

# 2009 APPLICATION INSTRUCTIONS

To complete your online Regrant application(s) go to: [www.brooklynartscouncil.org](http://www.brooklynartscouncil.org)

Click on 'Regrant Program', then on 'Apply for a Regrant' to get started. If you do not have access to a computer, or cannot complete the online application for any reason, please contact the Brooklyn Arts Council office at (718)625-0080 or [regrant@brooklynartscouncil.org](mailto:regrant@brooklynartscouncil.org). You may also call to make an appointment to use a computer and get technical assistance with the online application at the BAC office.

**\* \* \* APPLICATION DEADLINE: THURSDAY, SEPTEMBER 25<sup>TH</sup>, 2008\* \* \***

## APPLICATION PROCESS

Enter your information in the online forms, following the instructions that are available for download online. We highly recommend composing your answers in a word processing program and using your computer's copy/paste functions to copy your answers into the online forms. You may edit your online forms as much as you wish until the deadline. **The online application will be closed for editing at exactly 6:00 pm on September 25<sup>th</sup>, 2008.**

When you have thoroughly reviewed your application and are finished with it, print final copies of all parts. **Put together your Applicant Info, Project Info and Budget Forms (in that order) to make a complete application, and submit 10 stapled copies of the complete application to the BAC office, along with your supplemental materials.** Submitting fewer numbers of copies, or un-collated applications, leaves your application open to problems such as missing pages, etc. when being distributed to panelists.

**IMPORTANT!!! DO NOT MAKE CHANGES TO YOUR APPLICATION ONLINE AFTER YOU HAVE SUBMITTED PAPER COPIES TO BAC!!!** The printed copies you send are distributed to panelists—changes made online after you have sent your paper copies WILL NOT be seen by the panelists and may cause discrepancies in our files.

## ASSEMBLING A COMPLETE APPLICATION

Every 2009 Regrant Application is made up of the following 4 parts:

<b>1. Cover Sheet (Check list for supplemental materials):</b> The cover sheet includes a check list for supplemental materials for your application, such as your work sample, resume, proof of residency, etc. It is available to download and print as an MS Word Document or Adobe PDF.	<b>Print and send only one per application.</b>
<b>2. Applicant Information Form:</b> This is an online form, which will save to your account on the BAC website (see 'About Online Forms' below). You may print/edit it as often as you wish up until you have submitted your printed copies of the application to BAC (on or before September 25 <sup>th</sup> , 2008).	<b>Submit online; print, collate with other forms and send 10 copies</b>
<b>3. Project Information Form:</b> This is an online form, like the Applicant Information Form.	
<b>4. Budget Form:</b> This is an Excel document which you will type your budget into, save and upload to the BAC website. If you don't have Excel on your computer, you can use a computer at the BAC office, or download a free Excel viewer from the link on our website. Budgets may be handwritten if needed, and <b>must be signed at the bottom.</b>	<b>Upload to the BAC website; print, collate with other forms and send 10 copies</b>

## **ABOUT ONLINE FORMS**

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You must be signed into your account on the BAC website to access any Regrant application forms (see below for further details on setting up a BAC account). The first time you open a form on the BAC website, the button at the end of it will say 'Submit'. If you close the form without clicking the button, or wait a very long time before clicking it, your work will not be saved. To edit your form later, sign in to your account, and click on the [Your Forms](#) link to access a list of all forms you have previously saved on the BAC website. From that list you can select forms to edit or print. After the first time you have worked on a form, anytime you open the form, the button at the end will say 'Update'. When you print your final copies for submission to BAC, please be sure you are printing the 'printer-friendly' view of the form, not just the screen-view from your browser.

## **SIGNING IN TO THE BAC WEBSITE**

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### **New Members**

Create an account by clicking the 'Join Site' link at the top right corner of the homepage. Joining the site is fast and requires only basic contact information. When you join, you will be given the option to join our mailing and email lists. You will also be given the option of filling out further information to join the Registry of Brooklyn Artists or the Directory of Brooklyn Arts Organizations. When you return to the website later, click the 'Sign In' link to access your account and forms.

### **Returning Members**

**IMPORTANT!!! DO NOT CREATE A NEW ACCOUNT IF YOU HAVE FORGOTTEN YOUR SIGN IN INFORMATION!!!** Please use the 'Forgot your Username?' and/or 'Forgot your Password?' options available on the sign in page to get your information emailed to you. If you still cannot sign into your pre-existing account, please call us at (718) 625-0080—a BAC staff person can look up your previous account and reset your password for you. Creating duplicate accounts clogs up our database and can make it difficult for regrant staff to find your information.

## **MAILING/DELIVERING YOUR APPLICATION(S)**

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**Hand-delivering your application:** You may deliver your application before September 25<sup>th</sup>, anytime during BAC office hours(10-6, M-F). You can ask that a BAC staff person review your materials to be sure they are complete, and give you a receipt that you have delivered your application. On September 25<sup>th</sup>, you may deliver applications from 8:30-6:30. Please be aware that there may be a short wait—a BAC staff person will ask you to stay while they review your materials.

**Deliver to:** Brooklyn Arts Council, Inc.(BAC); 55 Washington Street, Suite 218; Brooklyn, NY 11201 (you can also enter under the orange 'Galleries' sign at 111 Front street, between Adams and Washington, but this entrance requires stair climbing.)

**Train Directions:** F train to York Street, walk down the hill on Jay St, left on Front St, 2 and a half blocks to the 111 Front St entrance (or go right on Washington for the elevator-accessible 55 Washington Street entrance).

A/C train to High Street, walk down the hill (under the bridge overpass) on Cadman Plaza East (which turns into Washington) 3 blocks to 55 Washington entrance.

### **Mailing your application:**

Mail to:  
Regrant Program  
Brooklyn Arts Council, Inc.(BAC)  
55 Washington Street, Suite 218  
Brooklyn, NY 11201

**Applications postmarked after September 25<sup>th</sup>, 2008, WILL NOT BE ACCEPTED!** Postage labels printed from the internet on September 25<sup>th</sup> are not considered valid proof of the application being mailed on the 25<sup>th</sup>.