



Frequently Asked Questions

General Questions	2
What is DOS Grants?	2
How do I navigate the site?	2
Accounts and Profiles.....	2
How do I create an account?	2
Why does it say I already have an account?.....	2
How long can I stay logged in?.....	2
How do I change my password?	2
How do I update my contact information?.....	3
Organizations	3
What is an organization?	3
How do I join an organization?	3
My organization isn't listed in the system. How do I create a new organization profile?	3
I already have a grant. Do I still have to create my organization?.....	3
A related organization is already using my FEIN. What should I do?	4
How do I edit my organization?	4
What are organization roles?.....	4
I am the manager of my organization. How do I add my coworkers?.....	4
Applying for a Grant.....	5
Who can apply for a grant?.....	5
How do I apply for a grant?.....	5
How much money can be requested for a grant? What are the matching requirements?	5
I have an account, but I can't start an application. What's wrong?	5
How do I go back to an application that was already started?.....	6
What are the asterisks next to some questions?.....	6
How do I save while working on my application?.....	6
I completed the application but it won't let me submit. What's wrong?	6
I submitted my application. When do I get the funds?	6
Tips for Completing and Submitting an Application	7
Instructional Videos	8
Contacts	9
Grant Guidelines and Helpful Links.....	10



General Questions

What is DOS Grants?

DOS Grants is the Florida Department of State's online application and management system for grants offered by the Department's Divisions of Cultural Affairs, Elections, Historical Resources and Library and Information Services.

How do I navigate the site?

By dragging your mouse over the menu items at the top of the website, you will find links to all the pages you can access. Under Account you can edit your user profile and change your password. The Organization pages will allow you to see and access any organizations with which you are associated, and you can also search, join and create organizations. The Grants pages will let you access the full list of available applications as well as any applications and grants your organization already has. Panels lets you view past and upcoming application review panels and to access any panel where you are a panelist or in which your application will be reviewed.

Accounts and Profiles

How do I create an account?

On the DOS Grants main page, click on the "Register" link in the top right corner. You must enter your name and email address. You will then receive an email asking you to confirm your account. If you do not see the email, check your spam or clutter folder for it. You can use the "Re-Send Confirmation Email" button to send it again if needed. When you open the email, click on the "Activate Account" link in the body of the message to activate your account and set your password.

Why does it say I already have an account?

If your email address was associated with a recent grant or application or if you had an account in one of the Department's previous grant application systems, an account may have been created for you and pre-associated to [your organization](#).

Instead of creating a new account, you just need to set your password. Click "Forgot your password?" in the top right corner of the screen and enter your email address. You will receive a link in your email that will allow you to set your password and login to DOS Grants. Remember to check your spam or clutter folder for the email, and be sure to click on the link in the most recent email you received.

How long can I stay logged in?

You will be logged out if you are idle for more than twenty minutes. As long as you are actively using DOS Grants, you will stay logged into the system. However, we still recommend that when filling out a grant application you save often in case you lose your internet connection.

How do I change my password?

If you are logged in, go to the Account menu at the top of the screen and select "Change my Password."

If you are not logged in, click the "Forgot your password?" link in the top right corner of the screen. Then follow the on-screen instructions to reset your password.



How do I update my contact information?

When logged in, go to the Account menu at the top of the screen and select “My Profile.” There you can update your contact and location information.

Organizations

What is an organization?

Organizations in DOS Grants include not-for-profit corporations, counties, cities, units of local government, state agencies, universities, and other institutions that are eligible for Department of State grants per the individual grant programs’ guidelines. All organizations in DOS Grants must have a Federal Employer Identification Number (FEIN). Only eligible organizations can apply for grants from the Florida Department of State. For-profit businesses and individuals are not eligible (with an exception for individual artists who can apply for Specific Cultural Project grants).

How do I join an organization?

Under the “Organization” tab, select “Request to Join Organization.” Then search for your organization. We recommend searching by the Federal Employer Identification Number if you know it. When you find your organization click the “Select” button next to it on the right. You will then click the button that says “Request Account Association with this organization.” It will ask you to confirm your choice to request an association, at which point an email will be sent to the organization manager. The organization manager or a Department of State staff member will have to log in to DOS Grants and accept your association request and set your permission level.

My organization isn’t listed in the system. How do I create a new organization profile?

Under the “Organization” tab, select “Create an Organization.” You will be asked to search for the organization first to confirm that it does not already exist. Type in your organization’s FEIN, and if there are no results click the “Create New Organization” button.

You will need to provide your organization’s FEIN, the legal name, your organization type, and a purpose that best describes the organization. Organization type and purpose will help determine which grant programs you may be most interested in and for which you are eligible. When your organization is created, you may need to log out and log back in to edit your organization right away and provide additional information including contact information and other fields. Upon creating, you will have the role of Organization Manager (see [What are organization roles?](#)).

Note: Users cannot create a new organization for a library or a county Supervisor of Elections. You must contact Department of State staff to create these organizations.

I already have a grant. Do I still have to create my organization?

If your organization has an active Department of State grant, your organization has been created for you. Many recent grantees and applicants will already be in the system as well. You should search for your organization first and see if you can [request to be associated](#) with it.



I need to create my organization, but a related organization is already using my FEIN.

What should I do?

Large institutions like cities, counties, and universities may have multiple organizations who get different grants but all share an FEIN. In DOS Grants, these are considered related organizations. A parent organization is the higher level organization that has and maintains the FEIN. Child or member organizations of that parent will use the parent organization's FEIN. Each member organization can have its own addresses and staff members.

To create a related organization, enter your FEIN on the "Create an Organization" search screen. Click the "Select" button next to the organization that shares your FEIN and with which you are related. You can then click either "Create New Child Organization" or "Create New Parent Organization" to continue. If there needs to be a new parent organization created for your city, county, or university but you are not a staff member of the parent-level organization, please contact Department of State staff and they will create the parent organization for you.

How do I edit my organization?

Under the "Organization" tab, select "View my Organizations." Then you can click on the organization's name to access the profile and the "Edit Organization" link is in the top right.

What are organization roles?

Users associated with organizations in DOS Grants can have one of the following roles, which determines their permissions in regards to editing that organization's profile and applying for grants.

Organization roles are:

- **Viewer** – An organization viewer can see all of their organization's grants and documents, but they cannot edit or submit anything. Viewer is the default role when anyone is first associated to an organization.
- **Profile Editor** – An organization profile editor can edit the organization's profile and add to the staff listing. A profile editor cannot edit grant applications or reports.
- **Editor** – An organization editor can edit an organization's profile as well as their grant applications and reports. An organization editor cannot submit grant applications or reports.
- **Submitter** – An organization submitter can edit and submit grant applications and reports. They can also update the organization's profile.
- **Organization Manager** – An organization manager can edit and submit grant applications and reports, update the organization's profile, and add additional users to the organization and set their roles.

I am the manager of my organization. How do I add my coworkers?

There are two ways to add users to your organization.

1. Your coworker can [create a DOS Grants account](#) and [request to join the organization](#). When they make the request, you will receive a notification that someone wants to join your organization. You will accept them by going to your organization profile, clicking "Manage Staff" and then "View Staff Requests" on the top right.



2. From the organization profile, you can click “Manage Staff” and the button that says “Add new staff member.” Type in your coworker’s information and make sure you have selected “Yes” under the question “Link to DOS Grants account?” If there is already a DOS Grants account associated with the email address you entered, that account will now be associated with your organization. If they do not already have an account, you can send them an invitation to create a DOS Grants account. Confirm the email address is correct and click the button to invite them to join the grants system. Your coworker will receive an email with a link to create an account. When their account is created, they will be associated with your organization.

After adding someone to your organization, they will automatically be an organization viewer. To set their [organization role](#), click on “Manage Staff” from your organization profile. Then select “Edit” next to the user’s name and there is a dropdown menu for Organization Role. After selecting the role that you want, click “Save Changes.”

Applying for a Grant

Who can apply for a grant?

The eligibility criteria vary for each grant program. See each grant program’s guidelines for specific eligibility information. For most grant programs, applicants must be not-for-profit organizations, cities, counties, units of local government, or universities. Individual artists can apply for funding through the Specific Cultural Project grant program.

How do I apply for a grant?

Applying for a grant is a multi-step process. You must:

1. Log in or [create a DOS Grants account](#)
2. [Create your organization](#) or [request to be associated with your organization](#) (Note: Individuals can apply for Specific Cultural Project grants without an organization in the Individual Artist Project and Arts in Education: Artists Performances on Tour categories)
3. Read through grant guidelines to confirm that your organization is eligible
4. Under the Grants menu choose “Apply for Grant”
5. Click “Apply Now” next to the grant you wish to apply for
6. Complete and submit the application before the deadline

How much money can be requested for a grant? What are the matching requirements?

The request amounts and matching requirements vary for each grant program. See each grant program’s guidelines for more information. Almost all grants require a match.

I have an account, but I can’t start an application. What’s wrong?

There could be various issues.

First, make sure that the Application Period is open for the grants you are interested in. On the Apply for Grant page, look in the Application Period column to determine when applications will be made available and when their deadlines are.

Second, double check that you are associated with an organization that is eligible to apply for grants. Under the Organization” tab, select “View my Organizations.” You will see all the organizations you are



associated with and your role within each organization. Make sure that organization does not have the Organization Type “For Profit Organization.”

Third, make sure that you have a role in your organization that allows you to apply for grants. Check the Role in Organization column on the My Organizations screen. If it says Viewer, you will be unable to start a grant application. You must have a role of Editor, Submitter, or Organization Manager to start a grant application. For more information see [Organization Roles](#).

[How do I go back to an application that was already started?](#)

If you or someone else in your organization has already started a grant application, you can find it on the My Organization Applications page under the “Grants” tab. From that page you can click “Edit” next to the application if it has not been submitted and the application period is still open. If the application has been submitted, you can click “View” to look at the completed application.

If you were the last person to access your application, you will also find it on your dashboard in the My Current Applications box.

[What are the asterisks next to some questions?](#)

An asterisk (*) next to a question or group of questions is used to mark them as required for submission.

[How do I save while working on my application?](#)

There are multiple ways to save your application. You can click the “Save” button at the top or bottom of the page at any time to save and check for any errors. If you click “Next” or “Previous” to move to a different page of the application, it will also save.

[I completed the application but it won’t let me submit. What’s wrong?](#)

On the Review and Submit page of the application, you will see a list of any and all validation errors that have to be resolved before you submit. If you click on the error, it will take you to the page that needs to be corrected. If there are no validation errors and you still cannot submit, make sure that your [organization role](#) is either Submitter or Organization Manager. If your role is Editor, you can make changes to the application but someone else must submit it.

[I submitted my application. When do I get the funds?](#)

The funding process can vary for each grant program. Upon submission of your application, it will be reviewed by staff for completeness and eligibility. Depending on the program, it may then be reviewed by a panel that will make funding recommendations. For more information, check the grant program guidelines and be sure to check the My Organization Applications page on DOS Grants regularly to see your application’s status.



Tips for Completing and Submitting an Application

- Read the grant program’s guidelines before getting started
- Coordinate with any other staff at your organization to determine who will be working on the application and make sure they have the appropriate [organization role](#).
- Make sure your organization’s profile is complete, accurate and up to date before starting the application. Any staff members that will be named in the application as a contact or authorized official should be added as organization contacts in your organization profile before you click “Apply Now.”
- Save often. There is a “Save” button on the top and bottom of each page.



- When you save a page, the system will give you validation messages next to any questions that have errors or any that are required but incomplete.
- You can move to different pages of the application using the navigation pane on the left of the screen. When a section has been saved and it passes all validation requirements, a checkmark will appear next to it in the navigation pane.
- Text boxes for narrative answers can be made smaller or larger by clicking and dragging the bottom right corner of the box.
- Use text formatting like bullets, numbering, bold, italics, and underlining wisely. When used correctly, formatted text can make your response easier to understand, but if you overuse them it can be difficult to read.



- Some browsers will automatically add up and down arrows to number fields, but it may be easier to click inside the field and type the number.
- When typing an answer into a table, you have to click “Save” next to that row before you can add a new one. Saving in the table will also put the rows in the order you created them and will update the totals at the bottom.

#	Description	Grant Funds	Cash Match	In-Kind Match	Total	
0	Budget item 2	1,000				<input checked="" type="checkbox"/> Save <input type="checkbox"/> Cancel
1	Budget item 1	\$500.00	\$500.00	\$0.00	\$1,000.00	<input type="checkbox"/> Edit <input type="checkbox"/> Delete
		\$500.00	\$500.00	\$0.00	\$1,000.00	

1 20 items per page 1 - 2 of 2 items



- After saving a row, you can click “Add new record” to add an additional row to the table.

+ Add new record						
#	Description	Grant Funds	Cash Match	In-Kind Match	Total	
1	Budget Item 1	\$500.00	\$500.00	\$0.00	\$1,000.00	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
2	Budget item 2	\$1,000.00	\$0.00	\$0.00	\$1,000.00	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
		\$1,500.00	\$500.00	\$0.00	\$2,000.00	

Navigation: 1 | 20 items per page | 1 - 2 of 2 items

- If you are filling out multiple tables on a single page (like when entering your budget), you have to save rows within each table but you should also save the whole page regularly. On some applications, saving the page will add up each individual budget table to give you a total of all budget categories.
- You can get a print preview of your entire application at any time. Just click “Print Preview” at the top of the screen to open it in a new tab or window.

Print Preview || Exit

- You should scan or save any required documents before trying to complete any page with required attachments or support materials. After a file is uploaded, you can click “View file” under Actions to make sure it was uploaded correctly. If you need to delete a file, check the box under Delete and click the “Delete file” button.
- On the Review & Submit page, you must check the box and enter your electronic signature. When you see a checkmark next to every page on the left of the application, you can submit.

Instructional Videos

You can view short [instructional videos about using DOS Grants on YouTube](#).

Videos include:

- [How to Register for DOS Grants](#)
- [How to Navigate DOS Grants](#)
- [How to Create an Organization](#)
- [How to Join an Organization](#)
- [How to Add Organization Staff](#)
- [How to Start and Submit an Application](#)



Contacts

Who can I contact for help?

For the best assistance, you should contact the division that manages the grant program to which you are applying (see below). If you don't know which grant to apply for, you can contact the Department of State's Grants Coordinator, Tim Storhoff (850.245.6469, timothy.storhoff@dos.myflorida.com).

Division of Cultural Affairs

Sarah Stage (850.245.6459, sarah.stage@dos.myflorida.com)

- Museums, Visual Arts & all Fast Track grants

Michelle Smith Grindberg (850.245.6475, michelle.smithgrindberg@dos.myflorida.com)

- Arts in Education, Underserved Cultural Community Development, Literature & Traditional Arts

Ginny Grimsley (850.245.6431, ginny.grimsley@dos.myflorida.com)

- Dance, Community Theatre, Professional Theatre & Music

Hillary Crawford (850.245.6462, hillary.crawford@dos.myflorida.com)

- Endowments, Local Arts Agencies, State Service Organizations, Multidisciplinary, Media Arts, Presenters & Individual Artist grants

Gaylen Phillips (850.245.6482, gaylen.phillips@dos.myflorida.com)

- Artist Performances on Tour

Teri Abstein (850.245.6299, teri.abstein@dos.myflorida.com)

- Cultural Facilities

Division of Elections

Althera Johnson (850.245.6211, althera.johnson@dos.myflorida.com)

- Federal Elections Activity Grants

Malika Schill (850.245.6206, malika.schill@dos.myflorida.com)

- Federal Elections Activity Grants

Division of Historical Resources

Yasha Rodríguez (850.245.6362, yasha.rodriguez@dos.myflorida.com)

- Historic Preservation Grants Supervisor

Kechia Herring (850.245.6310, kechia.herring@dos.myflorida.com)

Eric Case (850.245.6338, eric.case@dos.myflorida.com)

Joshua Gates (850.245.6355, joshua.gates@dos.myflorida.com)

Drew Begley (850.245.6466, drew.begley@dos.myflorida.com)

Division of Library & Information Services

Marian Deeney (850.245.6620, marian.deeney@dos.myflorida.com)

- State Aid to Libraries Program
- Public Library Construction Program

David Beach (850.245.6630, david.beach@dos.myflorida.com)

- Library Services and Technology Act (LSTA) Grant Program
- Library Cooperative Grant Program

Katrice Stewart (850.245.6608, katrice.stewart@dos.myflorida.com)

- Library Organization Directory Information and Statistics



Grant Guidelines and Helpful Links

Division of Cultural Affairs

For a description of all Cultural Affairs grants and links to their grant guidelines and other helpful documents, visit dos.myflorida.com/cultural/grants/grant-programs/.

Links to grant webinars, workshops and other relevant events can be found on the Cultural Affairs calendar at dos.myflorida.com/cultural/news-and-events/calendar/.

Get additional up-to-date information at the following links:

- [Like the Florida Division of Cultural Affairs on Facebook](#)
- [Follow @CultureBuildsFL on Twitter](#)
- [Join the Division of Cultural Affairs mailing list](#)

Division of Elections

Resources related to Federal Elections Activities grants can be found at dos.myflorida.com/elections/laws-rules/help-america-vote-act/.

Division of Historical Resources

Historic Preservation grant news, resources, panel information, and ranked funding lists are available at dos.myflorida.com/historical/grants/.

Small Matching Grant resources are found at dos.myflorida.com/historical/grants/small-matching-grants/ and Special Category Grant resources are found at dos.myflorida.com/historical/grants/special-category-grants/.

Get additional up-to-date information at the following links:

- [Subscribe here](#) if you wish to be placed on the mailing list to receive grants news
- [Like the Florida Division of Historical Resources on Facebook](#)

Division of Library & Information Services

A description of all grants offered by the Division of Library and Information Services and their guidelines can be found at dos.myflorida.com/library-archives/services-for-libraries/grants/.

Get additional up-to-date information at the following links:

- [Like the Bureau of Library Development on Facebook](#)
- [Follow @FLLibDev on Twitter](#)
- [Join the Bureau of Library Development Mailing Lists](#)