

# ACCESSING THE ONLINE GRANT APPLICATION

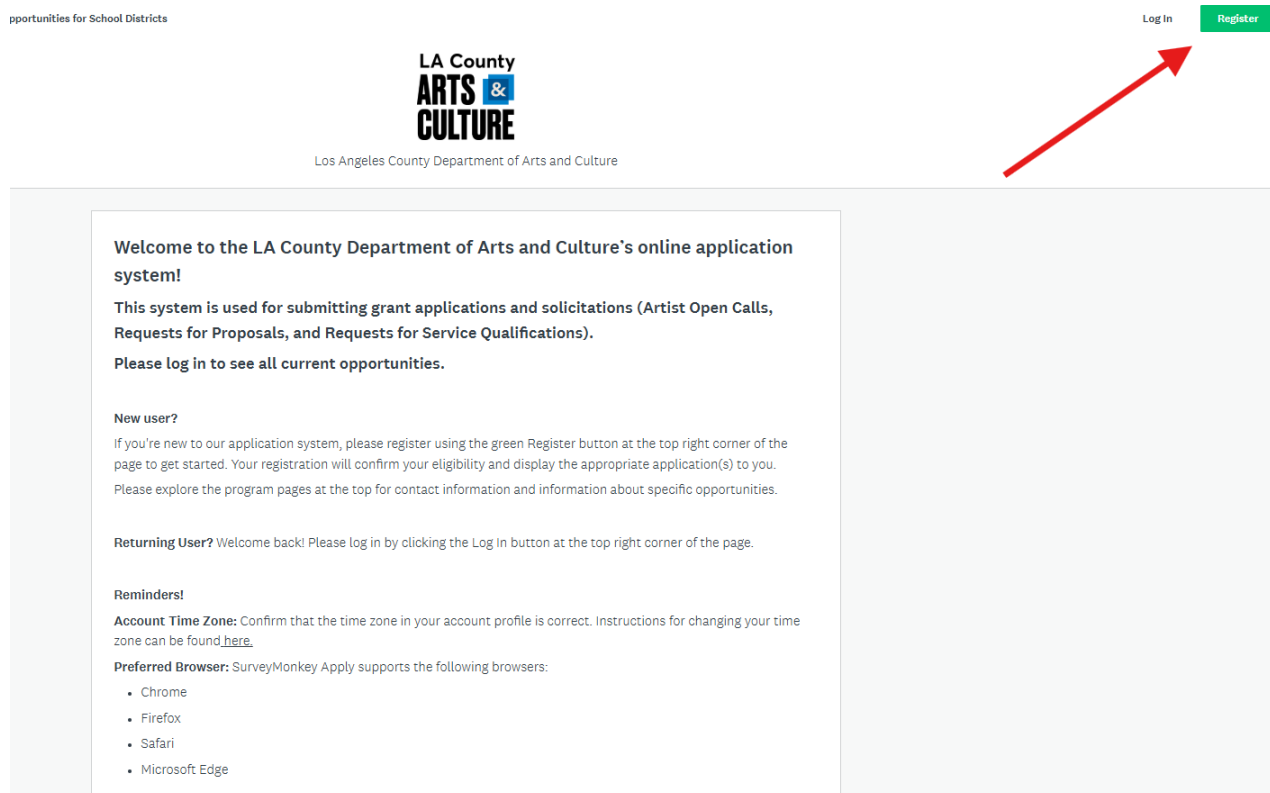
The Los Angeles County Bloomberg Arts Internship (BAI) program application can only be accessed online at <https://apply-lacdac.smapply>. All organizations seeking to apply for interns must submit the online BAI application and all required supplemental materials in the *SurveyMonkey Apply* online grant portal.

## REMINDERS:

- The Department of Arts and Culture strongly recommend submitting the application **at least 5 days prior** to the deadline to allow ample time to troubleshoot and resolve any technical or system errors.
- Note: in *SurveyMonkey Apply* the term for a form or section of an application is a “task.”
- The below screenshots may include previous program years, but the instructions are the same.

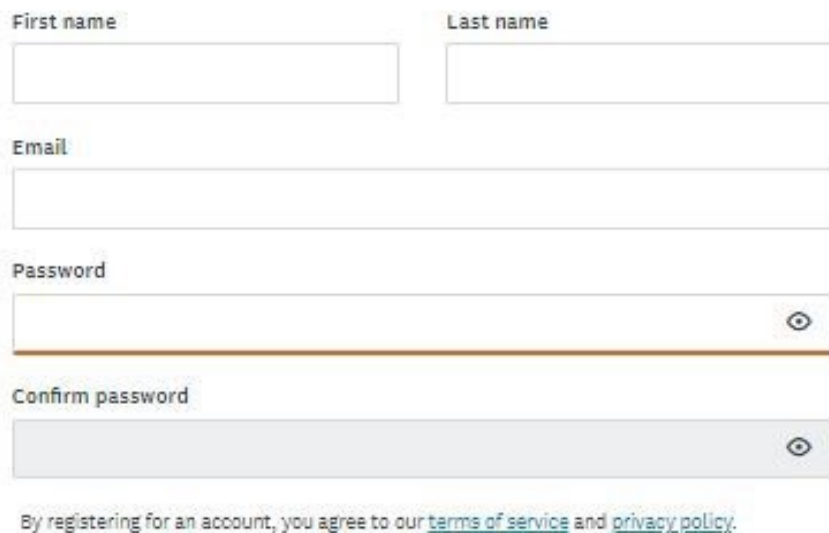
## NEW DEPARTMENT OF ARTS AND CULTURE APPLICANT REGISTRATION STEPS:

1. Click [Register](#) to register a **new** user account and profile.



**TIP:** Only one email/user profile may be used per individual account. Make sure to record the username and password for future use, such as for grant reporting, if awarded.

2. Complete the Name, Email and Password fields. Once finished, click [Create Account](#).



First name

Last name

Email

Password

Confirm password

☐ By registering for an account, you agree to our [terms of service](#) and [privacy policy](#).

3. You'll receive an email titled "Welcome to Los Angeles County Department of Arts and Culture" from **noreply@mail.smapply.net**. The email includes a link to your applicant portal.
4. You will also receive an email asking you to verify your account. Please verify your account before you move forward. If you need another verification email, you can request another by clicking [Send verification link](#) (see below). Once you verify your account, that box will disappear.

⚠ Your email address has not been verified!

You will not be able to submit applications or complete certain tasks until you have verified your email address

[Send verification link](#)

5. When you log in, you will receive a "[View Programs](#)" prompt. Once you click on "View Programs," you will be taken to a new page, which will prompt you to "[Fill out eligibility profile](#)" (see below). You will not be able to see any of our program applications until you fill this out.

To get started, fill out your eligibility profile

[Fill out eligibility profile](#)

✖ Rectangular Snip

## USER SETUP

1. When you set up your account, you must select "organization" in order to view and apply to our grant programs, including BAI. Please select "organization" (as seen below) and select which type of organization you are from the list.

2. Please fill out the corresponding information for your organization and enter your Federal Employer Identification Number (FEIN) number. Once submitted, you will be directed to a page with your organization FEIN, name, city, state, and country. Verify that the information is correct.
3. Should you receive the award, you will be required to register as a County of Los Angeles Vendor, which you can do [here](#). Within 48 hours, you will receive a County Vendor Number. You can complete this before you submit your application or staff can get this number from you at a later date.
4. Ignore the “LACAC CRM Name” – this is for staff use only.

Save my profile

5. To save and submit your information at a different time, click “[Save my profile](#).” This will save your progress. If there are any errors or missing information, you will see an error describing what is missing or pending. An example of the error message is below:

6. If you prefer to leave this task, select “[Back](#).” If you need to edit or change your FEIN number, select “[Edit](#)” in the dashboard next to this task.
7. After completing the Eligibility Profile, save by clicking [Save my profile](#). You will be redirected to the Programs list.

## LOGGING IN – RETURNING SURVEYMONKEY APPLY USERS

**NOTE:** Passwords can be reset by clicking the “[Forgot your password?](#)” button. Contact [BAI@arts.lacounty.gov](mailto:BAI@arts.lacounty.gov) if you have trouble or need to update the account and associate it with someone else.

## EDITING USER SETUP

Information entered into USER SETUP is auto-populated into identically named fields of application.

### EDITING STEPS:

1. Find your name in the top right corner at the top of your dashboard. Click on your name and from the drop down click “My Account” to be taken to account settings.
2. From “My Account,” select “Eligibility” on the top, right-hand side and then click Fill out your eligibility profile to alter the user account and profile.

My Account

MY PROFILE SITE SETTINGS NOTIFICATION SETTINGS **ELIGIBILITY**

Eligibility

**Fill out eligibility profile**

**User Setup**  
What type of applicant are you?  
Organization

3. Review all fields in the **USER SETUP** and make updates to old information and click “Save my profile” to finish.

Organization Account Info  
NOTE: For Fiscally Sponsored Projects, input the Fiscal Sponsors organizational information.

Organization Legal Name

Popular Name or DBA (if different from legal name)

FEIN Number

DUNS# (9 Digit) ([More Info](#)):

Main Address 1

Main Address 2

City

State

Zip Code

District where Main (Administrative/Office) is located([Lookup](#)):

Main Phone

Main Email-Optional (i.e. Info@Artsmazing.org)

Website (include http://)

Primary Organizational Contact Name:

Primary Organizational Contact Title:

Primary Organizational Contact Phone:

Primary Organizational Contact E-mail:

Characters entered: 0  
Min: 9 Max: 9

Based on County Vendor Services Records

County Vendor Name\*:   
County Vendor Number\*:   
LACAC CRM Name (internal use):

\*If your County vendor information has changed please contact the Arts and Culture staff.

**Optional Executive Director Info**

Executive Director Name:

Executive Director Phone:

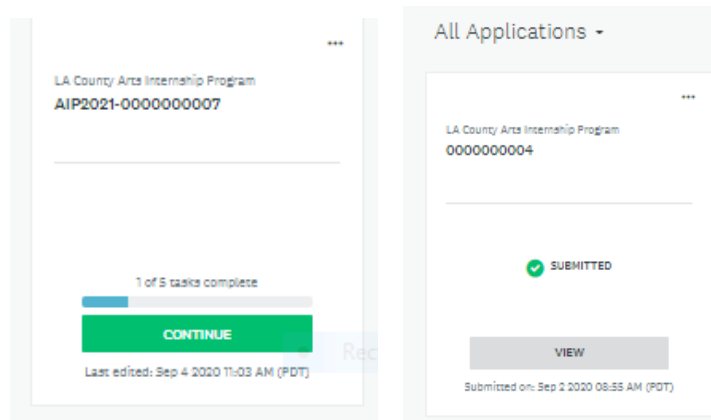
Executive Director E-Mail:

I'll do this later **Save my profile**

**NOTE:** Department of Arts and Culture staff manages Vendor Account information in the SurveyMonkey Apply system. If the County vendor information displayed (i.e. Name or Number) is incorrect, notify our Staff via email at [BAI@arts.lacounty.gov](mailto:BAI@arts.lacounty.gov). To update any information in your Vendor Account, contact Vendor Relations directly: <http://isd.lacounty.gov/vendor-assistance/>

## ACCESSING THE APPLICATION – ALL USERS (NEW and RETURNING)

1. To open a new application, select “Programs” in the upper toolbar.
2. Click the **MORE >** button to the right of “2026 Bloomberg Arts Internship Program”; click **APPLY** to begin the application.
3. Once an application has been started, it will appear under the “**My Applications**” tab. To begin or continue an application, click the Continue button. Once submitted, you will only be able to “View” the application (see below).



## GUIDE TO TASKS, BUTTONS & PROMPTS

- To start a task, click the task name.
- To go back to the task list page, click the **< Back to application** button at the top right of your task. *Changes will not be saved, unless the **SAVE & CONTINUE EDITING** button has been chosen.*
- To submit a task, click the **MARK AS COMPLETE** button. This will take you back to the application task list page.
- To save your progress on a task, click the **SAVE & CONTINUE EDITING** button. This will save your progress. Note: This button will redirect you back to the same form and show red errors where information is invalid or incomplete. To leave a form incomplete, you must click **< Back to application** which will take you back to the application task list page. The status on that task will show as incomplete.
- To view a task that has been submitted, click the task name.
- To edit a form that has been submitted, click the task name, then click **...** in the top right corner. Select Edit from the dropdown list.
- To download a task, click the task name, then click **...** in the top right corner. Select Download from the dropdown list.
- To download the entire application, go to the application task list. Click **...** in the top right corner. Select Download from the dropdown list.
- To withdraw a submitted application, go to the application task list. Below the progress bar, click **Withdraw Application**. Submitted applications cannot be edited. Unsubmitting an application will allow you to make edits, however this is only possible prior to the application deadline.
- To submit a document when prompted, optional or mandatory, click **Upload a file**, select your file and upload it.  
**NOTE: The item is uploaded when you hit “SAVE & CONTINUE EDITING”.**
- If you would like to submit or change your file or item, click into the task, click **...** to the right of your original file or item. Select Delete from the dropdown list. Once the file has been deleted, repeat the steps to submit a document above.

- **For municipalities:** Unfortunately, the SMAApply system does not recognize FEIN numbers of municipal agencies. As such, please skip the “501(c)(3) Verification” task in your application and begin with the “BAI Eligibility” task. Once you answer the question in the “BAI Eligibility” task and submit it, the “501(c)(3) Verification task” will be hidden and you will be able to proceed with the submission of your application.
- It is recommended that grantees complete all the application tasks in order:
  1. **501(c)(3) Verification** task
  2. **BAI Eligibility** task
  3. **Bloomberg Arts Internship Applicant Information** task
  4. **Internship Position – Project and Supervisor Information**
  5. **Bloomberg Arts Internship Program Supplemental Materials** task
  6. **Levine Act Compliance** task
  7. **Finalizing and Submitting Your Application**

Should you have any additional questions or issues, please email [BAI@arts.lacounty.gov](mailto:BAI@arts.lacounty.gov).