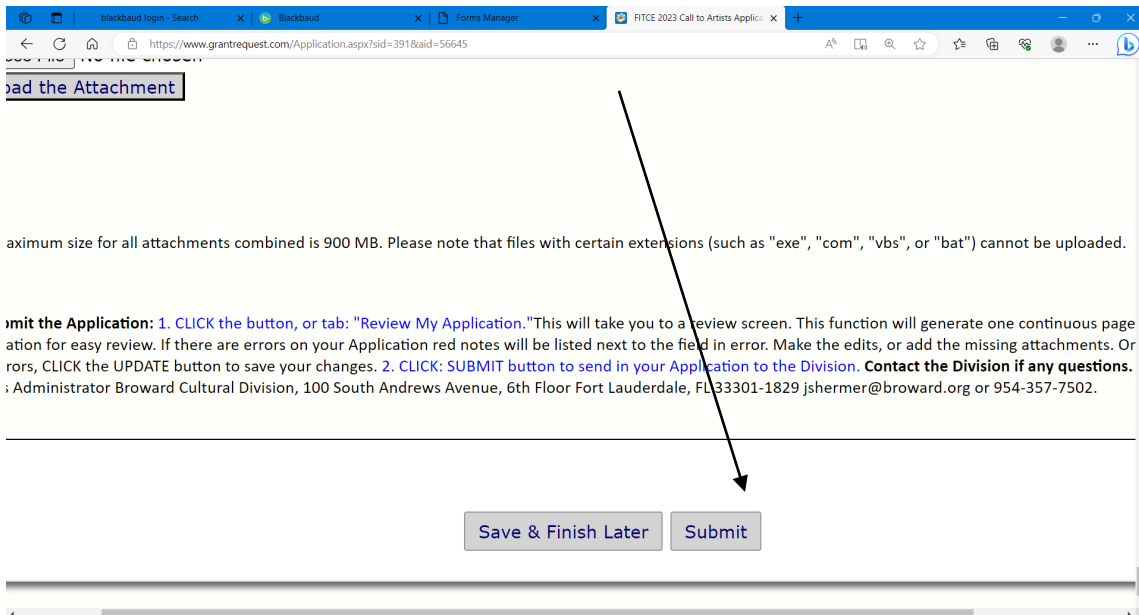
Review & Submit the Application

1.) **CLICK** the button, or tab: "**Review My Application.**" This will take you to a review screen. This function will generate one continuous (scroll) page of your entire Application for easy review (proof reading stage). If there are any errors with your Application, red notes will be listed next to the field in error. Make the edits or add the missing attachments. Once you have fixed any errors, **CLICK** the UPDATE button to save your changes.



ation you've provided so far and make necessary modifications here. If you're satisfied with the contents of the o forward your application for consideration. If you're not ready to submit your application yet, click Save & Finish Later.

2.) **CLICK: SUBMIT button** to send in your Application to the Division.



Contacts

Broward County Cultural Division

100 South Andrews Avenue
6th Floor, Main Library
Fort Lauderdale, FL 33301-1829

www.Broward.org/Arts

Facebook.com/BrowardArts | Instagram.com/BrowardArts

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