



## How to Continue Working on an Application You Saved as a Draft

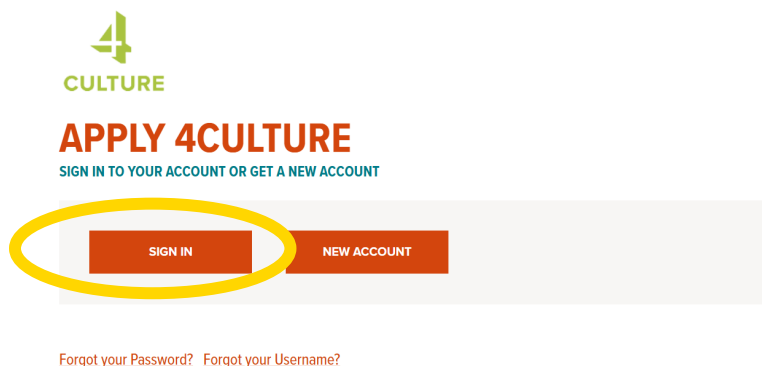
4Culture accepts grant applications through our online portal at [apply.4culture.org](http://apply.4culture.org). The portal allows you to start a new grant application for open opportunities, continue working on a saved draft of your application, and—if awarded—request payment of your grant funds.

When drafting your submission, we recommend **that you work offline and save often. The application portal will not save automatically.** Saving your work in Word or Google Docs will ensure that an internet outage won't result in lost work. 4Culture is unable to offer extensions if you lose your draft. You can also keep track of your word count and spelling this way.

Most programs offer a worksheet document with all the application questions so that you are able to work on your submission outside of the grant portal. However, you may still want to work on your application in the portal, save it as a draft, and then return to add finishing touches.

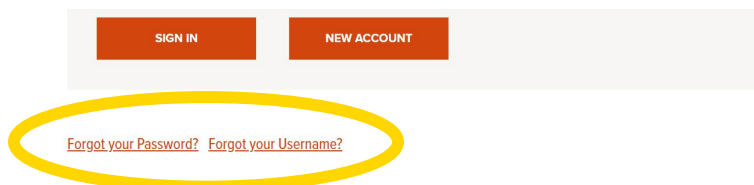
These steps tell you how to find your draft application in the online portal.

1. Go to [apply.4culture.org](http://apply.4culture.org) and click the orange button that says, "Sign In".

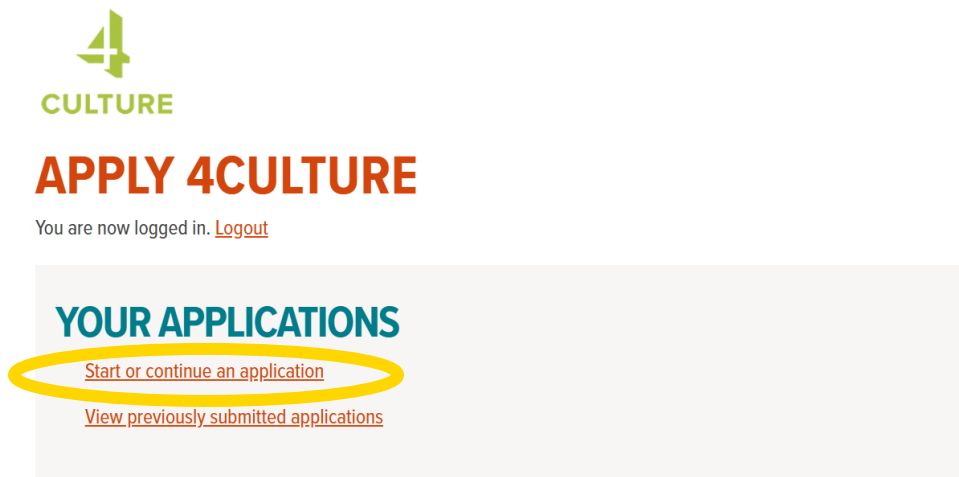


2. Log in using the username and password for your 4Culture account (hint: the username is likely your email address).

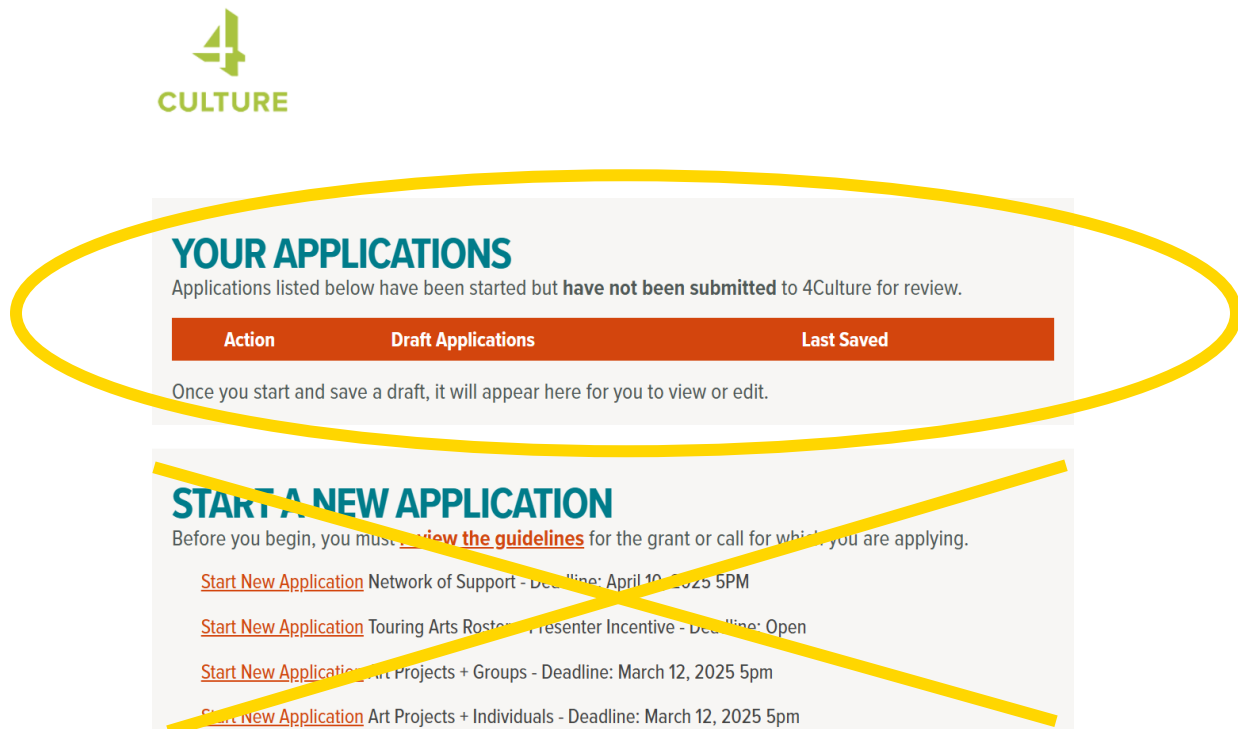
If you forgot your username and/or password, use the links underneath the Sign In button to get your username or a password reset link sent to you.



3. At the top of the page, click “Start or continue an application.”



4. At the top of the page under where it says “Your Applications,” there will be a list of any draft applications you’ve saved.



Make sure not to click on the links under “Start a New Application” as this will create a duplicate application and the second application will not have any of your responses saved.

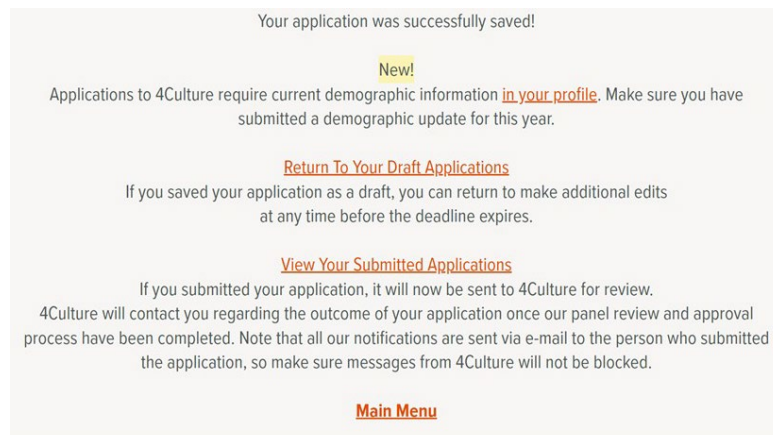
5. Edit your application as needed, and remember to save often!

6. Hit "Save a Draft" if you want to keep working on your application at a later date.

### CURRENT STATUS: DRAFT - NOT SUBMITTED



Do not close the window until you see a message confirming your draft has been saved.



4Culture also recommends periodically saving your draft as you are working on your application. The grant portal will automatically log you out of the browser after 60 minutes of activity. The system does not recognize typing as activity, only saving a draft. Click "Save a Draft" at the bottom of the page every 50 minutes or so to prevent data loss.

Saving your work in Word or Google Docs will ensure that an internet outage won't result in lost work. 4Culture is unable to offer extensions if you lose your draft. You can also keep track of your word count and spelling this way. The Inquiry Form questions are provided to you in the next section of this document to make this easier for you.

Getting an error message when you try to save a draft? Here are some suggestions to troubleshoot the issue:

- An error message will appear at the top of your application. Review this message to learn more about the issue.
- Make sure you have filled out all of the required fields. Fields marked with a red asterisk (\*) are required, you will need to put information or placeholder text in these fields in order to save a draft.
- Do your narrative responses contain special characters? The text fields in the application can only accept plain text.

- Are your attachments in one of our accepted file formats? Valid file types are Word (.doc, .docx), Excel (.xls, .xlsx), PDF (.pdf) and JPEG (.jpg).
- Are your attachments too big? Each attachment must be smaller than 2 MB.

**Don't close the application until you're able to address these errors and save your progress.**

7. Hit "Submit" when you're done and ready to send your application to 4Culture (make sure to do this before the grant deadline).

**CURRENT STATUS: DRAFT - NOT SUBMITTED**



You will receive a confirmation email to the email address associated with your 4Culture account if your submission was successful.

From: 4Culture <[apply@4culture.org](mailto:apply@4culture.org)>  
Date: [REDACTED]  
Subject: 4Culture Application Successfully Submitted  
To: [REDACTED]

Thank you! We know applying is a lot of work - congratulations on completing this important step.

We will contact you at this email address about the outcome of your application once our panel review and approval process have been completed. We send all notifications via email to the person who submitted the application, so make sure mail from 4Culture is not blocked.

Please note: we require current demographic information in your 4Culture account profile. Make sure you have submitted a demographic update for this year by logging in at <https://apply.4culture.org> and visiting Your Profile.

If you still have the option to View/Edit your application, you have not yet submitted the form. If it shows up as "Pending", your application has been submitted to 4Culture.

Getting an error when you try to submit? Here are some suggestions to troubleshoot the issue:

- An error message will appear at the top of your application. Review this message to learn more about the issue.
- Make sure you have filled out all of the required fields. Fields marked with a red asterisk (\*) are required, you will need to put information or placeholder text in these fields in order to save a draft.
- Do your narrative responses contain special characters? The text fields in the application can only accept plain text.

- Are your attachments in one of our accepted file formats? Valid file types are Word (.doc, .docx), Excel (.xls, .xlsx), PDF (.pdf) and JPEG (.jpg).
- Are your attachments too big? Each attachment must be smaller than 2 MB.

**Don't close the application until you're able to address these errors and save your progress or submit your application.**

Submitted by accident or need to fix something on your application? Contact the Program Manager for your grant. If the application deadline hasn't passed yet, they may be able to revert your application to a draft.