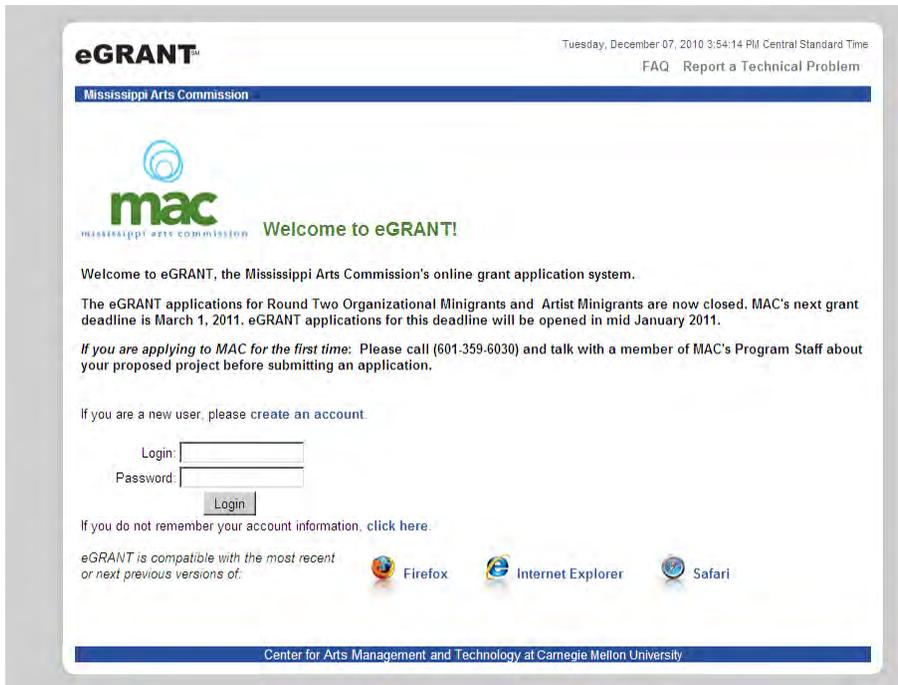


Mississippi Arts Commission eGRANT Grant Application Tutorial for Artist Fellowship Application

1. Review the Grant Guidelines and prepare the required materials before logging in.
(<http://www.arts.state.ms.us/grants/artist-fellowship.php>)
2. Log in at <http://mac.egrant.org>:



3. If you have an existing account on the system, enter your login and password here. If you can't remember your password, click on the link below the login boxes to have your password sent to you.

If you don't have an account on the system, click on the "create an account" link, which will take you to this page:

eGRANT Monday, January 31, 2011 2:14:30 PM Central Standard Time
Administrative Interface Main Menu User Profile FAQ Report a Technical Problem

Welcome, Larry Morrissey Logout

This page will establish your account on the Mississippi Arts Commission's eGRANT system.

Please use the form below to choose a login, password at least 6 characters long and supply several other details relevant to using eGRANT. When you have completed the form to your satisfaction, click the **Proceed** button at the bottom of the page.

I'm registering as an Organization Individual

First Name:

Last Name:

Choose a login:

Choose a password:

Re-type your chosen password:

Contact e-mail address:

Type it again:

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Once you have finished this page and clicked submit, you should see this confirmation page:

eGRANT Monday, January 31, 2011 2:17:42 PM Central Standard Time
Main Menu User Profile FAQ Report a Technical Problem

Welcome, Jane Smith Logout

Congratulations!

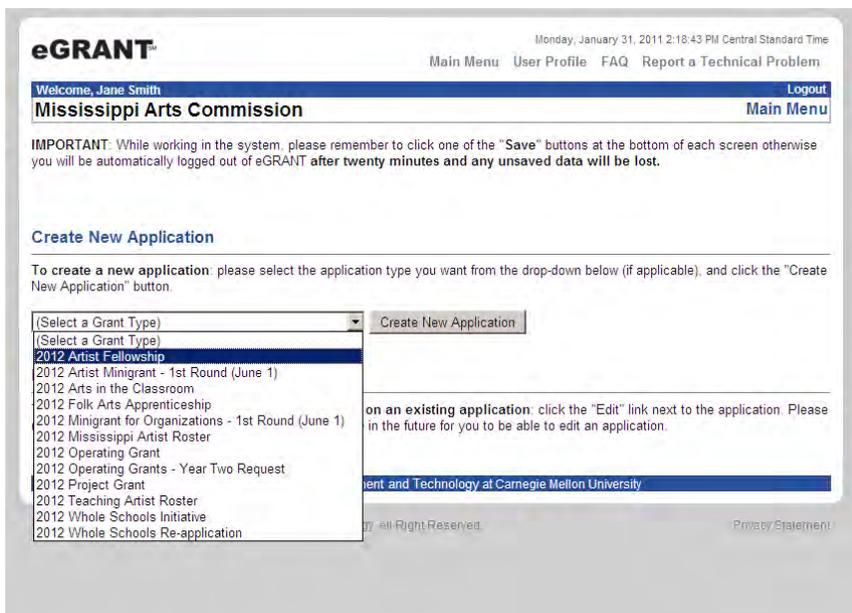
You have successfully registered with the Mississippi Arts Commission's eGRANT system. An email has been dispatched to the email address you provided during registration, containing all your pertinent registration information. Please print it and keep a copy in an accessible place.

Please click **Proceed** to begin using the site.

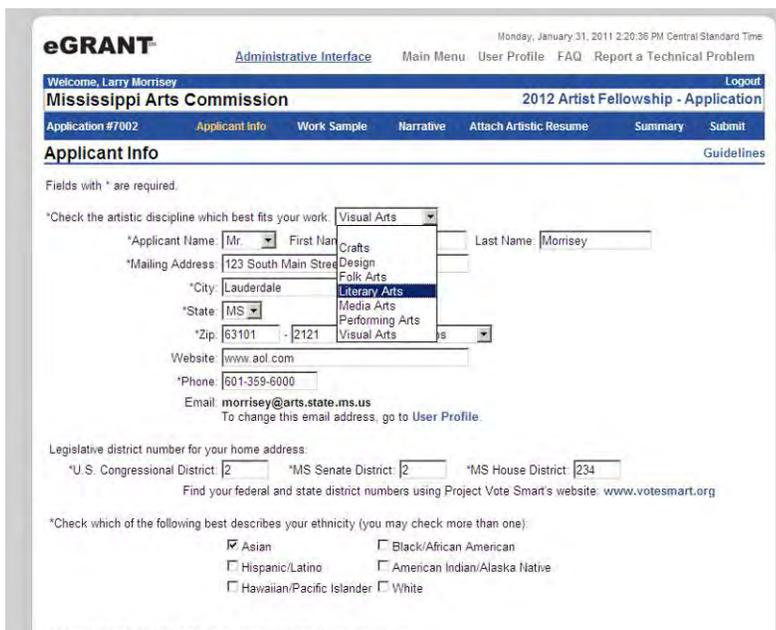
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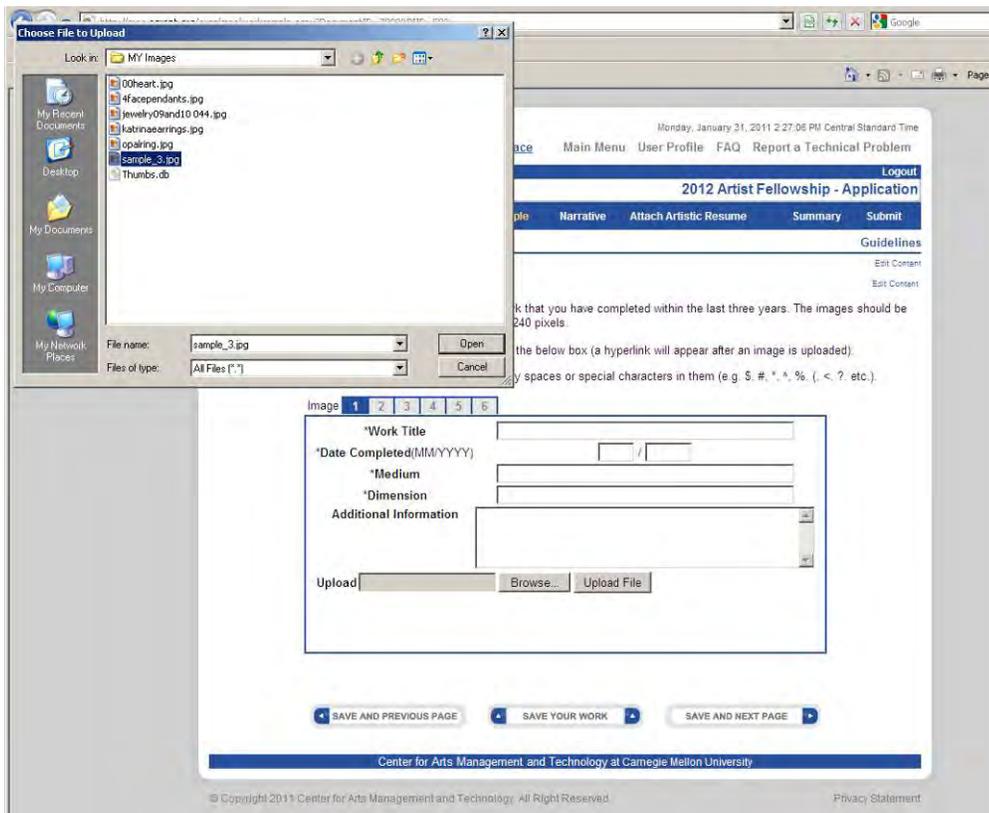
4. Click "Proceed," which will take you back to the login page. Once you log in, you will be taken to the main page. Choose "Artist Fellowship" from the pull-down box at the top of the page:



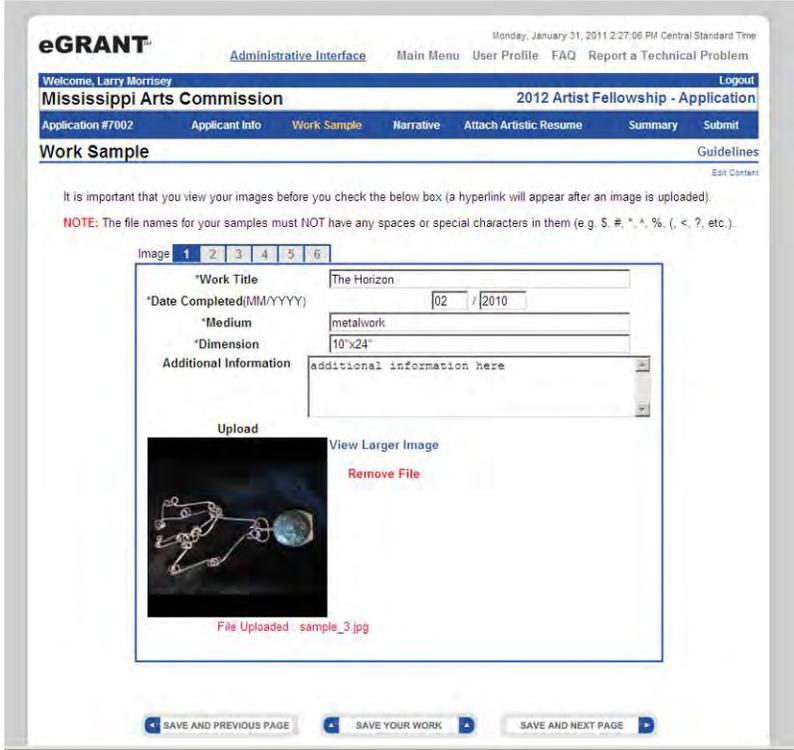
5. “Artist Fellowship” will be listed below under “My Applications.” Click on “edit” to go into the application. The first screen of the application focuses on your contact information. Choose your type of artform from the pull-down box at the top and fill out the rest of the required information. Click “Save and Next Page” at the bottom of the page before continuing:



6. Work Samples – Review the work sample requirements for your artform on the MAC website. Enter the required information for each sample on this page and attach it at the bottom. To attach a sample, click “browse.” A box will open showing files on your computer. Navigate to where your images are stored. Click on your first sample and click “Open” in this smaller box:



You will see information on the location of the file in the “Upload” box. Then click “Upload File” to load file into eGRANT. If the file loads successfully, you will see a thumbnail version of the image:



Repeat this for the rest of the required work samples. Click “Save and Next Page” before continuing.

7. Narrative and Artist’s Statement Page. Paste your Narrative and Artist’s Statement in the boxes below. Please note each box has a character limit:

Narrative	Guidelin
Please provide a biographical description (Maximum 12,000 characters, around 1,800 words) in which you discuss your development as an artist. This is for your grant file and will not be shared with the review panel.	
<p>On a hot Saturday morning in August, 250 people from throughout the southeastern U.S. gather at the community center in Ackerman, a small town in north Mississippi. The group has come together for the 73rd Session of the Mississippi State Gospel Singing Convention. Singers sign in at the front table, pick up copies of the songbooks to be used that day, and mill around the hall, visiting with friends. At 10:00 am, Sonny Williams, a singer from the nearby town of Eupora and president of the 2006 convention, gets on the microphone and calls everyone to order. After a short prayer lead by a local minister, Williams starts the proceedings by calling up a group to direct the first song of the day. [Play Song] [SLIDE 2 - sheet music]</p> <p>[SLIDE 3] There is no audience at this event. All of those assembled have come to sing; newcomers are handed songbooks and encouraged to join in. The group sings songs in four-part harmony accompanied by two pianists. The songs are in major keys with lyrics that proclaim and reinforce the singer's Christian beliefs. [SLIDE 4] They are found in one of five different paperback songbooks, all of them featuring over a hundred songs each. Many of the songs are newly composed and in print for the first time.</p> <p>Some of the convention's officers sit at a table on the small stage at the front of the room. They announce the next song's number and the songbook where it's found. They also type this information into a computer and project it on the screen, helping to cut down on misheard song numbers. [SLIDE 5] Small groups of singers representing different states, songbook publishers, singing schools, and other entities are asked to come up to the front and direct the group, keeping time with their free hands as they sing. They quickly move in and out of the front of the room in order to maximize the group's singing time. The singing goes on continuously until the convention breaks for lunch at noon. The Mississippi State Gospel Singing Convention is one of several statewide gatherings found in the southeastern U.S. that bring together those dedicated to the congregational gospel music style known as "convention" singing. There are also approximately ten local singings conventions held in different locations around Mississippi each year, but the state convention is the tradition's most prominent event in the state.</p> <p>Like many other community traditions in the rural south, participation in singing conventions has greatly diminished since its heyday in the first half of the 20th century. Studies have noted its fading popularity for decades. In a</p>	
An artist's statement (no more than 500 words) which provides insight into the applicant's submitted work samples. Describe your vision and creative process. Please also include any relevant details on special processes or techniques you utilized to create the sample work. The statement should be written in first person and present tense. Please do not include any biographical information or professional achievements within the statement. This item will be shared with the panel.	
<p>On a hot Saturday morning in August, 250 people from throughout the southeastern U.S. gather at the community center in Ackerman, a small town in north Mississippi. The group has come together for the 73rd Session of the Mississippi State Gospel Singing Convention. Singers sign in at the front table, pick up copies of the songbooks to be used that day, and mill around the</p>	

8. Artist Resume – Attach your artist resume in the box on the page. Follow the same process used when attaching work samples. Please note: your resume must be in PDF format.

The screenshot shows the eGRANT application interface. At the top, it says 'eGRANT' and 'Monday, January 31, 2011 2:32:59 PM Central Standard Time'. Below that are navigation links: 'Administrative Interface', 'Main Menu', 'User Profile', 'FAQ', and 'Report a Technical Problem'. The user is logged in as 'Welcome, Larry Morrissey' and can 'Logout'. The application is for the 'Mississippi Arts Commission' and '2012 Artist Fellowship - Application'. The current step is 'Attach Artistic Resume', with other steps like 'Applicant Info', 'Work Sample', 'Narrative', 'Attach Artistic Resume', 'Summary', and 'Submit' visible. Below the step name are 'Guidelines' and 'Edit Content' links. The guidelines state that all attachments must be in PDF format and include the user's name in the file name. A note specifies that file names must not contain spaces or special characters. A link is provided for users who don't have PDF software. The upload instructions require a current artistic resume in PDF format, excluding non-arts work. At the bottom, there are 'Browse...' and 'Upload' buttons, and navigation buttons for 'SAVE AND PREVIOUS PAGE', 'SAVE YOUR WORK', and 'SAVE AND NEXT PAGE'. The footer includes 'Center for Arts Management and Technology at Carnegie Mellon University', '© Copyright 2011 Center for Arts Management and Technology. All Right Reserved', and a 'Privacy Statement' link.

9. Summary Page – View a draft version of your application on this page. Click on “View/Print” and a draft version of your application will open. Check to make sure it is accurate and complete.

Next, check one of the “Attachments/Application Materials” button. If you need to submit part of your application by postal mail (should only be if you are submitting a DVD), click “I am sending additional materials” and list the item(s) in the box that will open below it.

When you are finished with the top two items, type your name into the “Signature” box at the bottom and click “Save and Next Page.”

The screenshot shows the eGRANT interface for the 2012 Artist Fellowship Application. The user is logged in as Larry Morrissey. The page title is "Mississippi Arts Commission 2012 Artist Fellowship - Application". The navigation menu includes "Application #7002", "Applicant Info", "Work Sample", "Narrative", "Attach Artistic Resume", "Summary", and "Submit". The "Summary" page is active, showing a "Draft PDF" section with instructions on how to generate and print the application. Below this is the "Attachments/Application Materials Status" section with two radio buttons: "All materials have been uploaded and entered online" (selected) and "I am sending additional application materials via postal mail". At the bottom, there is a "Signature" section with a text input field containing "Larry Morrissey" and three buttons: "SAVE AND PREVIOUS PAGE", "SAVE YOUR WORK", and "SAVE AND NEXT PAGE".

10. Submit: If the “Submit” page notes errors or missing information, you will need to fix these elements before you are able to submit. If no errors are found and you are ready to submit, click “Submit My Data” to submit your application.

The screenshot shows the eGRANT interface for the 2012 Artist Fellowship Application, specifically the "Submit" page. The user is logged in as Larry Morrissey. The page title is "Mississippi Arts Commission 2012 Artist Fellowship - Application". The navigation menu includes "Application #7002", "Applicant Info", "Work Sample", "Narrative", "Attach Artistic Resume", "Summary", and "Submit". The "Submit" page is active, showing an "IMPORTANT!" section with instructions on how to submit the application. Below this is a "There were no errors found in your form, you may submit." section with a "Submit My Data" button. At the bottom, there is a note for applicants who must submit items via postal mail.

11. If your application was successfully submitted, you will see the following screen. You will also receive a confirmation email from the eGRANT system.



If you have submitted all of the required information through the eGRANT system, you are not required to mail in a copy of the application or other information.

REMEMBER: eGRANT applications must be submitted no later than March 1, 2011. If you have to submit a part of your application through the mail, it must be postmarked and in the mail no later than Tuesday, March 1.

If you have questions or problems with eGRANT, please call MAC at 601-359-6030 or contact your program director by email.