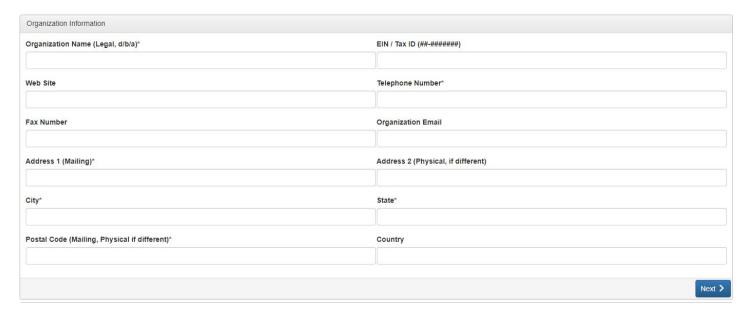# 2023 – 24 Individual Artist Grants

Creating a Grant Portal Account

Each Individual Artist Applicant will need to create a grant portal account. If you have an account tied to an organization, **you cannot** use that account to apply for the individual artist grant.

Use this guide to create an individual artist applicant account. If you run into any challenges, please reach out to Elyse at Elyse@UnitedArts.cc or 407-790-7844.

Step 1: Create new Account.

- Visit - https://www.grantinterface.com/Home/Logon?urlkey=unitedarts
- Click on *Create New Account* button

- Organization Name – Enter your Legal Name in the following format (Last name, First name)
- EIN / Tax ID – Leave Blank
- Website – Enter Artist Website if you have one
- Phone Number – Enter your preferred phone number
- Organizational Email – Enter your preferred contact email
- Address 1-- Enter Mailing Address
- Address 2 -- Leave blank
- City -- Enter the city that coincides with your mailing address
- State –Enter FL
- Postal Code – Enter zip code associated with the mailing address
- Country – USA
- Select Next

Step 2: User Information

- Hit Copy Address from Organization
- Salutation -- Enter your preferred salutation
- First Name
- Middle Initial
- Last Name
- (If Any) Nickname, Stage, or Pen Name
- Business Title – Enter Individual Artist Name
- Email (This will be your portal username) – preferred email contact
- Phone Number – Enter your preferred phone number
- Select Next

Step 3: Executive Officer Question

- Are you the Organization's Executive Officer? – Select Yes
- Select Next

Step 4: Create your Password

- Create and confirm your password
- Click on Create Account