

## Miami-Dade County Department of Cultural Affairs

### Culture Grants Online (CGO) Basics Workshop

#### **System Registration and Profile Setup Instructions**

In order to apply for a Miami-Dade County Department of Cultural Affairs grant using the new CGO system, you must first register as a User and complete an Organizational Profile. Please follow the steps below to complete the registration and organizational profile process:

#### **Create a User Account (Registration):**

- 1) Download and install one of the following free internet browsers:
  - Mozilla's Firefox <http://www.mozilla.com/en-US/firefox/personal.html>
  - Google Chrome <http://www.google.com/chrome>
  - Safari <http://www.apple.com/safari/>
- 2) Go to <http://www.miamidadearts.org/> and click on the **Grants** tab, then the **Online Grants** sub-tab to take you to the CGO system.
- 3) First Page (Individual Registration): Click on the **Sign Up** tab to create a new User Account and complete the required fields.
- 4) Select **Yes** from the drop-down to register for an organization and click **Submit**. The first User to establish an Organization is designated as the Primary Account User.
- 5) Second Page (Organization Registration):

#### OPTION 1 - Primary Account User (Owner)

- The Primary Account for the Organization should be created by the top authorizing official for the Organization, such as the Executive Director

At the top of the Organization Registration Form, skip the two drop-down fields and fill in the Organization's FEIN number and legal name. Complete all required fields for the Organization Registration and click Validate Districts. This will automatically populate the district codes for the municipality, Commission District, State Senate District, State House District and Congressional District. Click Submit to save the Organization Registration.

#### OPTION 2 - Secondary Account User (Authorized Representative)

- Once an Organization is Registered by the Primary Account User (Owner), other Users may be affiliated with the established Organization, such as multiple staff members or grant writers.

At the top of the Organization Registration Form, skip the first drop-down field. From the second drop-down field select the name of the already registered organization to which

you would like to be associated. This will automatically populate the organization information. Click Submit to request association to this organization.

OPTION 3 - Shared FEIN Accounts (such as Universities, Municipalities and Fiscal Agent relationships)

- For assistance in establishing Shared FEIN Accounts, please contact your Grant Administrator.

At the top of the Organization Registration Form, select No at the first drop-down field. From the second drop-down field select the name of the already registered parent organization to which you would like to be associated. If not found, select "My organization is not registered" to find the parent organization in the system.

If the parent organization is not in the system – STOP. They must first register using Option 1 before you can continue.

Once the parent organization is selected the FEIN of the parent will automatically populate. Next complete the required information for the child organization registration and click Validate Districts. This will automatically populate the district codes for the municipality, Commission District, State Senate District, State House District and Congressional District. Click Submit to save the Organization Registration.

**Complete the Organizational Profile:**

- 1) Click on the **My Forms** tab.
- 2) Click on the **Organizational Programs FY2010-2011** folder link near the bottom of the page.
- 3) In the first row of the table, click on the green **Link to Form Set** icon for the Grant Name listed as **Organization Profile**.
- 4) Click on the folder link for **Organization Profile**. A list of 7 forms to be completed will be displayed.
- 5) Complete all required fields displayed for the **Organization Information** form. (first available form on the list) Click **Save** to save changes. Click **Save & Continue** to save changes and proceed to the next form.
- 6) Complete the **Other Contacts** form. Click **Save** to save changes. Click **Save & Continue** to save changes and proceed to the next form.
- 7) Complete the **ADA Questionnaire** form. Click **Save** to save changes. Click **Save & Continue** to save changes and proceed to the next form.

- 8) Complete the **3 Year Budget FY2008-FY2011 UNIV** form. Refer to the instructions at the top of the form for help in completing the form. Click **Save & Continue** to save changes and proceed to the next form.
- 9) Complete the **In-Kind Source UNIV form**. Refer to the instructions at the top of the form for help in completing the form. Click **Save & Continue** to save changes and proceed to the next form.
- 10) Complete the **Profile Uploads** form. Refer to the instructions at the top of the form for help in completing the form. Click **Save & Continue** to save changes and proceed to the next form.
- 11) Select the individual grant applications from the checklist to request permission to apply to those grant programs and click **Save**.
- 12) Click **Submit** to complete your Organizational Profile. Note: any profile information that has not been completed will be displayed. You may link directly to any incomplete information fields from the list displayed.
- 13) Congratulations - you have finished the Organizational Profile! Your grant application request is now awaiting approval by a program administrator. Approval may require 1 to 2 business days before the grant application is available. The primary account user will be notified via email once approved.

#### **Completing the Grant Application:**

- 1) Log in to the Miami-Dade County CGO system.
- 2) Click on **My Forms**.
- 3) Click on **Organization Programs FY2010-2011**.
- 4) Click on the green **Link to Form Set** icon for the specific Grant Name to which you are applying. If access permission has been granted, the Application folder will appear.
- 5) Complete each grant form in the Form Set for the selected application. Remember to Click **Save** to save changes. Click **Save & Continue** to save changes and proceed to the next form in the Form Set. Remember to click **Save** before clicking **Submit** to complete your application.