

Oklahoma Arts Council

Small Grant Support for Schools Life Cycle

Login Request

If your school is new to our grant system, you will need to complete the [Grant System Login Request Form](#) so we can determine your eligibility for Oklahoma Arts Council (OAC) grant funding. Please review the [Arts in Schools](#) page of our website to find out what types of projects we can support. After submitting the Grant System Login Request Form, our Grants Department will review the information and email your Grant Contact regarding your school's eligibility.

Application Submission

Once your eligibility has been approved, your Grant Contact can [log in](#) and complete an application for an OAC grant. Be sure to pay attention to deadlines for applications and support materials. Small Grant Support applications and support materials must be submitted at least 60 days prior to the start date of the project. Firsttime applicants are strongly encouraged to submit draft applications 90 days prior to the start date of the project. Small Grant Support for Schools and Arts in Alternative Education applications include the following sections: Project Information, Budget, Project Description and Artistic Quality, Educational Merit, Evaluation Methods and Access, and Community Need. The required support materials are outlined on the **Small Grant Support for Schools & Arts in Alternative Education: Application Support Material** document.

Application Review

Small Grant Support applications are reviewed monthly by a panel to determine whether grant funding is awarded. Following the panel review, your Grant Contact and Authorizing Official will receive email notification if your proposal was selected for funding. The status of submitted applications can be viewed on the online grant system at any time.

Contract Acceptance

If awarded a grant, your Authorizing Official must log in to the online grant system using his/her credentials and electronically accept the grant contract.

Final Report Submission

After the conclusion of your project, your Grant Contact must log in to the online grant system to complete a final report. Final reports are due no later than 30 days following the completion of your project. In addition to completing the online final report, you must also email or mail all required support materials outlined on the **Small Grant Support: Final Report Support Materials** document.

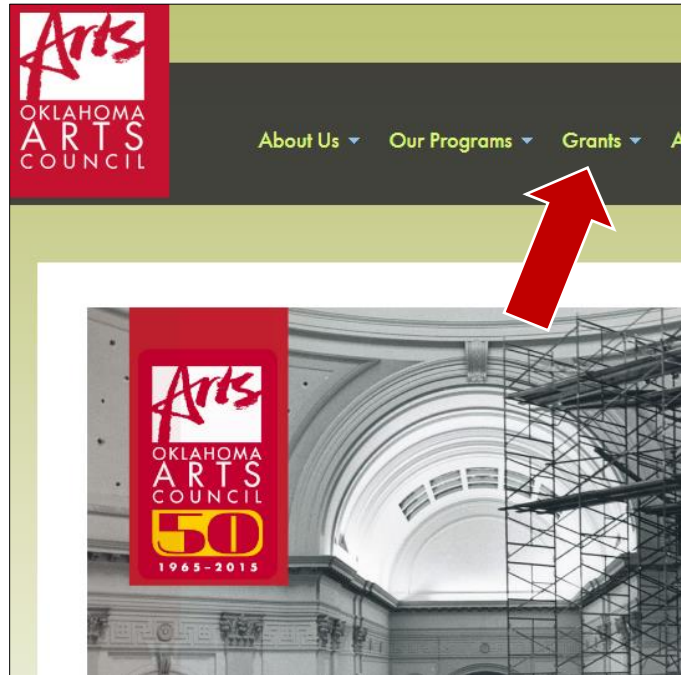
Payment

Upon receipt and review of the final report, OAC will reimburse funds for approved eligible expenditures up to, but not exceeding, the amount granted. The final funding amount is determined by your submitted final report budget. Unused grant funds may not be carried over to future projects. Payment of your grant award typically takes two to six weeks after the approval of the final report.

Requesting a Grant System Login

If your school is new to the Oklahoma Arts Council (OAC) grant system, you will need to complete the [Grant System Login Request Form](#) so that eligibility for OAC grant funding can be determined. If you think your school may already have login credentials but you are unable to locate the information, please contact our Grants and Finance Assistant at (405) 521-2041 or grants@arts.ok.gov.

1. From the [Oklahoma Arts Council \(OAC\) website](#), click on the **Grants** tab and select **e-Grant Login**.



2. Follow the link to the [Grant System Login Request Form](#).

A screenshot of the 'Welcome to the e-Grant System' page. It features a login form with fields for 'Login' and 'Password', and buttons for 'Login' and 'Forgot Password'. A red arrow points to the 'Forgot Password' button. Below the login form is a section titled 'New to Our Online Grant System?' with text explaining the login request form process and contact information for the Grants and Finance Assistant.

3. You must complete and upload the required **Authorizing Official Approval Form** and **State of Oklahoma Vendor Form**. Physical signatures are required on both documents.
4. Select **School (K-12)** as your **Type of Organization** and complete the remainder of the online form.

Required Documents

In addition to completing the online Grant System Login Request Form, all organizations must download the following two forms. Forms can be uploaded in the Grant System Login Request Form below:

- [Authorizing Official Approval Form](#)
- [State of Oklahoma Vendor Form](#)

Additional Required Documents for Nonprofit Organizations

Nonprofit organizations must be non-religious, tax-exempt 501(c)(3) organizations incorporated in order to be eligible for grant funding. Nonprofit organizations must submit copies of the following documents determined. Forms can be uploaded in the Grant System Login Request Form below:

- 501 (c)(3) Determination Letter
- Full IRS Form 990 or most recent financial statement
- Oklahoma Certificate of Incorporation with Articles of Incorporation
- Bylaws
- Current List of Board Members

Grant System Login Request Form

To help us determine if your organization is eligible for grant funding, please complete the online form and upload the required documents. Instructions regarding the submission of required documents.

Organization Information

Type of Organization *

- 501 (c)(3) Nonprofit
- School (K-12)
- College or University
- Government (City, County, or Tribal)

5. All documents must be uploaded before eligibility for funding can be determined.
6. Click on the **Submit Form** button when you are ready to submit your Grant System Login Request.

Authorizing Official *

City *

Zip *

Notice about Required Forms

All forms must be submitted before eligibility can be determined. * I understand

Please upload all required forms below.

Authorizing Official Approval Form No file chosen
[Download this form *](#)

State of Oklahoma Vendor Form No file chosen
[Download this form *](#)

Questions?
 For further assistance with the login request process, please contact our [Grants and Finance](#)

7. Once your login request has been submitted and the information is reviewed, your Grant Contact will receive an email regarding your school's eligibility for funding.

Questions?

For assistance with the grants system:

Thomas Tran, Grants & Finance Assistant

thomas.tran@arts.ok.gov

405-521-2041

This document was revised on December 19th, 2017.