

Online Grants Management System

Contract Upload Tutorial

Contract Upload Tutorial

On the Applicant Dashboard, find the grant application associated with the contract you are uploading and click on the Project link.

Organization Summary

CLee Arts Organization - Demo Account

CLee Arts Organization - Demo Account

Summary

1234 Any Street
Any, SC 99999
County

Primary Contact:
Website:
Telephone Number (###-###-####): 999-999-9999
Organization Email:

Last Updated: 07/12/2017

Public Profile Edit

Contacts 1

PRIMARY	NAME	TITLE	EMAIL	PHONE
<input type="radio"/>	Cathy Lee		info@cleearts.org	

Inactive Contacts 0

Application and Grant History

DATE	PROCESS	PROJECT	TYPE	STATUS	GRANTED	PAID
07/03/2017	FY17 Statewide Operating Support	FY17 Operating Support Demo Account	Installment	Follow Up Submitted	\$0.00	\$0.00
Totals:					\$0.00	\$0.00

Organization Documents 0

Contract Upload Tutorial

Find the Follow Up Form for the Contract Package and click on Edit.

Applicant:

Cathy Lee
info@cleearts.org



Organization:

CLee Arts Organization - Demo Account
57-6000286
999-999-9999
1234 Any Street
Any, SC 99999 County



[Contact Email History](#)

If your organization information does not appear correct, please click the edit (pencil) icon.

▼ FY17 Operating Support Demo Account

Process: FY17 Statewide Operating Support


Application	Submitted	07/03/2017	View Application
Decision	Approved	07/03/2017	View Details

Follow Up Forms

FORM NAME	ASSIGNED TO	GRANT / INSTALLMENT	DUE DATE	STATUS	EDIT/VIEW
Final Report - FY17 Statewide Operating Support	Cathy Lee	Overall Grant	08/15/2017	Complete	View
FY18 SWO Contract Package	Cathy Lee	Overall Grant	11/09/2017	Assigned	Edit

Contract Upload Tutorial

Under Contract click on the Upload a file button.

 Fields with an asterisk (*) are required.

▼ Question Group

Project Name*

Name of Project.

FY17 Operating Support Demo Account

Contract*

Upload your FY18 Statewide Operating Support signed and witnessed contract.

[5 MiB allowed]

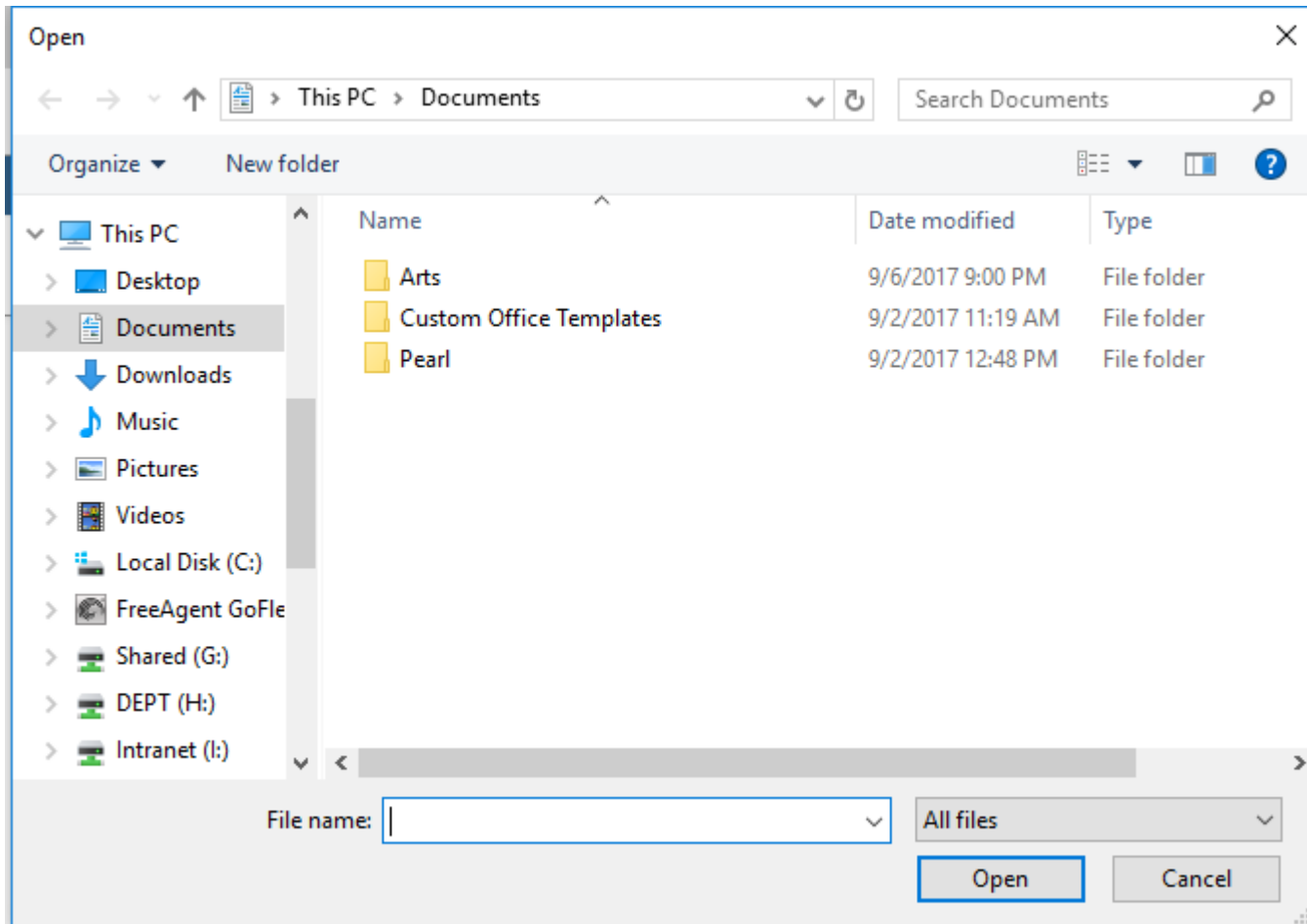
W9*

Upload the completed W9 for your organization.

[5 MiB allowed]

Contract Upload Tutorial

Find the file on your computer and click on Open.





Contract Upload Tutorial

You will see the name of the selected file below the Upload a file button.
Repeat the process to upload your signed W-9 form.
After you have uploaded your documents, click on Submit Follow Up.
You Are Done!

▼ Question Group

Project Name*
Name of Project.
FY17 Operating Support Demo Account

Contract*
Upload your FY18 Statewide Operating Support signed and witnessed contract.
Upload a file [5 MiB allowed]
SCAC Contract.pdf [89.0KIB] 

W9*
Upload the completed W9 for your organization.
Upload a file [5 MiB allowed]
SCAC W9.pdf [89.0KIB] 

Save Follow Up Submit Follow Up

Contract Upload Tutorial

Thanks for using the S.C. Arts Commission Online Grants Management System!

You have just completed “Contract Upload Tutorial.”

If you need further assistance, contact grantsoffice@arts.sc.gov.