

Fall 2020 NPN Creation Fund Application Guide

Greetings applicant,

We have recently updated our grants management system and are using the Smart Simple platform to accept Creation Fund applications. We have created this guide to help you navigate the new system. When applying for the Creation Fund, please let us know if you encounter any glitches or things that don't work the way they should. We are still learning the system, too, and will be happy to help troubleshoot, and figure out any problems you might have.

Feel free to contact us:

Alec De León (<i>he/him</i>) Program Specialist alec@npnweb.org 504-595-8008 ext. 709	Nick Huster (<i>he/him</i>) National Programs Associate nick@npnweb.org 317-437-3713
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QUICK TIP: *The Creation Fund application requires all parties (Artists and Commissioners) to participate in the application process, so please do not wait until the last minute to start working on your application.*

Topics Covered in this Guide:

- First Things First
- Quick Tips

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- Lead Commissioner: Getting Started in the Dashboard or “Grantee Home”
- Lead Commissioner: Starting a Creation Fund Application
- Lead Commissioner: Invite the Artist
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- Lead Commissioner: Invite the Co-Commissioner(s)

Part 2: Artist Instructions

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Part 3: Co-Commissioner(s) Instructions

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- **Co-Commissioner(s): Requires Attention**
- **Commissioner(s): Co-Commissioner Details Form**

Part 4: Submitting your Application

- **First Things First**

The NPN Partner who is serving as the Lead Commissioner must begin the application. Once the draft application has been created, the Lead Commissioner will invite the Artist and other commissioners to participate in the application. As such, the instructions for each role (Lead Commissioner, Artist, and Co-Commissioner(s)) are divided into three parts, beginning with the Lead Commissioner.

Lead Commissioner: Please share this Application Guide with the Artist and Co-Commissioner(s).

- **Quick Tips**



QUICK TIP: Always “Save Draft” before beginning your application. Some features may not be available until the draft application is saved.



Please click on Save Draft before beginning.

Save Draft

✓ Submit

Withdraw



QUICK TIP: At any time, you can select the “Application Summary” button to view or download a summary of your application.

 Application Summary



QUICK TIP: Save your work! Whenever uploading attachments or entering large amounts of text, etc., always “Save Draft” afterwards.



QUICK TIP: If you make a mistake before applying and want to start fresh, you can always select the “Withdraw” button to delete your draft application. **WARNING!** This will delete all of your draft information and you will no longer have access to it!

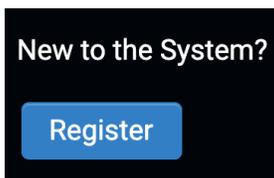


Part 1: Lead Commissioner Instructions

- **Lead Commissioner: Setting up an Account**

Go to this link in your web browser https://npnetwork.smartsimple.com/s_Login.jsp

If you do not already have an account in our system, click on the “Register” button to set one up.



Select the NPN Partner option:

Registration

I am applying as:

Individual Artist

All individuals who are applying without an organization

NPN Partner

All applicants applying as a National Performance Network partner

Collaboration of multiple artists

All Individuals applying as a collaboration

And then you'll be asked to fill out and submit information regarding your organization. Then, check your email account to login using the link provided. You will be prompted to create a password.

- **Lead Commissioner: Getting Started in the Dashboard or “Grantee Home”**

Once you have set up your account you will be brought to a dashboard. Be sure to fill out your information in the “My Profile” and “Organizational Profile.”



- **Lead Commissioner: Starting a Creation Fund Application**

Click on the “Grantee Home” link to return to the dashboard. Under “My Applications” select the “Funding Opportunities” button.

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Funding Opportunities

Under Creation Fund, select “Apply Now.” You can also download the guidelines and the timeline & budget form here.

The Creation Fund

Deadline: 2020-10-09



QUICK TIP: Always “Save Draft” before beginning your application. Some features may not be available until the draft application is saved.



At any point, you can save your work and return to it later by finding it in the dashboard under the “Draft Applications” button.

1

Draft Applications

- **Lead Commissioner: Invite the Artist**

After you have saved your draft, click on the blue “Invite Artist” button.

A blue rectangular button with a white person icon and the text "Invite Artist" in white.

Add the Artist’s name, email and role by selecting the blue “plus” button. *Note: You might have to scroll down a bit to view the “Invite” button.*

Prefix	First Name	Last Name	Email	Role	Status
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Artist	Draft

It may take up to 15 minutes for the artist to receive an invitation email. Once the artist has accepted the invitation to participate, they will be granted access to fill out the application and create an account in the system.

Once the Artist has accepted the invitation, created an account, and filled out the information in their “My Profile” section, their information will begin to populate the “Artist/Company Information” and “Lead Artist Demographics.” Both the Lead Commissioner and Artist will be able to begin filling out the remaining fields in the application.

- **Lead Commissioner: Co-Commissioner Information Tab**

Once you have filled out your "Organization Profile" in the Grantee Home section, your information will populate as below:

Lead Commissioner

Organization Name: NATIONAL PERFORMANCE NETWORK
Primary Contact: Alec De Leon
Title: Prog Spec
Phone: 504-595-8008
Email: alec@npnweb.org
Mailing Address: 8121 Fig Street New Orleans LA 70118

Then click on the blue plus button to fill out your “Co-Commissioner Details” form.



- **Lead Commissioner: Invite the Co-Commissioner(s)**

Use the “Invite Co-Commissioner(s)” button to send an email invitation to the co-commissioner(s).



Add the Co-Commissioner’s name, email, and role by selecting the blue “plus” button. Repeat this for each additional Co-Commissioner. *Note: You might have to scroll down a bit to view the “Invite” button.*

Prefix	First Name	Last Name	Email	Role	Status
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Co-Commissioner (Draft

It may take up to 15 minutes for the Co-Commissioner to receive an invitation email. Once the Co-Commissioner has accepted the invitation to participate, they will create an account in the system and fill out and submit a “Co-Commissioner Details” form.

Part 2: Artist Instructions

- **Artist: Getting Started**

The NPN Partner who is serving as the Lead Commissioner must begin the Creation Fund application. Once the draft application has been created, the Lead Commissioner will invite the Artist and other Commissioner(s) to participate in the application. The Lead Commissioner and Artist are both be able to complete and submit the application.

- **Artist: Setting up an Account**

Once the Lead Commissioner invites you to participate in the application, check your email and click on the link to accept the invitation.

NPN - The Creation Fund Invitation

Please accept or decline the invitation to complete a **The Creation Fund proposal**.

[Accept](#) [Decline](#)

Thank you.

If you do not already have an account in our system, you will be prompted to create an account. Make sure to fill out the applicable information in “My Profile,” including your demographics on the Demographics tab.



My Profile

The information you enter here will be populated on the “Lead Artist Demographics” section of the Creation Fund application. This information is required in order to submit an application.

ADDITIONAL INFORMATION

DEMOGRAPHICS

- **Artist: Collaborating on the Creation Fund Application**

Click on the “Grantee Home” link to return to the dashboard. Under “My Applications” select the “Funding Opportunities” button.

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Funding Opportunities

Click on the blue “Open” button to continue.

#	Application ID	Application Type	Project Name	Organization	Primary Contact	Modified Date	Amount Requested	
1	2020-	The Creation Fund						Open



QUICK TIP: At any point, you can save your work and return to it later by finding it in the dashboard under the “Draft Applications” button.

1

Draft Applications

- **Artist: Project Narrative**

Please note that decisions will not be based on language, grammar, or writing. There are two options for responding to project narrative. You may respond in writing by completing the narrative questions, or paste a link with your audio and/or video responses (YouTube, Soundcloud, etc.).

Part 3: Co-Commissioner(s) Instructions

- **Co-Commissioner(s): Getting Started**

The NPN Partner who is serving as the Lead Commissioner will begin the Creation Fund application. Once the draft application has been created, the Lead Commissioner will invite the Artist and other Commissioner(s) to participate in the application. As a participant in this Creation Fund project, you will receive an email invitation to collaborate on the application. The application cannot be submitted without your participation. Please check your email to accept the invitation.

NPN - The Creation Fund Invitation

Please accept or decline the invitation to collaborate on a **The Creation Fund grant**.

Accept

Decline

Thank you.

If you do not have an account with our grants management system, you will receive an email with steps to create a password. If you already have an account with our grants management system, you can click here to login:

https://npnetwork.smartsimple.com/s_Login.jsp

- **Co-Commissioner(s): Requires Attention**

Once you create your account, you can collaborate on the Creation Fund application via the “Grantee Home” dashboard. Scroll down to the “Requires Attention” section and click on the “Pending” button.

Requires Attention

Click on below to view any pending or submitted Co-Commissioner forms.

1

Pending

- **Co-Commissioner(s): Co-Commissioner Details Form**

Once you click on the blue “Open” button, you will fill out the “Co-Commissioner Details” form.

Pending

#	Activity Type	Application ID	Organization Name	Primary Contact for this fund	Last Modified	Status	
1	Co-Commissioner	2020-1250			2020-09-18 02:06	Draft	Open

The “Co-Commissioner Details” form requests demographic information about your organization and details pertinent to your participation in the Creation Fund. Select the “Submit” button to submit your information or the “Save Draft” button to save your work to return to the application at a later time.



Part 4: Submitting your Application

Once all parties have submitted their information, simply press the “Submit” button to submit your application. If any of the required information has not been provided, you will see a red error message that will list which information or item is missing.

 Submission failed due to the following:

 Brief Project Summary cannot be empty. 

Once all information is complete press the Submit button. You will receive an email with a PDF of your submitted application. That’s it! You’re done!

If you have any question about your application, feel free to contact us:

<p>Nick Huster <i>(he/him)</i> National Programs Associate Nick@npnweb.org 317-437-3713</p>	<p>Alec De León <i>(he/him)</i> Program Specialist Alec@npnweb.org 504-595-8008 ext. 709</p>
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