Please read the following frequently asked questions and instructions carefully for information about our online application process. For more information about grants with the Cultural Council, please refer to the application guidelines found in the Application Toolkits for each Category ([B](https://www.palmbeachculture.com/our-impact/grant-programs/major-institutions/), [CII](https://www.palmbeachculture.com/our-impact/grant-programs/mid-sized-institutions/) and [CI](https://www.palmbeachculture.com/our-impact/grant-programs/small-or-emerging-organizations/)).

Please contact [grants@palmbeachculture.com](mailto:grants@palmbeachculture.com) or (561) 214‑8087 if you have questions.

GETTING STARTED

[**Can I email, fax or deliver my application?**](https://www.palmbeachculture.com/our-impact/grant-programs/how-to-apply-online-grants-faqs/)

No. All applicants are required to use the online application portal.

[**What internet browser do you recommend I use?**](https://www.palmbeachculture.com/our-impact/grant-programs/how-to-apply-online-grants-faqs/)

For the best user experience when accessing our Online Grants Manager, use the most recent version of: Google Chrome, Firefox, or Safari. It is fine to use Internet Explorer, but you may encounter some minor technical problems.

[**Where do I find the application I am looking for?**](https://www.palmbeachculture.com/our-impact/grant-programs/how-to-apply-online-grants-faqs/)

From the homepage for your Category ([B](https://www.palmbeachculture.com/our-impact/grant-programs/major-institutions/), [CII](https://www.palmbeachculture.com/our-impact/grant-programs/mid-sized-institutions/) or [CI](https://www.palmbeachculture.com/our-impact/grant-programs/small-or-emerging-organizations/)), click on the “Grants Portal.” After you have logged into the online grants portal and created an account (see below), click the “Apply” link on the left. This will take you to the list of grant opportunities currently accepting applications. If you can’t find the correct Category application, its deadline may have already passed, or it might not yet be open.

[**How do I create an account?**](https://www.palmbeachculture.com/our-impact/grant-programs/how-to-apply-online-grants-faqs/)

If it is your organization’s first time in the system, you will need to register before you can log in. On the landing page, click on the “Create New Account” button and follow the steps indicated.

[**Can I apply for more than one government-funded grant opportunity?**](https://www.palmbeachculture.com/our-impact/grant-programs/how-to-apply-online-grants-faqs/)

Applicants are permitted to apply for only one government-funded grant per fiscal year, which includes Categories B, CII and CI.

[**May I also apply for non-government-funded grant opportunities from the Cultural Council?**](https://www.palmbeachculture.com/our-impact/grant-programs/how-to-apply-online-grants-faqs/)

Yes, there is no restriction on multiple applications for non-government-funded grants.

[**Why does my organization have to have a Guidestar profile?**](https://www.palmbeachculture.com/our-impact/grant-programs/how-to-apply-online-grants-faqs/)

Our online application portal, operated by Foundant, connects us to [Guidestar](http://www.guidestar.org/" \t "_blank) so that we may perform what’s called a “Charity Check.” In lieu of submitting the organization’s IRS non-profit 501(c)(3) letter, you need to create a free profile on Guidestar. The Charity Check will replace the need to submit copies of your organization’s IRS non-profit determination letter.

THE APPLICATION

[**Do I have to complete my application all at once?**](https://www.palmbeachculture.com/our-impact/grant-programs/how-to-apply-online-grants-faqs/)

No. Find the “Save” button at the bottom of the application to save the application often and before logging out. There is also an auto-save feature. You can log in at a later time to continue working on your application.

[**Can I draft my answers directly in the grants portal?**](https://www.palmbeachculture.com/our-impact/grant-programs/how-to-apply-online-grants-faqs/)

Yes, but it’s a good idea to draft your answers in a Word document first. When you first open the online application, you’ll see a “Question List” button at the top. Using this button, you can download and print all the application questions in a PDF for reference while you draft your answers in Word. Do not use any special formatting in your Word document – formatting will be lost as you copy and paste. You have some formatting capabilities within the online application itself. Best practices suggest that you paste your answer into a program like Notepad to strip out formatting before copying and pasting into the online application. Once you have answered at least one question on the application, another button will appear called “Application Packet.” This button will let you download a PDF of the questions and your answers to your computer.

[**Is there a spell check feature?**](https://www.palmbeachculture.com/our-impact/grant-programs/how-to-apply-online-grants-faqs/)

No. It’s a good idea to draft your answers in a Word document first. See above.

[**When is the deadline?**](https://www.palmbeachculture.com/our-impact/grant-programs/how-to-apply-online-grants-faqs/)

Applications are due by 11:59 p.m. (Eastern) on the day of the deadline. Refer to the appropriate application guidelines for your category to determine the correct deadline date.

[**How will I know that my application was successfully submitted?**](https://www.palmbeachculture.com/our-impact/grant-programs/how-to-apply-online-grants-faqs/)

When an application is successfully submitted, you will be taken to a confirmation page. In addition, you should receive an email confirming your application submission. If you have failed to respond to a required question, the system will notify you that the application is not complete and you will have to complete the missing questions before you can submit. If you do not receive the confirmation email or have any concerns, please contact the Grants Department.

FILE UPLOADS

[**What file formats will be accepted for file uploads?**](https://www.palmbeachculture.com/our-impact/grant-programs/how-to-apply-online-grants-faqs/)

Questions requiring a file upload will specify the format, either PDF, Excel, Word or your choice of the former.

[**How should I name my files?**](https://www.palmbeachculture.com/our-impact/grant-programs/how-to-apply-online-grants-faqs/)

Each file should have a name that identifies your organization and the type of required document. For example, a file of balance sheets and profit and loss statements for the past two fiscal years could be named “OrgName-financials.” Do not use any symbols except for a period or a dash, as symbols can interfere with the upload process.

[**Is there a file size limit for file uploads?**](https://www.palmbeachculture.com/our-impact/grant-programs/how-to-apply-online-grants-faqs/)

Yes. The file size limit is indicated in each question requiring a file upload. Watch the file size on PDFs. PDFs can often be reduced in size by rescanning at a lower resolution. There are also programs that help compact a PDF’s size. Here is one tool to compress large PDF files: <https://smallpdf.com/compress-pdf>.

[**What if my PDF has been reduced but it is still too large?**](https://www.palmbeachculture.com/our-impact/grant-programs/how-to-apply-online-grants-faqs/)

If the PDF is still larger than the file size limit, host the document on your website and then submit a link to the document.

[**What if I have read the FAQs but still have a question, what should I do?**](https://www.palmbeachculture.com/our-impact/grant-programs/how-to-apply-online-grants-faqs/)

Contact the Grants Department at [grants@palmbeachculture.com](mailto:grants@palmbeachculture.com)