

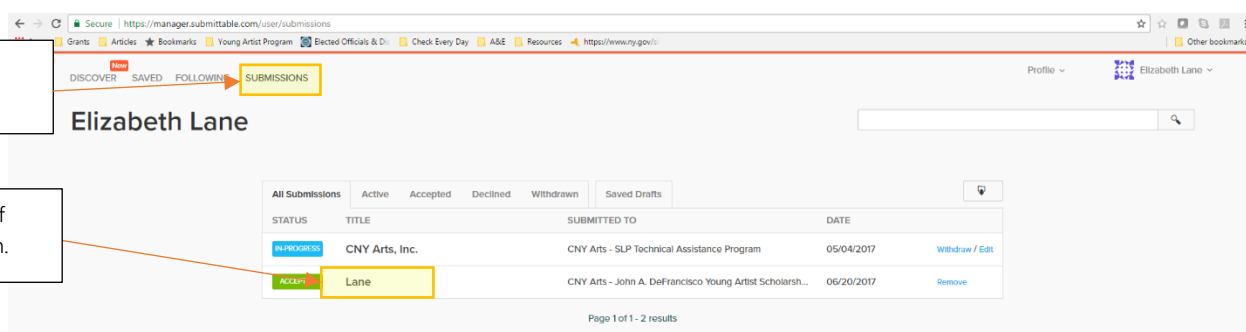
Guide to Submittable: How to Register Your Scholarship

To access Scholarship Registration, called an “additional form” in Submittable

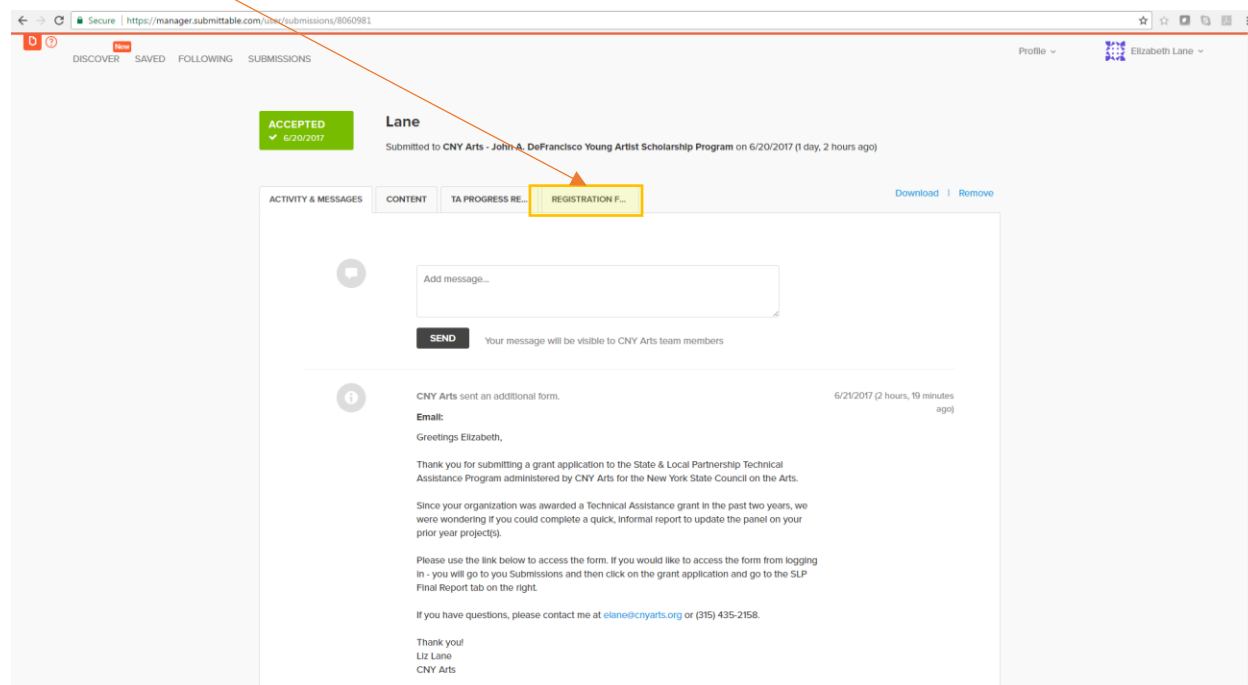
Look for an email from: **CNY Arts** <grants@cnyarts.org> via email.submittable.com
Subject Title: CNY Arts has requested additional information RE: [Last Name]

Log in to Submittable using the same account credentials you used to submit the original scholarship application.

Once you log in, if you do not see the form, click on the **Submissions** button on the top, left tool bar. It should then show you the screen below.



Your application screen should look similar to the one below. All of your “additional forms” or Registrations are located on the tabs highlighted below. Click on the Scholarship Registration Form to open it.



The registration form will look like the one below. Please complete all the fields.

The screenshot shows a web browser window with the URL <https://manager.submittable.com/user/submissions/8060981#page-inforeq-8121>. The page header includes navigation links: DISCOVER, SAVED, FOLLOWING, SUBMISSIONS, and a profile for Elizabeth Lane. A green notification bar at the top states: "A draft of this form (Registration Form Scholarship) has been successfully saved." Below this, a green "ACCEPTED" badge with a checkmark and the date "6/20/2017" is visible. The submission title is "Lane", submitted on "6/20/2017 (1 day, 2 hours ago)". A tabbed interface shows "REGISTRATION F..." as the active tab. The main content area is titled "Registration Form Scholarship" and contains the text: "DeFrancisco Young Artist Scholarship Agreement & Program Registration. To initiate payment, please complete an Invoice Form below. Please note that CNY Arts will make payments directly to the institution(s) ONLY for eligible expenses ONLY. We apologize but CNY Arts cannot reimburse families or individuals for expenses." A form field for "First Name *" is partially visible.

Required Invoice Upload. Please upload a pdf of the invoice provided by the institution for the student. You can ask the institution for this information, but it must be uploaded through Submittable. We cannot accept emailed invoices.

The screenshot shows the "Invoice Upload *" section. A yellow box highlights a "Choose Files" button. Below the button, it says "No files have been attached yet." To the right, there is instructional text: "Please include the copy of the invoice sent from the institution. This invoice should include the student's name, a description of the program and the total program cost along with contact information (especially the mailing address) for the institution. This information will be verified with the institution by CNY Arts. Acceptable file types: pdf. Select up to 2 files to attach."

Agreement. Please read all the program requirements and check them off to acknowledge compliance and agreement.

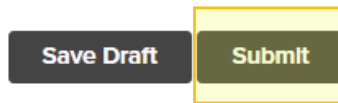
The screenshot shows the "Agreement" section. It begins with the instruction: "Please check the box to acknowledge your compliance with the guidelines and program requirements below." There are three items with checkboxes:

- Participation in Program ***
I agree to participate in the program I have received funding for. If I cannot participate, I will ensure funds are returned to CNY Arts within 30 days.
- Expenditure of Funds ***
I agree the scholarship will be spent on the awarded program and eligible expenses ONLY. Expenditure and disbursement is in accordance with the rules, regulations and guidelines of CNY Arts and the State of New York. Any unspent funds must be returned to CNY Arts within 30 days.
- Awards Ceremony Attendance ***
I agree to attend the John A. DeFrancisco Young Artist Scholarship Awards Ceremony on Wednesday, June 28 at the Everson Museum at 5:30.
Invitation available here: <http://evite.me/7G8QuXW5CX>

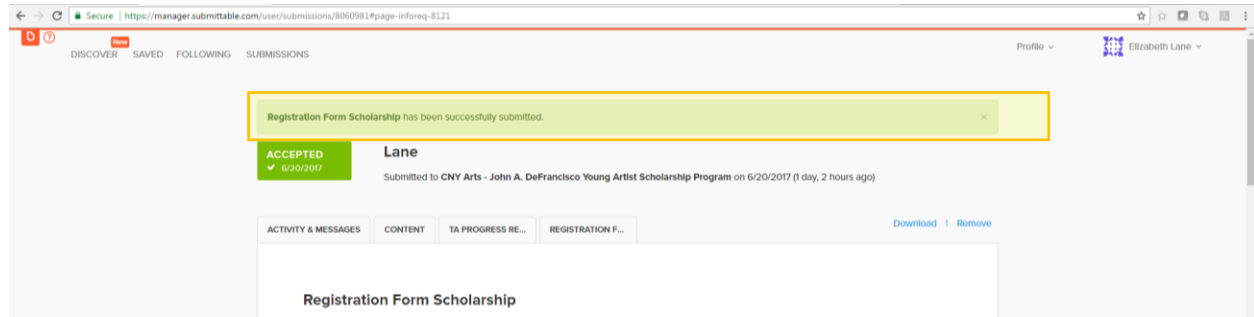
Below these is another item:

- Thank You Note ***
I agree to write a thank you note to the program funder, Senator DeFrancisco for the scholarship.
Letters should be addressed to:
The Honorable John A. DeFrancisco
333 E Washington St., #800
Syracuse, NY 13202
A copy should be sent to CNY Arts for our records.

Once you have completed the form, you may click **Submit**. If you want to save and revisit at another time, you may **Save Draft**.



After you have successfully submitted, you will receive an email notification and a message on top of your form saying “**Registration Form Scholarship** has been successfully received.”



If you have questions or need assistance, please contact:

Elizabeth Lane

Phone: (315) 435-2158

Email: elane@cnyarts.org