

PENNSYLVANIA COUNCIL ON THE ARTS ELECTRONIC APPLICATION



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Presentation to the

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Grants Officers Peer Session

December 6, 2007



PENNSYLVANIA COUNCIL ON THE ARTS ELECTRONIC APPLICATION

History & Development

Systems Integration

Barriers & Benefits

A Look Forward

PENNSYLVANIA
COUNCIL
ON THE



History & Development

- PCA was among the first SAAs to have an electronic application.
- Systems developed in partnership with Carnegie Mellon University's Center for Arts Management & Technology
- Piloted in the AOAP (general support) funding program.
- First development in FY 1994-1995.
- First iteration was collected on 3.5 inch floppy disks



History & Development

- PCA “eGRANT” went online in FY 1995-1996.



- Initial investment of \$100,000 to \$125,000.
- Early complications.
- Each year brought improvements.



History & Development

- Since FY 2002-2003, eGrant has been mandatory for most application types.
- Service has expanded to other paperwork in the grant cycle.
- Development of CueRate has integrated the panel evaluation process
- Admin access permits more PCA involvement

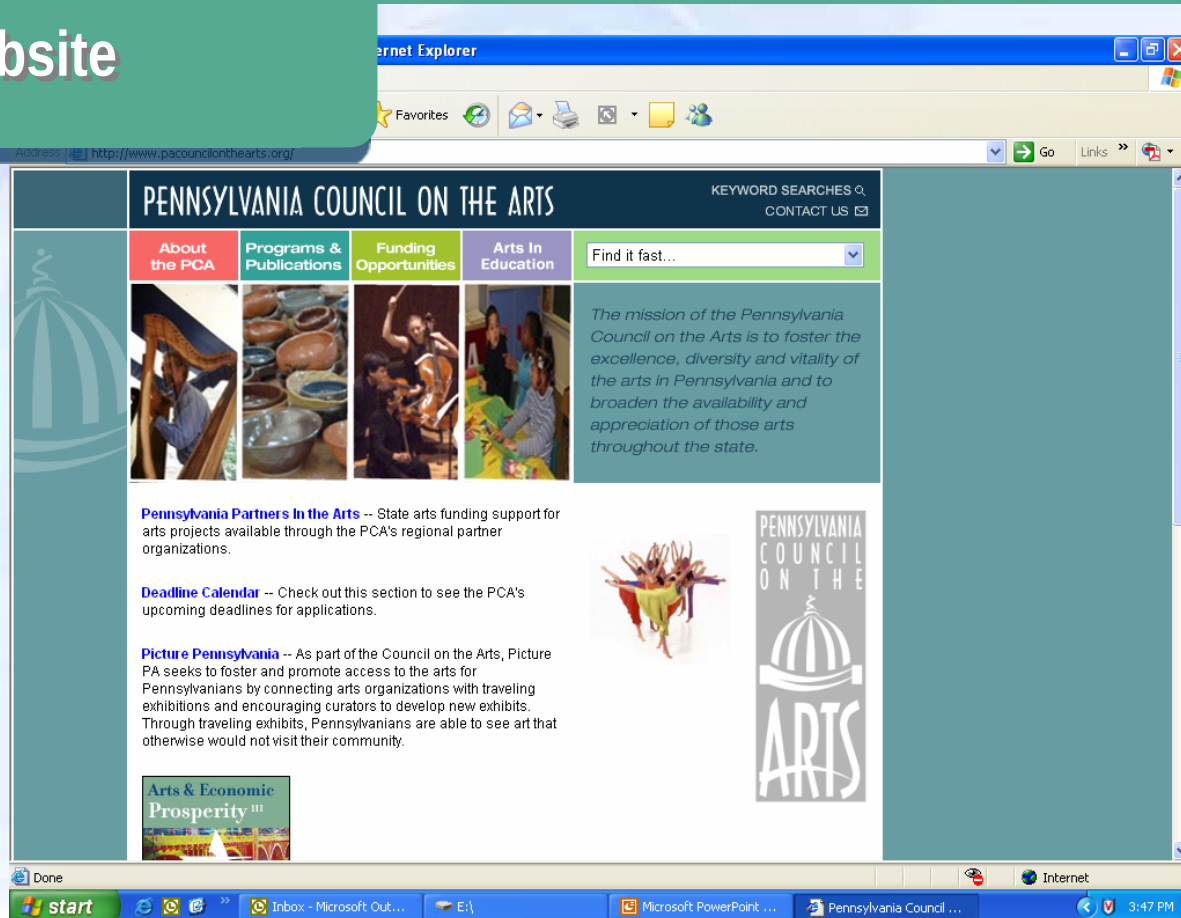


System Integration

- Re-alignment of PCA grant programs allow for standardized guidelines and forms.
- Database maintenance and design merge with eGrant developments.
- Partnership programs help to push our systems out to larger numbers of users
- Password-protected access to online database for data collection and reporting

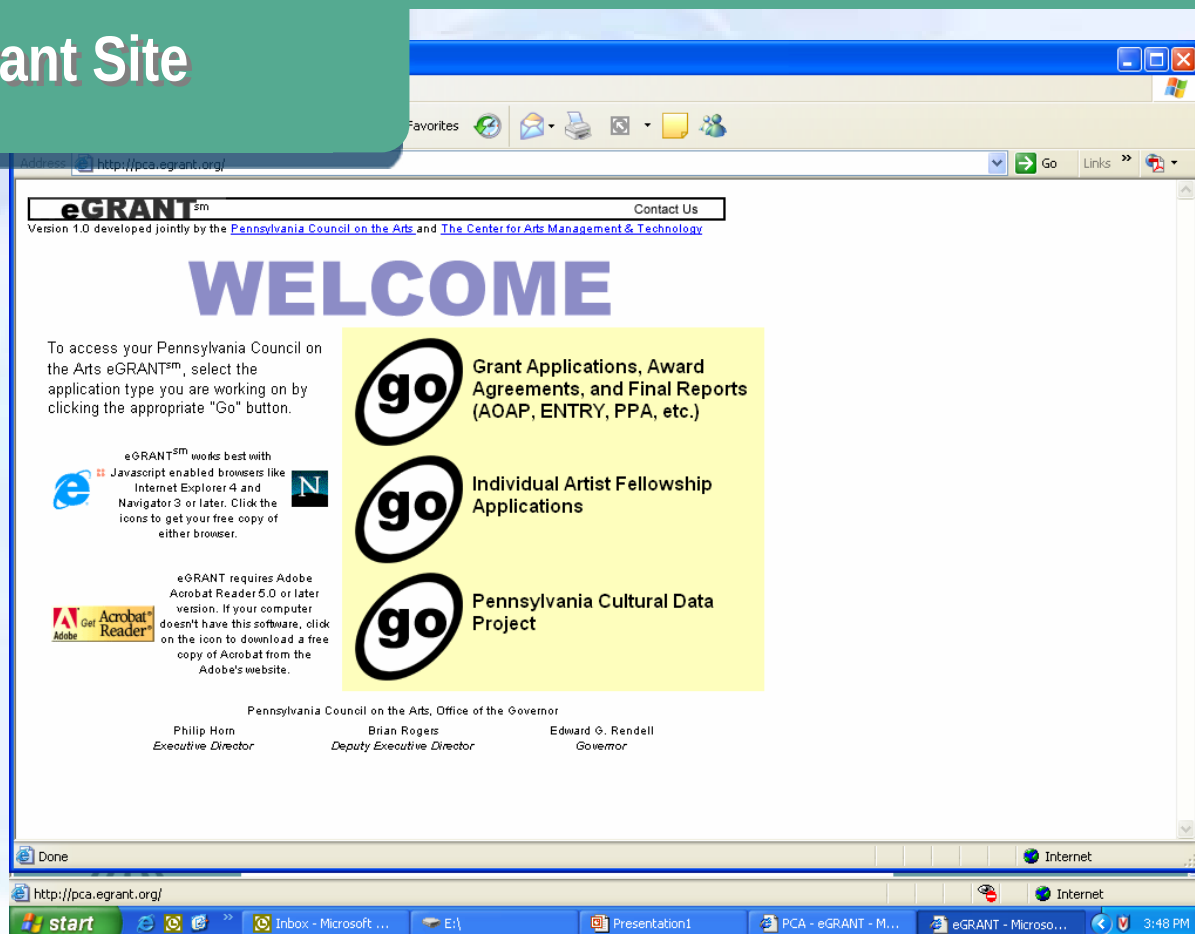


PCA Website



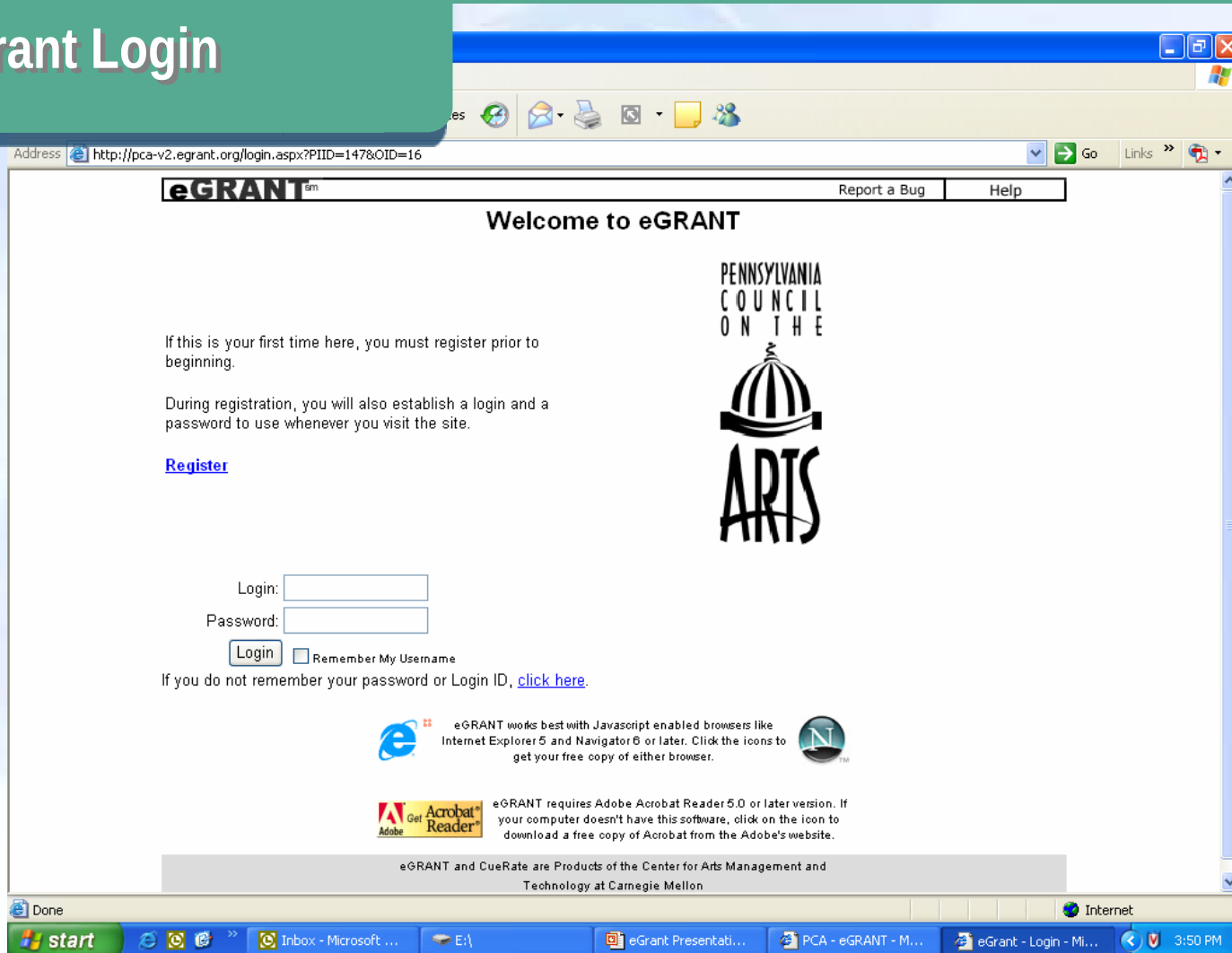
www.pacouncilonthearts.org

PCA eGrant Site



<http://pca.egrant.org>

eGrant Login



Address <http://pca-v2.egrant.org/login.aspx?PIID=147&OID=16> Go Links >>

eGRANTsm Report a Bug Help

Welcome to eGRANT



If this is your first time here, you must register prior to beginning.

During registration, you will also establish a login and a password to use whenever you visit the site.

[Register](#)

Login:
 Password:
 ☐ Remember My Username

If you do not remember your password or Login ID, [click here](#).

 eGRANT works best with Javascript enabled browsers like Internet Explorer 5 and Navigator 6 or later. Click the icons to get your free copy of either browser.
 

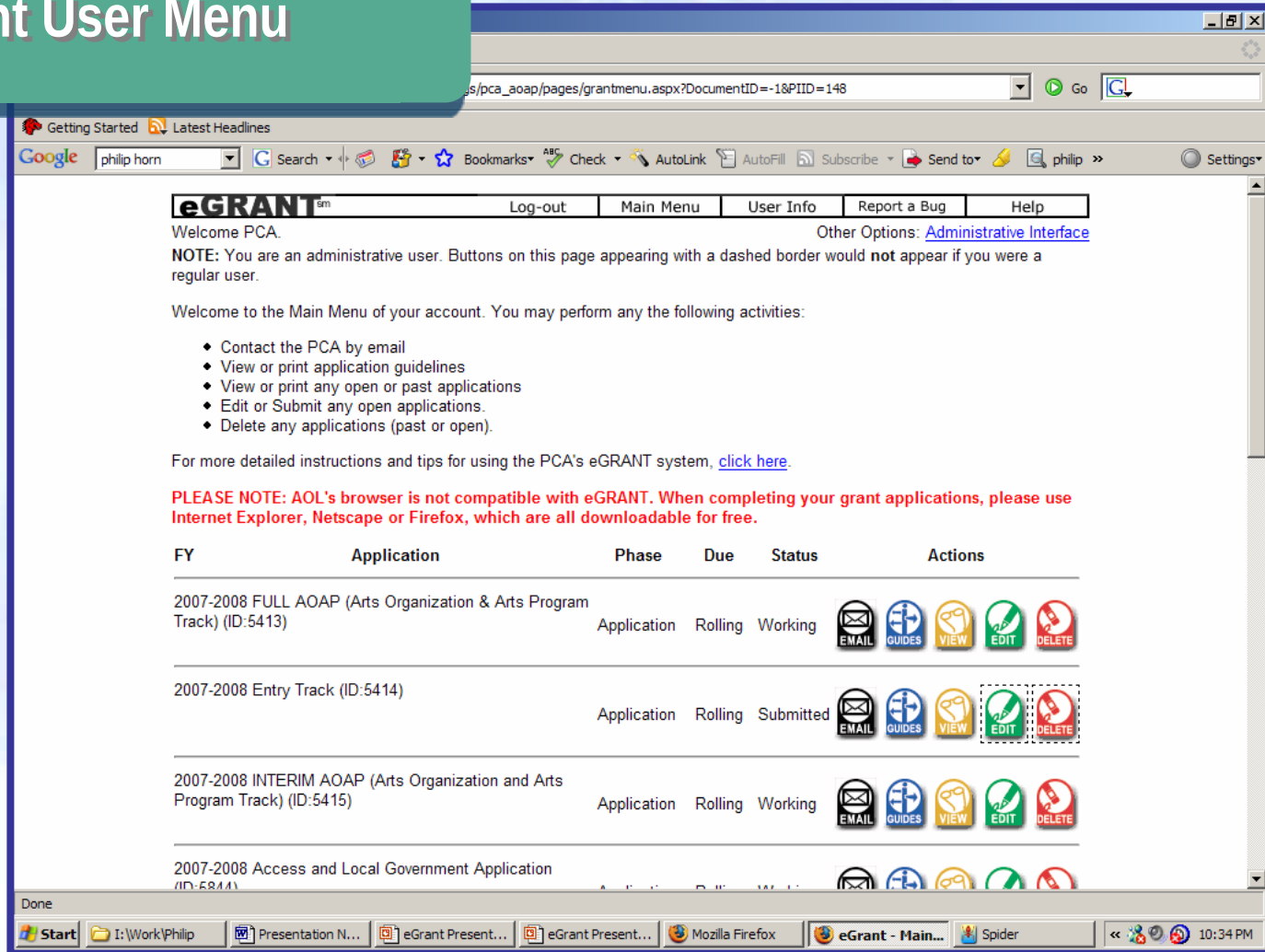
 eGRANT requires Adobe Acrobat Reader 5.0 or later version. If your computer doesn't have this software, click on the icon to download a free copy of Acrobat from the Adobe's website.

eGRANT and CueRate are Products of the Center for Arts Management and Technology at Carnegie Mellon

Done Internet

start | eGrant Presentati... | PCA - eGRANT - M... | eGrant - Login - Mi... | 3:50 PM

eGrant User Menu



The screenshot shows a web browser window displaying the eGrant User Menu. The browser's address bar shows the URL: `.../pca_aoap/pages/grantmenu.aspx?DocumentID=-1&PIID=148`. The browser's search bar contains the text "philip horn". The page has a navigation bar with links: "eGRANT", "Log-out", "Main Menu", "User Info", "Report a Bug", and "Help". Below the navigation bar, there is a welcome message and a note about administrative users. A list of activities is provided, including contacting the PCA, viewing guidelines, and managing applications. A table lists the user's applications, showing details like fiscal year, application name, phase, due date, status, and available actions (Email, Guides, View, Edit, Delete).

Getting Started Latest Headlines

Google philip horn Search Bookmarks Check AutoLink AutoFill Subscribe Send to philip Settings

eGRANT Log-out Main Menu User Info Report a Bug Help

Welcome PCA. Other Options: [Administrative Interface](#)

NOTE: You are an administrative user. Buttons on this page appearing with a dashed border would **not** appear if you were a regular user.

Welcome to the Main Menu of your account. You may perform any the following activities:

- Contact the PCA by email
- View or print application guidelines
- View or print any open or past applications
- Edit or Submit any open applications.
- Delete any applications (past or open).

For more detailed instructions and tips for using the PCA's eGRANT system, [click here](#).

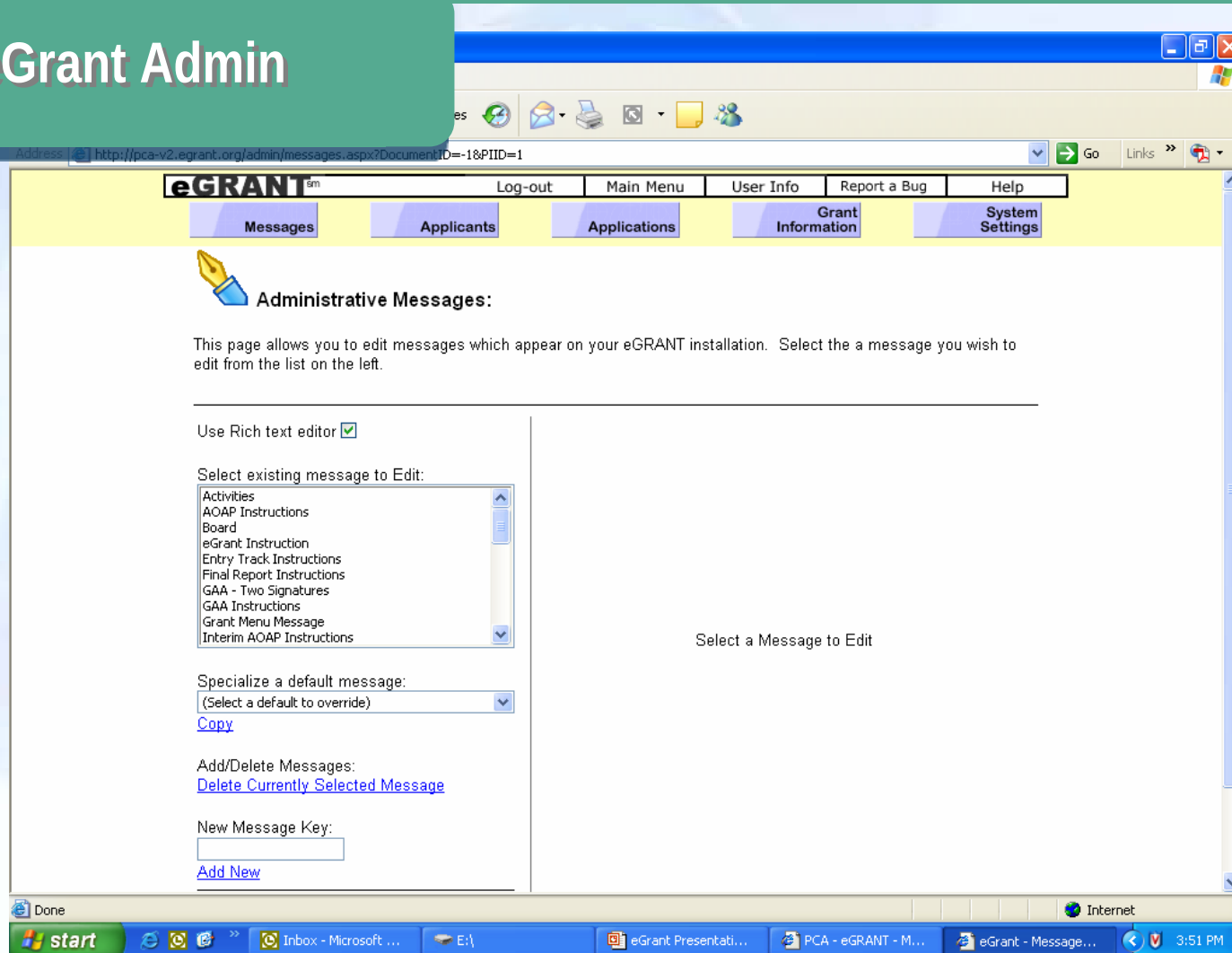
PLEASE NOTE: AOL's browser is not compatible with eGRANT. When completing your grant applications, please use Internet Explorer, Netscape or Firefox, which are all downloadable for free.

FY	Application	Phase	Due	Status	Actions
2007-2008 FULL AOAP (Arts Organization & Arts Program Track) (ID:5413)		Application	Rolling	Working	    
2007-2008 Entry Track (ID:5414)		Application	Rolling	Submitted	    
2007-2008 INTERIM AOAP (Arts Organization and Arts Program Track) (ID:5415)		Application	Rolling	Working	    
2007-2008 Access and Local Government Application (ID:5844)					    

Done

Start I:\Work\Philip Presentation N... eGrant Present... eGrant Present... Mozilla Firefox eGrant - Main... Spider 10:34 PM

PCA eGrant Admin



The screenshot shows the PCA eGrant Admin web application running in an Internet Explorer browser. The address bar displays the URL: <http://pca-v2.egrant.org/admin/messages.aspx?DocumentID=-1&PID=1>. The application has a yellow header bar with the "eGRANT" logo and navigation links: Log-out, Main Menu, User Info, Report a Bug, and Help. Below the header is a secondary navigation bar with tabs: Messages, Applicants, Applications, Grant Information, and System Settings. The "Messages" tab is currently selected.

The main content area is titled "Administrative Messages:" with a fountain pen icon. It contains the following text: "This page allows you to edit messages which appear on your eGRANT installation. Select the a message you wish to edit from the list on the left."

Below this text is a section for editing a message. It includes a checkbox for "Use Rich text editor" which is checked. A list box titled "Select existing message to Edit:" contains the following items: Activities, AOAP Instructions, Board, eGrant Instruction, Entry Track Instructions, Final Report Instructions, GAA - Two Signatures, GAA Instructions, Grant Menu Message, and Interim AOAP Instructions. To the right of this list box is the text "Select a Message to Edit".

Below the list box is a section titled "Specialize a default message:" with a dropdown menu showing "(Select a default to override)". Below this is a link labeled "Copy".

Below the "Copy" link is a section titled "Add/Delete Messages:" with a link labeled "Delete Currently Selected Message".

Below the "Delete" link is a section titled "New Message Key:" with a text input field and a link labeled "Add New".

The browser's status bar at the bottom shows the taskbar with the Start button, several open applications (Inbox - Microsoft..., E:\, eGrant Presentati..., PCA - eGRANT - M..., eGrant - Message...), and the system clock showing 3:51 PM on 3/5/10.

Sample Application Form

Getting Started Latest Headlines

Google philip horn Search Bookmarks Check AutoLink AutoFill Subscribe Send to philip Settings

eGRANTsm Log-out Main Menu User Info Report a Bug Help

Application Instructions Organization Info I Organization Info II Board/Benefit/Information Narrative I Narrative II Narrative III

Staff Board Activities Work Samples PACDP Print PDF Verification & Submission

Organization Information (continued)

[Instructions](#)

Certification Signature 1 (Chairman, President or Board Member)

Name:

Title:

Certification Signature 2 (Authorized Staff Member)

Name:

Title:

Executive/Managing Director:

Artistic Director:

State House District #: [Click here to look up your State legislative information.](#)

State Senate District #:

Federal Congressional District #: [Click here to look up your Federal legislative information.](#)

Year Organization Founded:

Year Organization Incorporated:

Date IRS Tax-Exemption Received: (MM/DD/YYYY)

FY 2005 -06 FY 2006 -07

Done

Start I:\Work\Philip Presentation N... eGrant Present... eGrant Present... Mozilla Firefox eGrant - Mozil... Spider 10:58 PM

Sample PDF Form

Getting Started Latest Headlines

Google Search Bookmarks Check AutoLink AutoFill Subscribe Send to Settings

158%

emp/brogers/9057/Doc9201Rpt30.pdf

Pennsylvania Council on the Arts
AOAP and ENTRY TRACK Application Form
FY2008-2009 33-K-420
Postmark Deadline: December 7, 2007
Do Not Staple

PCA USE ONLY
 Apply application label here

PAGE 1

A. Organization Information

A1 Please check one: ☐ AOAP ☐ ENTRY
 Please check one: ☒ Arts Organization ☐ Arts Program

A2 PCA Program Name: _____

A3 Federal ID #: 12345678

A4 Name of Organization: PCA

A5 Name of Parent Organization (if any): Parent Theatre test

A6 Address, Line 1: test street

A7 Address, Line 2: test street 2

A8 City: Harrisburg

A9 State: PA

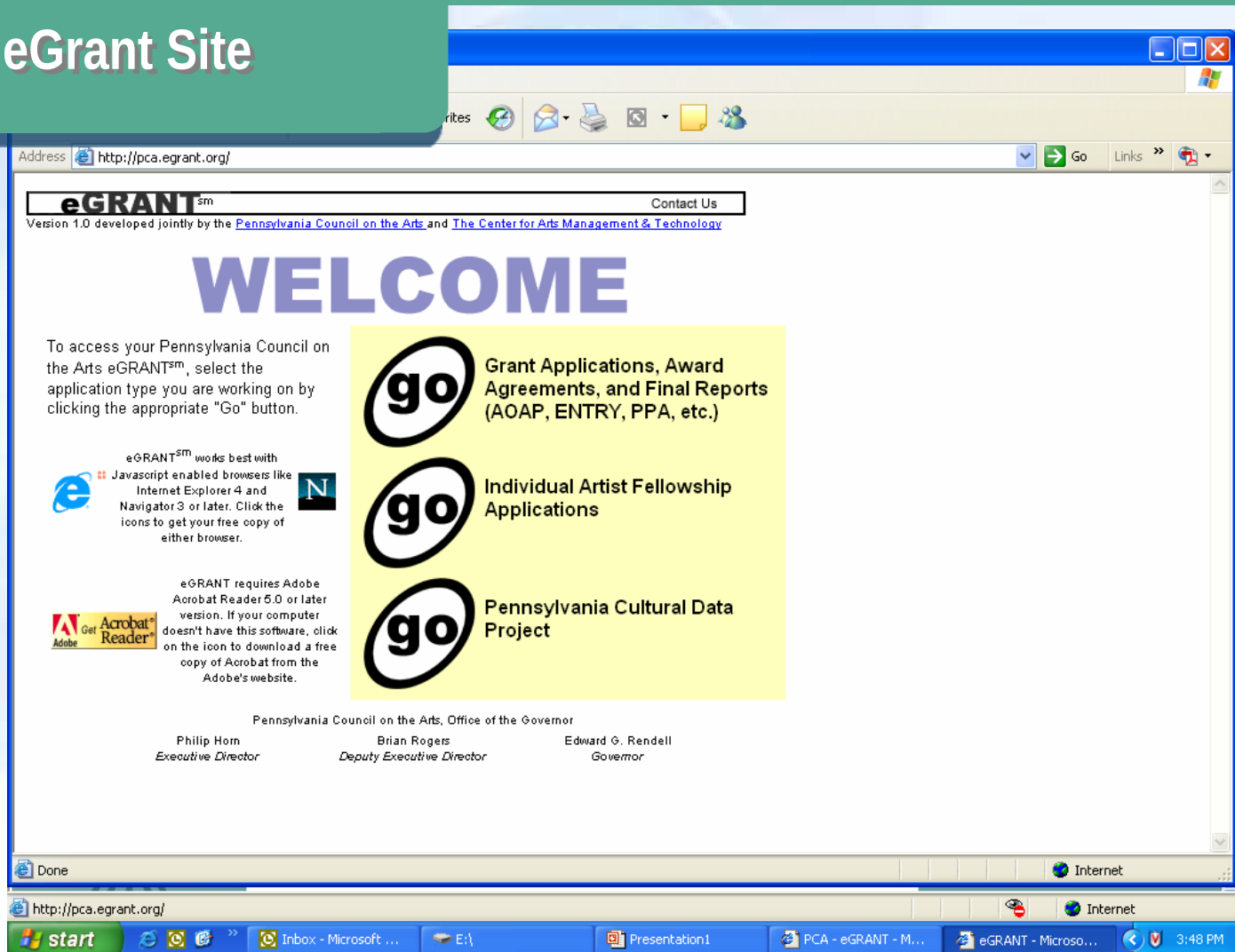
A10 Zip + 4: 17000 1234 ☒ Check this box if the above

1 of 8 8.5 x 11 in

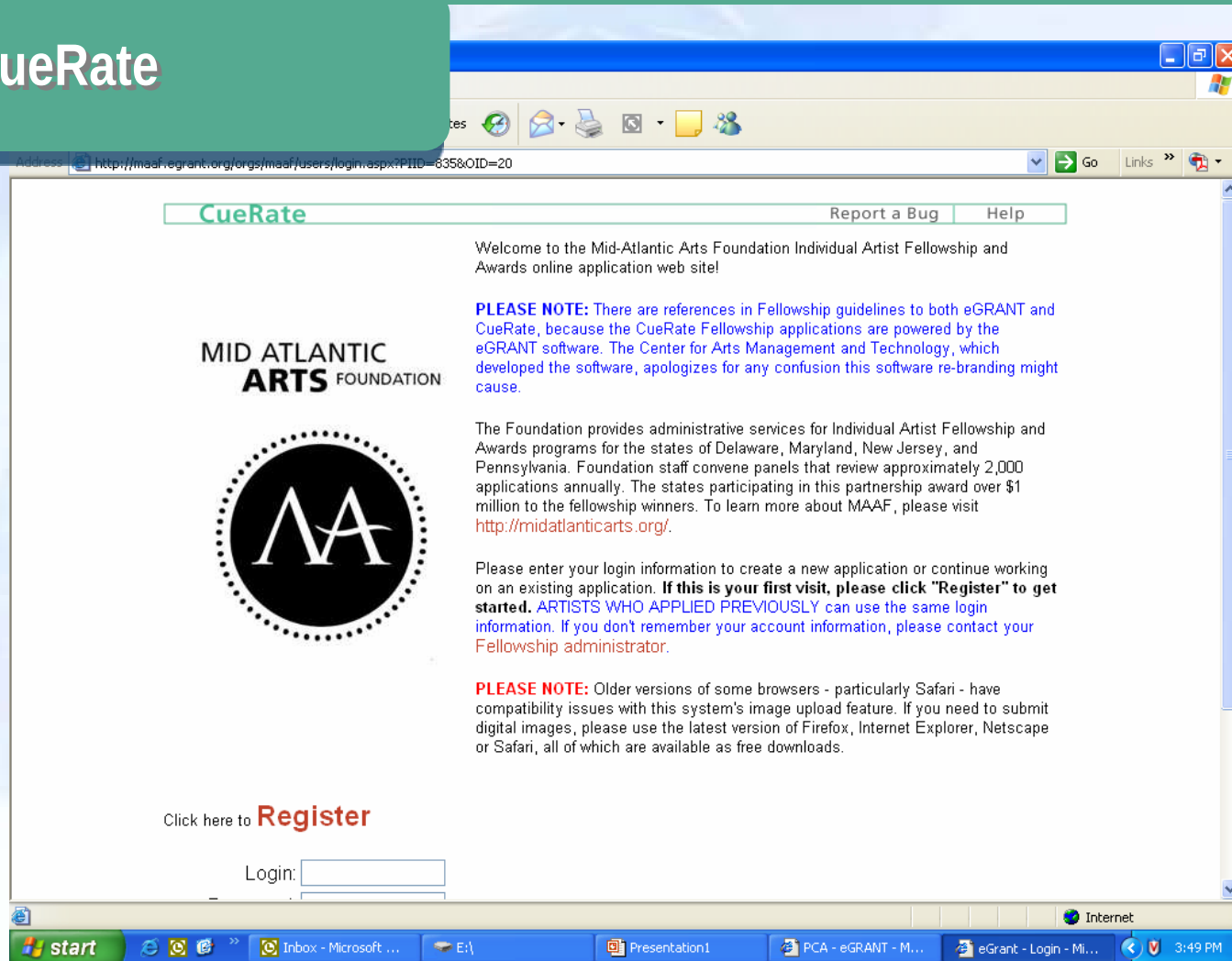
Stopped

Start I:\Work\Philip Presentatio... eGrant Pres... eGrant Pres... Mozilla Firefox eGrant - Mai... Doc9201Rp... Spider 11:04 PM

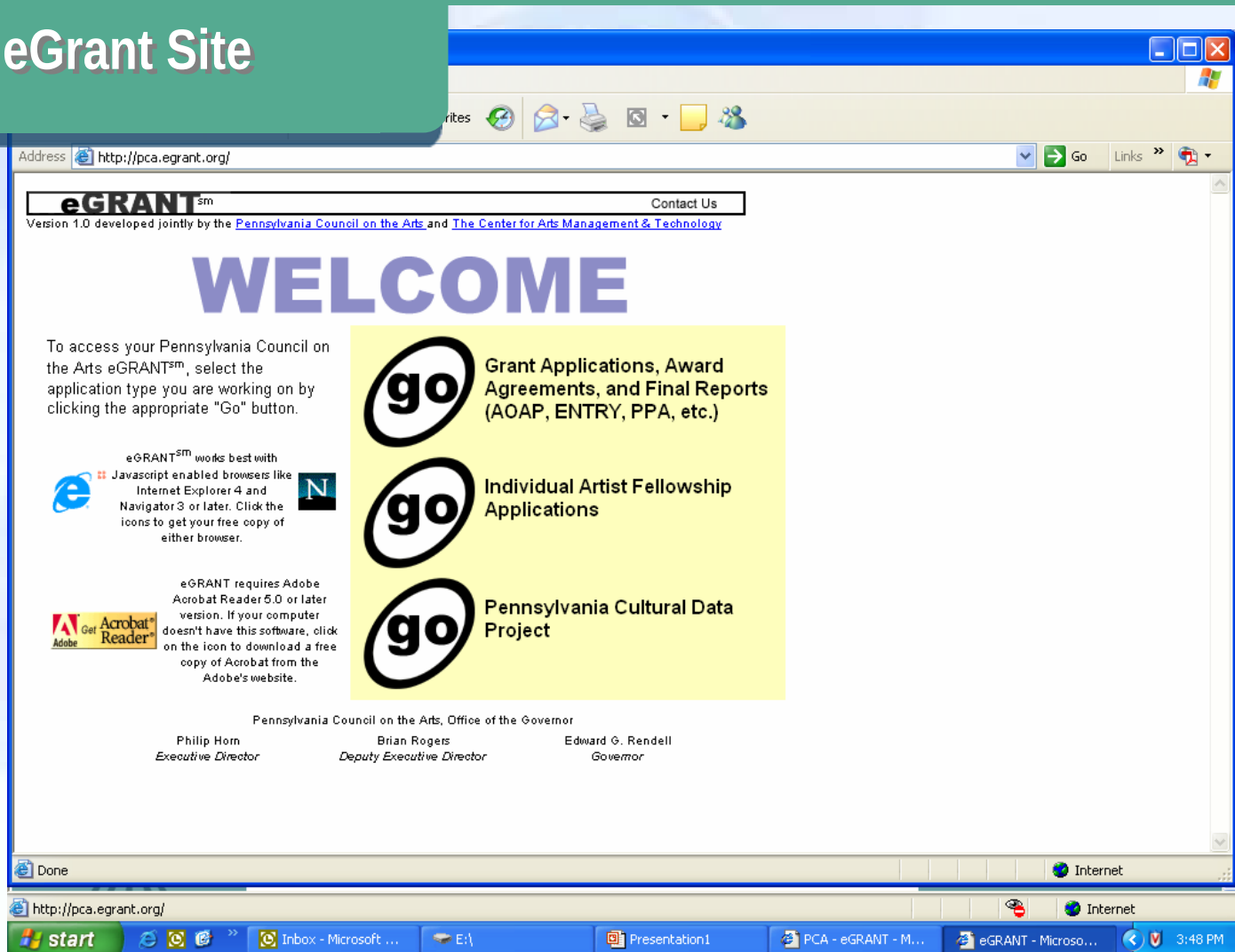
PCA eGrant Site



CueRate



PCA eGrant Site

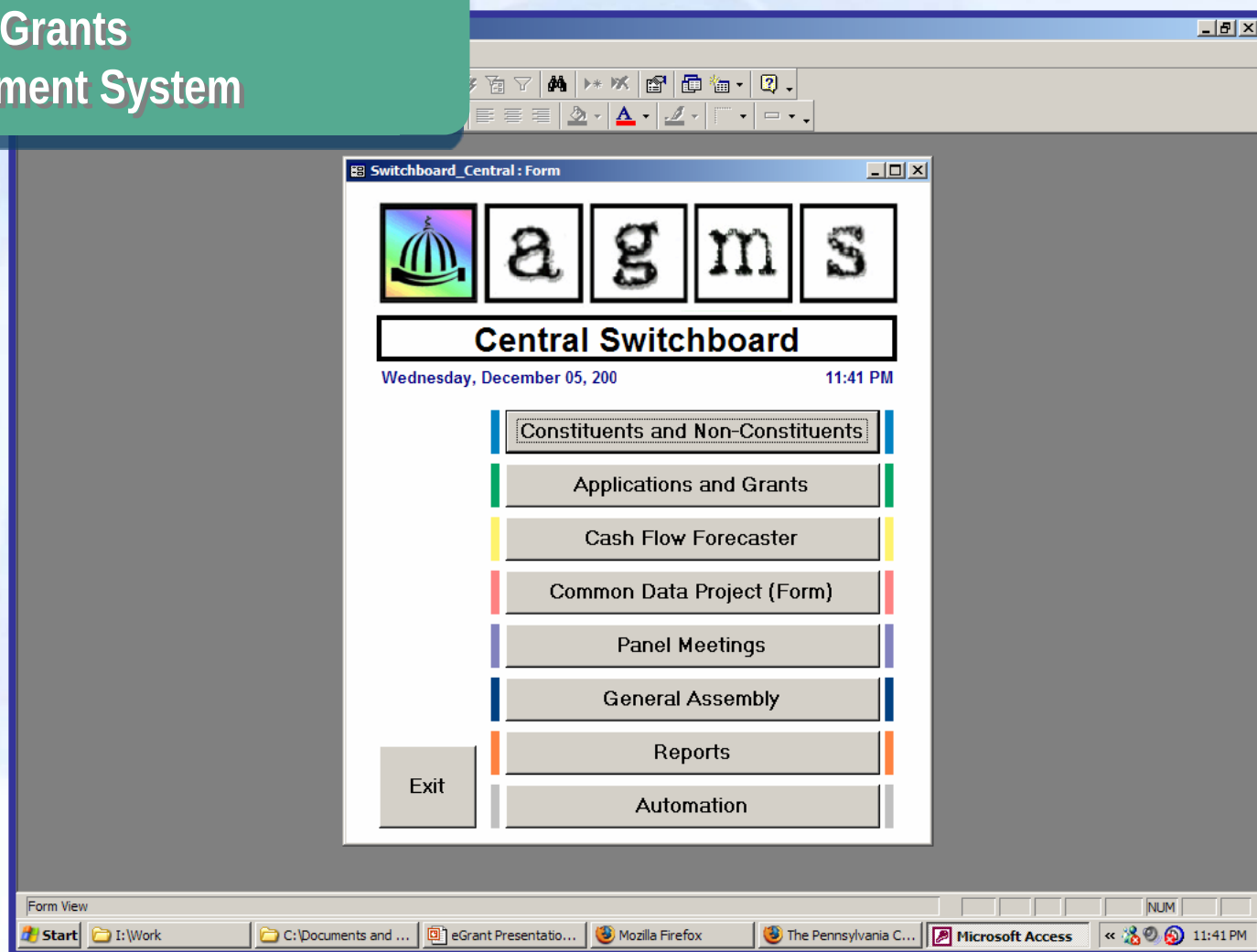


Cultural Data Project

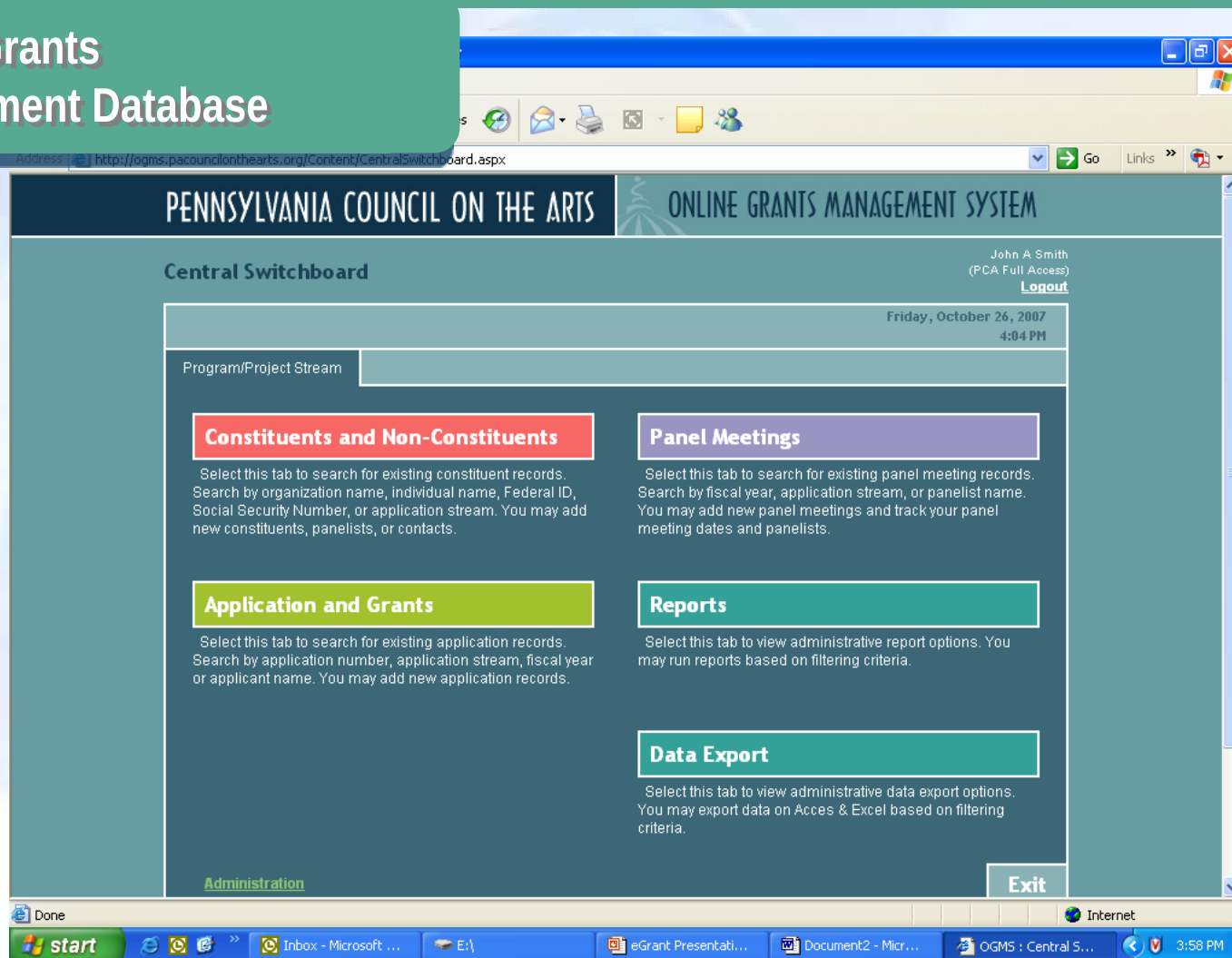


www.pacdp.org

ArtsNet Grants Management System



Online Grants Management Database



The screenshot shows a web browser window displaying the Pennsylvania Council on the Arts Online Grants Management System. The browser's address bar shows the URL: <http://ogms.pacouncilonthearts.org/Content/CentralSwitchboard.aspx>. The page title is "PENNSYLVANIA COUNCIL ON THE ARTS ONLINE GRANTS MANAGEMENT SYSTEM".

The main content area is titled "Central Switchboard" and includes a user profile for John A. Smith (PCA Full Access) with a "Logout" link. The date and time displayed are Friday, October 26, 2007, 4:04 PM.

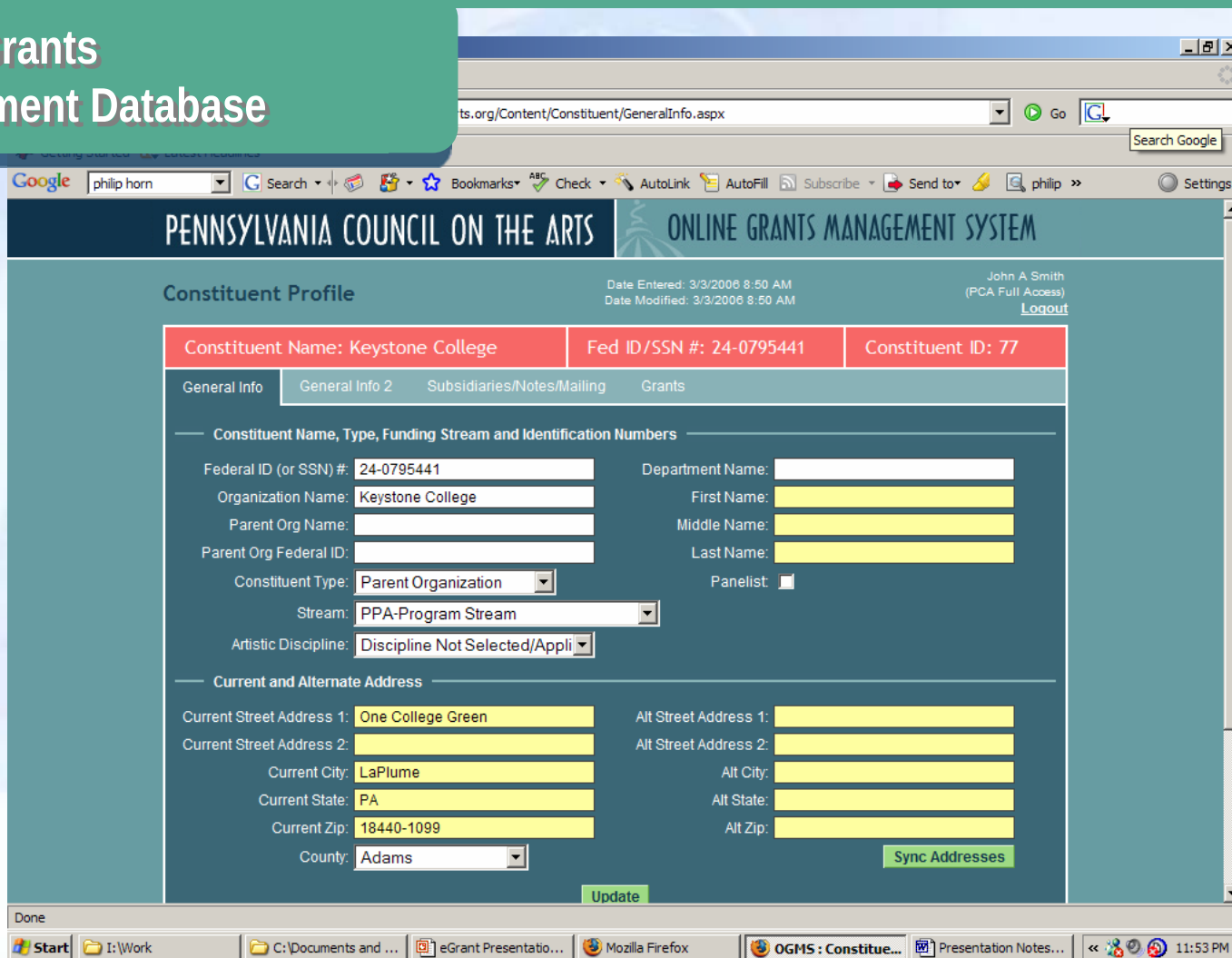
Below the header, there is a search bar labeled "Program/Project Stream". The main content area is divided into five colored boxes, each representing a different function:

- Constituents and Non-Constituents** (Red box): Select this tab to search for existing constituent records. Search by organization name, individual name, Federal ID, Social Security Number, or application stream. You may add new constituents, panelists, or contacts.
- Panel Meetings** (Purple box): Select this tab to search for existing panel meeting records. Search by fiscal year, application stream, or panelist name. You may add new panel meetings and track your panel meeting dates and panelists.
- Application and Grants** (Green box): Select this tab to search for existing application records. Search by application number, application stream, fiscal year or applicant name. You may add new application records.
- Reports** (Teal box): Select this tab to view administrative report options. You may run reports based on filtering criteria.
- Data Export** (Teal box): Select this tab to view administrative data export options. You may export data on Access & Excel based on filtering criteria.

At the bottom of the main content area, there is a link for "Administration" and an "Exit" button.

The Windows taskbar at the bottom shows the Start button, several open applications (Inbox - Microsoft..., eGrants Presentati..., Document2 - Micr..., OGMS : Central S...), and the system clock showing 3:58 PM on 10/26/2007.

Online Grants Management Database



ts.org/Content/Constituent/GeneralInfo.aspx

Search Google

Google philip horn Search Bookmarks Check AutoLink AutoFill Subscribe Send to philip Settings

PENNSYLVANIA COUNCIL ON THE ARTS ONLINE GRANTS MANAGEMENT SYSTEM

Constituent Profile

Date Entered: 3/3/2008 8:50 AM
Date Modified: 3/3/2008 8:50 AM

John A. Smith
(PCA Full Access)
[Logout](#)

Constituent Name: Keystone College	Fed ID/SSN #: 24-0795441	Constituent ID: 77
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General Info General Info 2 Subsidiaries/Notes/Mailing Grants

Constituent Name, Type, Funding Stream and Identification Numbers

Federal ID (or SSN) #: 24-0795441 Department Name:

Organization Name: Keystone College First Name:

Parent Org Name: Middle Name:

Parent Org Federal ID: Last Name:

Constituent Type: Parent Organization Panelist: ☐

Stream: PPA-Program Stream

Artistic Discipline: Discipline Not Selected/Apply

Current and Alternate Address

Current Street Address 1: One College Green Alt Street Address 1:

Current Street Address 2: Alt Street Address 2:

Current City: LaPlume Alt City:

Current State: PA Alt State:

Current Zip: 18440-1099 Alt Zip:

County: Adams

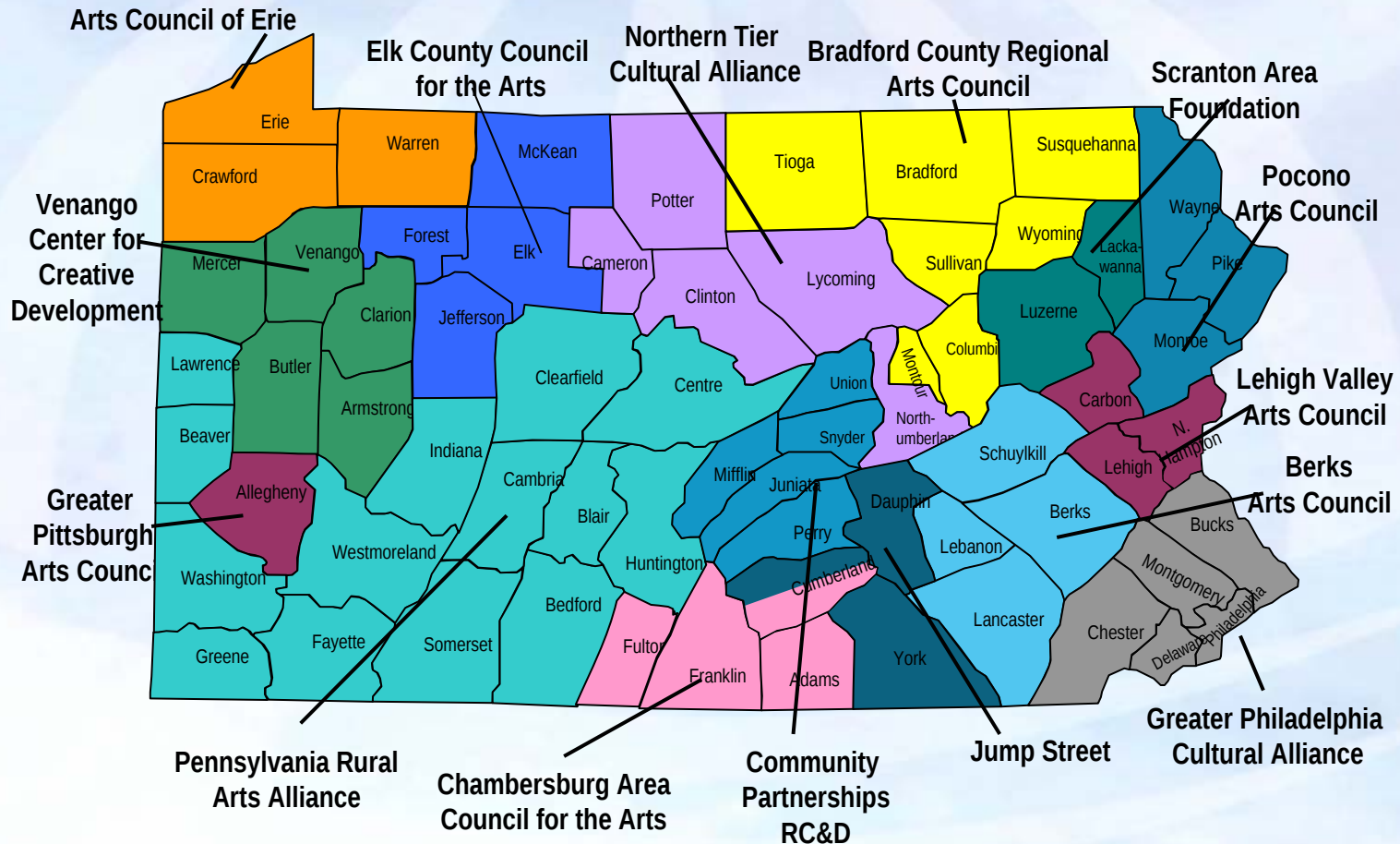
[Sync Addresses](#)

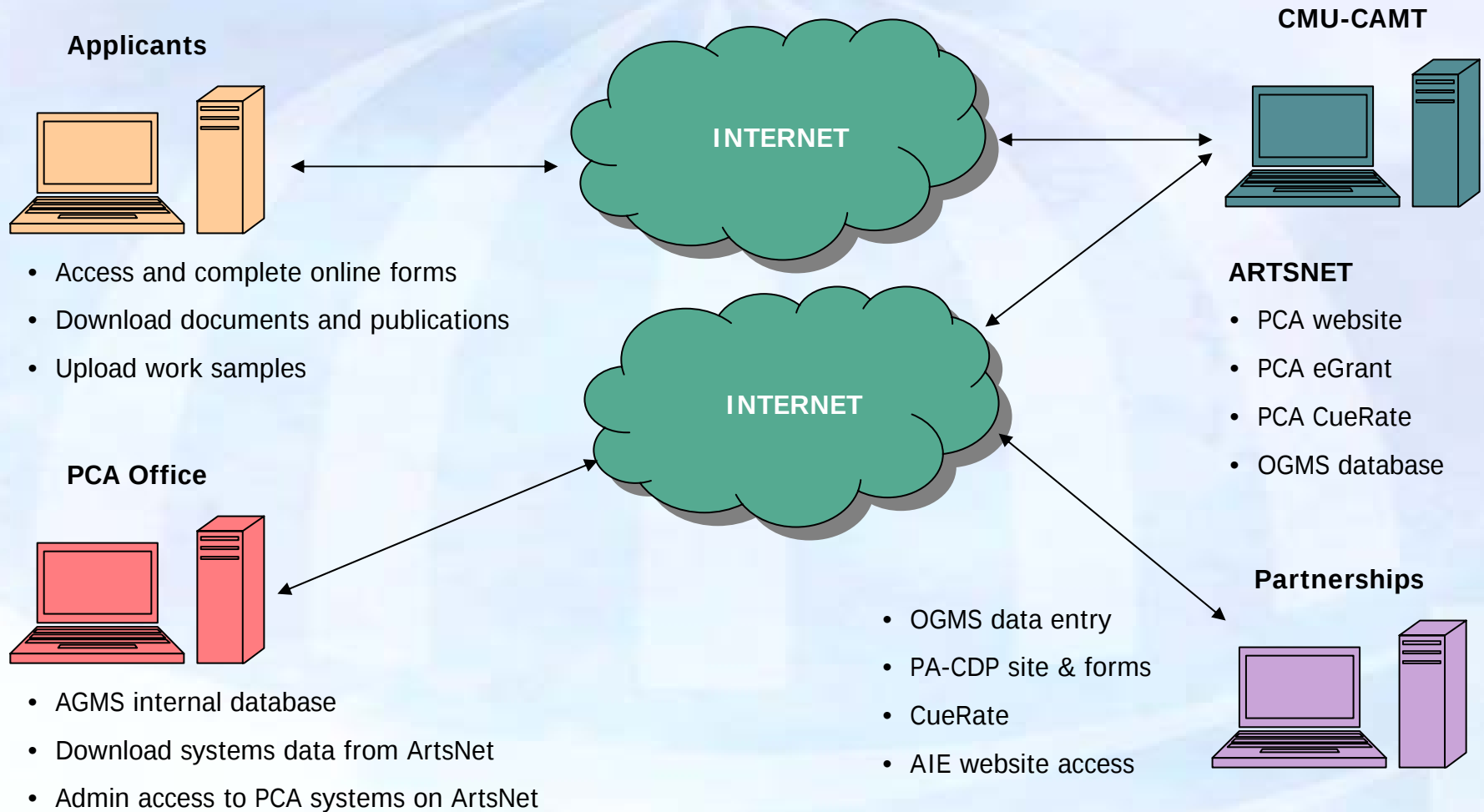
[Update](#)

Done

Start I:\Work C:\Documents and ... eGrant Presentatio... Mozilla Firefox OGMS : Constitue... Presentation Notes... 11:53 PM

PPA Partnership





Benefits

- For applicants:
 - o Easily access, enter, edit data
 - o Universal availability
 - o Familiar interface
 - o Application history
 - o Simultaneous users
 - o Quick links for supporting documents
 - o Technical and program support



Benefits

- For PCA:
 - o Reduction of manual data entry
 - o Legibility
 - o Easily editable
 - o Enhanced support
 - o Error trapping & checking
 - o Communications tool
 - o Reduced printing and mailing costs



Barriers

- Computer savvy
- Hardware/software/network interoperability
- Occasional server problems
- State policy and procedures
- Managing change



A Look Forward

- Expansion of eGrant to all PPA Partnership applications
- Download and merger of PA-CPD data to internal database.
- Continued development of CueRate for Fellowship applications
- Development of eGrant for Arts In Education Partnership multi-residencies.
- Enhanced data collection and reporting through online partnership database.



Vendor Information

- The Bromelkamp Company
 - o Data management technologies for grant makers
 - o Grants management software and databases
 - o eGRANTsm solutions
 - o Corporate, Community and Government clients
 - o www.bromelkamp.com
 - o info@bromelkamp.com



Center for Arts Management
and Technology

- o www.artsnet.org

PENNSYLVANIA COUNCIL ON THE ARTS ELECTRONIC APPLICATION

PENNSYLVANIA
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Thank You

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www.pacouncilonthearts.org

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