



## FY 2027 Institutional and Financial Stabilization Grants for Arts Organizations

### Technical Assistance Mini-Webinar Navigating SAGE

**Grant applications due July 30, 2026 at 12 p.m. (noon) ET in SAGE**

Grant Guidelines and Applicant Resources:

<https://nj.gov/state/culturaltrust/ct-grant-opportunities.shtml>



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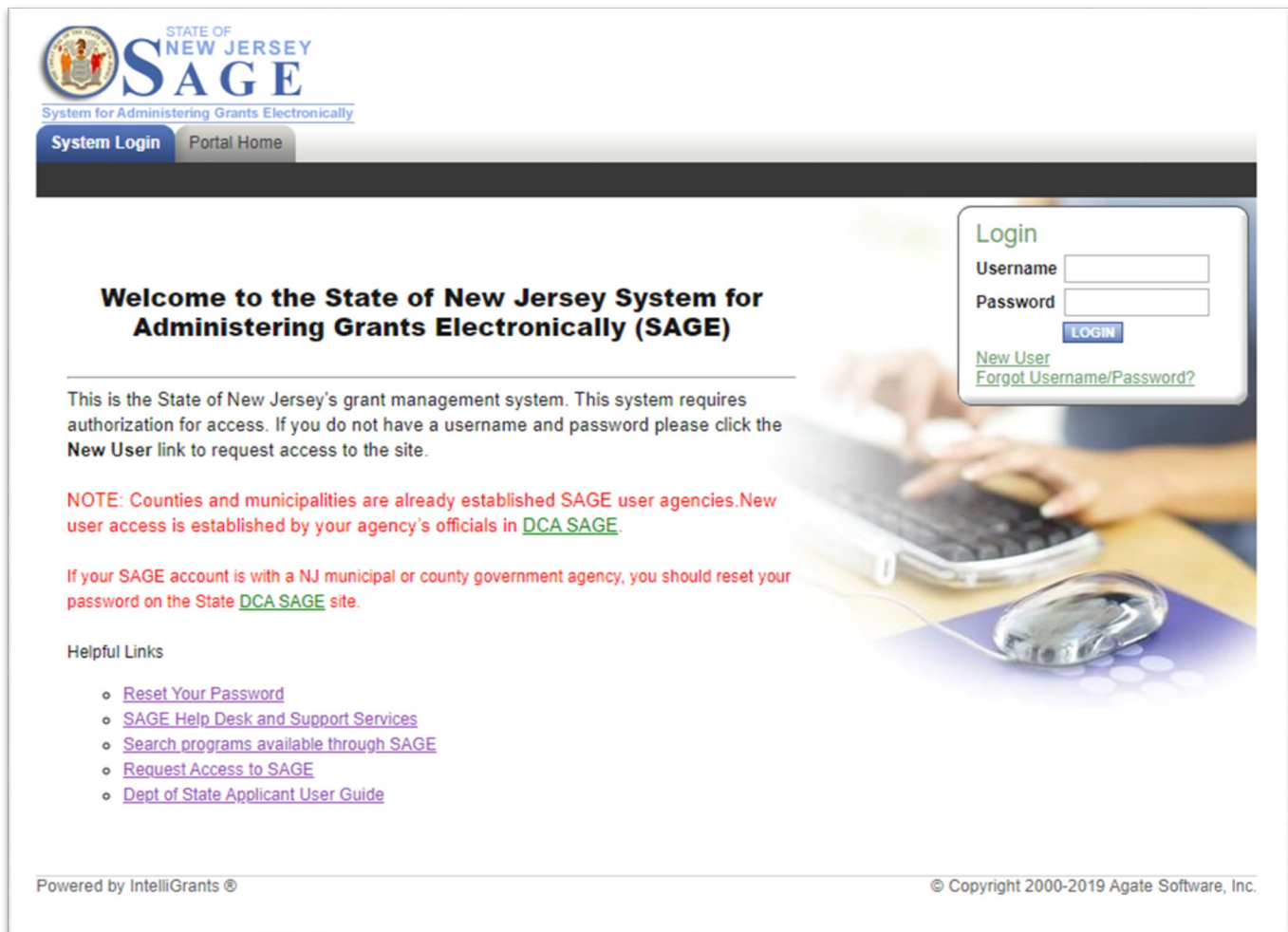
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# SAGE System Homepage



The screenshot shows the SAGE System Homepage for the State of New Jersey. At the top left is the State of New Jersey logo and the text "STATE OF NEW JERSEY SAGE System for Administering Grants Electronically". Below this are two buttons: "System Login" and "Portal Home". The main heading reads "Welcome to the State of New Jersey System for Administering Grants Electronically (SAGE)". A paragraph explains that the system requires authorization and provides a "New User" link. A "Login" box on the right contains fields for "Username" and "Password", a "LOGIN" button, and links for "New User" and "Forgot Username/Password?". A "Helpful Links" section lists: "Reset Your Password", "SAGE Help Desk and Support Services", "Search programs available through SAGE", "Request Access to SAGE", and "Dept of State Applicant User Guide". The footer includes "Powered by IntelliGrants ©" and "© Copyright 2000-2019 Agate Software, Inc.".

STATE OF NEW JERSEY  
**SAGE**  
System for Administering Grants Electronically

System Login Portal Home

## Welcome to the State of New Jersey System for Administering Grants Electronically (SAGE)

This is the State of New Jersey's grant management system. This system requires authorization for access. If you do not have a username and password please click the **New User** link to request access to the site.

**NOTE:** Counties and municipalities are already established SAGE user agencies. New user access is established by your agency's officials in [DCA SAGE](#).

If your SAGE account is with a NJ municipal or county government agency, you should reset your password on the State [DCA SAGE](#) site.

Helpful Links

- [Reset Your Password](#)
- [SAGE Help Desk and Support Services](#)
- [Search programs available through SAGE](#)
- [Request Access to SAGE](#)
- [Dept of State Applicant User Guide](#)

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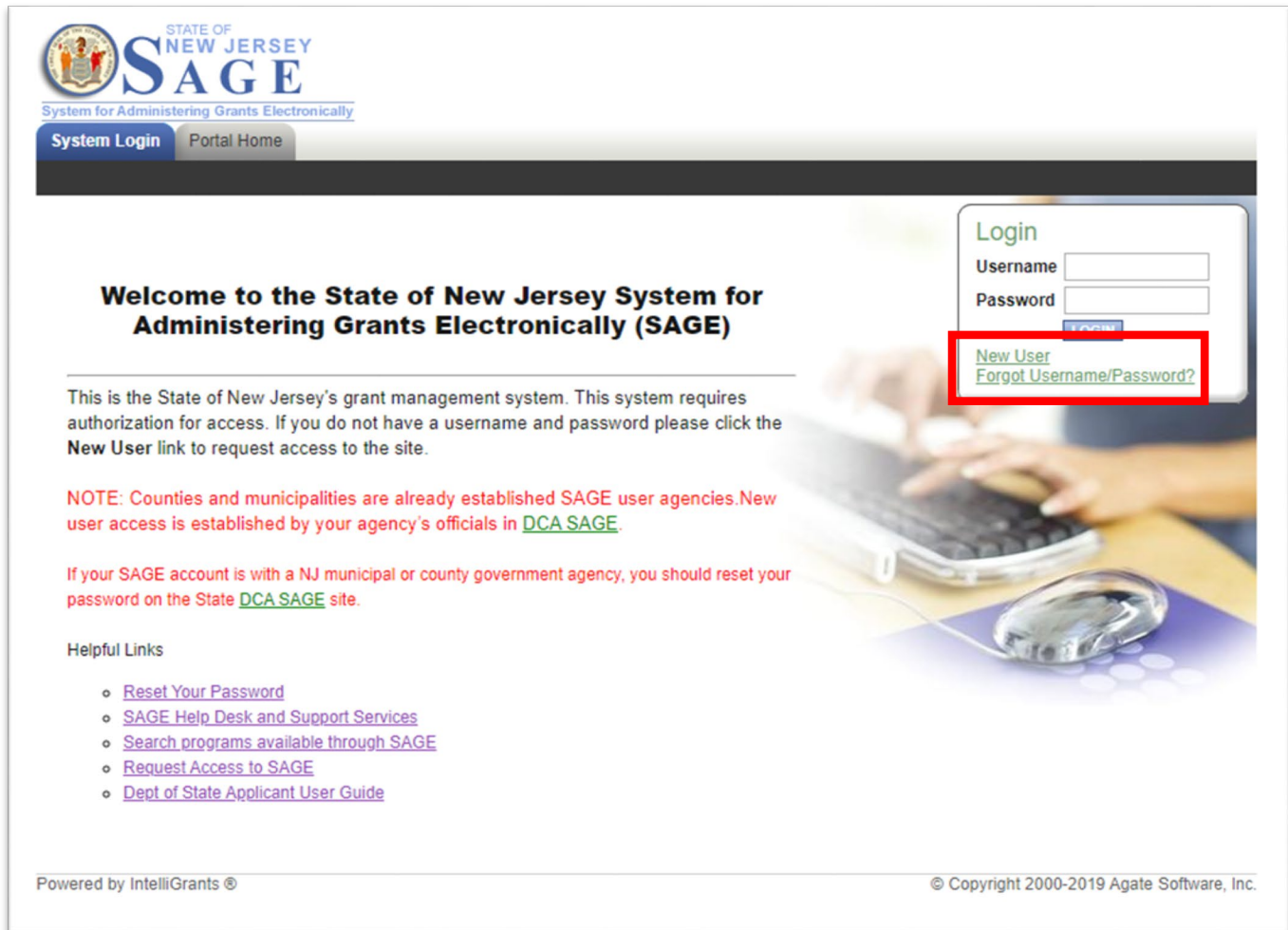
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This is the SAGE system homepage. Make sure the homepage you see looks like this to make sure you are in the right version of SAGE. When navigating to SAGE, please do not just Google "NJ SAGE" – it may take you to a different department's SAGE portal. You must use the link we have provided in the grant guidelines and on the Cultural Trust website to make sure you are in the correct SAGE portal.

Link to correct version of SAGE: <https://njsage.intelligrants.com/>

**Please note:** Google Chrome is the preferred internet browser on which to access SAGE.

# SAGE System Homepage



The screenshot shows the SAGE System Homepage for the State of New Jersey. At the top left is the State of New Jersey logo and the text "STATE OF NEW JERSEY SAGE System for Administering Grants Electronically". Below this are two buttons: "System Login" and "Portal Home". The main heading reads "Welcome to the State of New Jersey System for Administering Grants Electronically (SAGE)". A paragraph explains that the system requires authorization and provides a "New User" link for those without credentials. A "NOTE" states that counties and municipalities are already established SAGE user agencies, and new user access is established by agency officials in DCA SAGE. A second paragraph advises users with NJ municipal or county government agency accounts to reset their passwords on the State DCA SAGE site. A "Helpful Links" section lists five links: "Reset Your Password", "SAGE Help Desk and Support Services", "Search programs available through SAGE", "Request Access to SAGE", and "Dept of State Applicant User Guide". On the right side, there is a "Login" form with fields for "Username" and "Password", a "Login" button, and two links: "New User" and "Forgot Username/Password?". The "New User" and "Forgot Username/Password?" links are highlighted with a red box. The background of the page features a blurred image of hands typing on a laptop keyboard.

STATE OF NEW JERSEY  
**SAGE**  
System for Administering Grants Electronically

[System Login](#) [Portal Home](#)

## Welcome to the State of New Jersey System for Administering Grants Electronically (SAGE)

This is the State of New Jersey's grant management system. This system requires authorization for access. If you do not have a username and password please click the **New User** link to request access to the site.

**NOTE:** Counties and municipalities are already established SAGE user agencies. New user access is established by your agency's officials in [DCA SAGE](#).

If your SAGE account is with a NJ municipal or county government agency, you should reset your password on the State [DCA SAGE](#) site.

**Helpful Links**

- [Reset Your Password](#)
- [SAGE Help Desk and Support Services](#)
- [Search programs available through SAGE](#)
- [Request Access to SAGE](#)
- [Dept of State Applicant User Guide](#)

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If you are a new user, click on New User and fill out the registration form that loads.

If you have forgotten your username or password, click on Forgot Username/Password and enter your information to retrieve your username and/or change your password.

# New User Registration Notes

Please keep these notes in mind when registering:

- The 'Username' field must consist of all letters and numbers.
- The 'Password' field must consist of all letters and numbers and must be at least 7 characters long.
- The fields 'Password' and 'Confirm Password' must be the same.
- Please keep a record of your username and password.
- The person who is to be the Authorized Official for the organization should complete the new user registration page, including organization and title.
  - Once the Authorized Official's account is validated, that person can create additional accounts for other members of your organization without them having to complete the New User registration form.
  - Please create an account for each person in your organization who will need to access documents in SAGE.
- Be sure to complete the registration form in its entirety. If Organization and Title are not included, your validation will be delayed.
- Once you have saved your contact information, your account must then be approved by a Department of State administrator before you can access the system.

**Please note: Access and approval of registration is **NOT** automatic.** If you attempt to log in to the system prior to getting approved/validated by a system administrator, you will receive the following message: *Your account has not been validated yet.*

**When access has been granted you will receive an email message confirming that your account has been validated. This may take up to 5 business days, so please be sure to register for SAGE well in advance of the grant deadline.**

# Verify and Update Organization Information

The screenshot displays the SAGE web application interface. At the top left is the State of New Jersey logo and the text 'STATE OF NEW JERSEY SAGE System for Administering Grants Electronically'. Below this is a navigation bar with links for 'Home', 'Calendar', and 'Documents'. A secondary navigation bar contains links for 'Reports', 'Training Materials', 'Organization(s)', 'Profile:', and 'Logout'. A red arrow points to the 'Organization(s)' link. Below the navigation bar, a user profile box for 'Cultural Trust' is visible, including a 'Change Picture' link. The main content area shows a greeting: 'Hello Cultural Trust, please choose an option below.' There are two main sections: 'View Available Opportunities' with a 'VIEW OPPORTUNITIES' button and 'My Inbox' with an 'OPEN INBOX' button. A red text overlay with an arrow points to the 'Organization(s)' link, stating 'Click on the Organization(s) link'.

Once you successfully log in to SAGE, this is the screen you will see.

The first thing to do, **before starting an application**, is to make sure your organization's profile information is correct. The information in your organizational profile will flow automatically into your application when you initiate your application, and you cannot edit it inside your application. Here's how to view and edit your organizational profile information:

Click on the Organization(s) link in the top black menu bar of SAGE.

# Verify and Update Organization Information

The screenshot shows the SAGE System for Administering Grants Electronically interface. At the top, there is a navigation bar with links for Home, Calendar, Documents, Reports, Training Materials, Organization(s), Profile, and Logout. A blue 'SAVE' button is highlighted with a red box. Below the navigation bar, there is a 'Back' button and the title 'Organization - Cultural Trust Test Org'. A message states: 'Please complete all the required fields below. Required fields are marked with an \*'. Below this, there are links for Organization Information, Organization Members, Organization Documents, and Organization Details. The 'Organization Information' section contains the following fields:

Name	<input type="text" value="Cultural Trust Test Org"/>	*
Federal Tax I.D. Number	<input type="text" value="00000001"/>	*
DUNS Number	<input type="text"/>	
SAM CAGE Code	<input type="text"/>	
Unique Entity ID	<input type="text"/>	
Address	<input type="text" value="123 Testing Way"/>	*
City	<input type="text" value="Hamilton"/>	*
State	<input type="text" value="New Jersey"/>	*
ZIP Code	<input type="text" value="44451"/>	*
County	<input type="text" value="Atlantic County"/>	*
Phone	<input type="text" value="(222) 222-2222"/>	*
Fax	<input type="text"/>	
Email	<input type="text" value="cultural.trust@sos.nj.gov"/>	
Website	<input type="text"/>	

This is the page that will load. At the top of the page here, you see “Cultural Trust Test Org.” This is the name of the Trust’s test organization in SAGE. You should see your own organization’s name and details on this page, and wherever you see “Cultural Trust Test Org” in the screenshots in this PDF.

Make sure all the information in here is correct for your organization. If any of the information in the grayed out boxes is not correct, please contact Cultural Trust staff to have it corrected.

If you add or change any information, click the blue “SAVE” button at the top of the page.

# Verify and Update Organization Information

**STATE OF NEW JERSEY**  
**SAGE**  
System for Administering Grants Electronically

Home | Calendar | Documents

Reports | Training Materials | Organization(s) | Profile: | Logout

SAVE SHOW HELP

Back

## Organization - Cultural Trust Test Org

Please complete all the required fields below. Required fields are marked with an \*

[Organization Information](#) | [Organization Members](#) | [Organization Documents](#) | **[Organization Details](#)**

### Organization Information

**Name**  \*

**Federal Tax I.D. Number**  \*

**DUNS Number**

**SAM CAGE Code**

**Unique Entity ID**

**Address**  \*

**City**  \* **State**  \* **ZIP Code**  \*

**County**  \*

**Phone**  \* **Fax**

**Email**

**Website**

Next, click on “Organization Details” to access the Additional Profile Information page, where there is more information about your organization to complete and check.

# Additional Profile Information

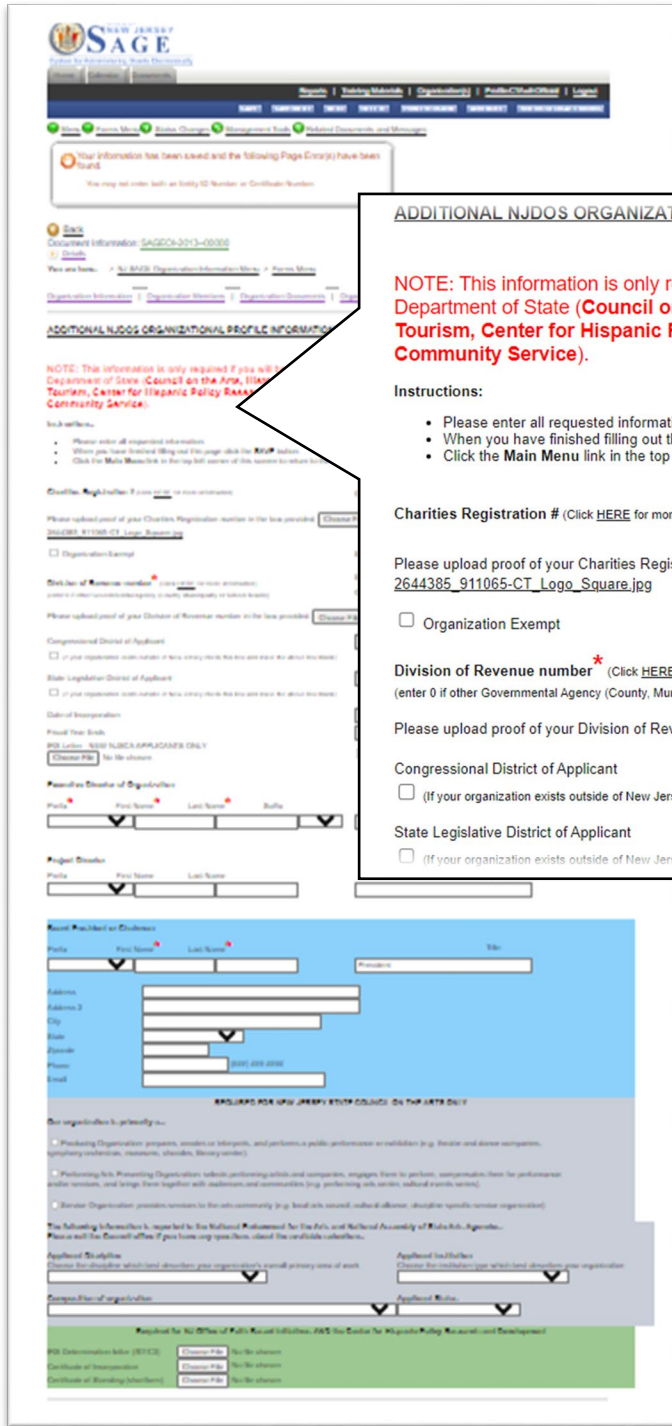
The screenshot shows the SAGE (System for Administering Grants Electronically) interface for the State of New Jersey. The page title is "My Organization Information" and it includes a navigation menu with options like Home, Calendar, Documents, Reports, Training Materials, Organization(s), Profile, and Logout. Below the navigation, there are several menu items: Menu, Forms Menu, Status Changes, Management Tools, and Related Documents and Messages. The main content area is titled "My Organization Information" and includes a "Back" button. Below this, there are links for "Organization Information", "Organization Members", "Organization Documents", and "Organization Details". The "Organization Details" section contains a table with the following data:

Status	Page Name	Note	Created By	Last Modified By
	<a href="#">N.J. State Council on the Arts Board Chart</a>			
	<a href="#">Additional Profile Information - Required for applicants to the NJ Department of State, Council on the Arts, Historical Commission, Office of Faith-Based Initiatives, and Travel and Tourism</a>		Cultural Trust Authorized Official 5/13/2024 12:01:55 PM	Cultural Trust Authorized Official 5/13/2024 12:19:18 PM
	<a href="#">Additional Profile Information – Required for applicants to the NJ Department of Education</a>			
	<a href="#">Additional Profile Information – Required for applicants to the NJ Department of Human Services</a>			

Once you are on the Additional Profile Information page, you will find a list of additional forms. Click into the second link, which is the form titled “Required for applicants to the NJ Department of State, Council on the Arts (etc.)...” This form includes information that is required for your Cultural Trust application.

**Please do not try to complete any of the other Additional Profile Information forms in the list.**

# Additional Profile Information



**ADDITIONAL NJDOS ORGANIZATIONAL PROFILE INFORMATION**

**NOTE:** This information is only required if you will be/are currently applying for a grant opportunity provided by the NJ Department of State (Council on the Arts, Historical Commission, Office of Faith-Based Initiatives, Travel and Tourism, Center for Hispanic Policy Research and Development, and Commission on National and Community Service).

**Instructions:**

- Please enter all requested information.
- When you have finished filling out this page click the **SAVE** button.
- Click the **Main Menu** link in the top left corner of this screen to return to the Main Menu.

Charities Registration # (Click [HERE](#) for more information) CH  Example: CH 1234567\*

Please upload proof of your Charities Registration number in the box provided.  No file chosen

Organization Exempt EX or EXE

Division of Revenue number\* (Click [HERE](#) for more information) Entity ID Number  Example: 1234567890  
 Certificate Number  Example: Certificate Number 1234567

Please upload proof of your Division of Revenue number in the box provided.  No file chosen

Congressional District of Applicant   
 (If your organization exists outside of New Jersey check this box and leave the above box blank)

State Legislative District of Applicant   
 (If your organization exists outside of New Jersey check this box and leave the above box blank)

Complete the information in the white section of the “Required for applicants to the NJ Department of State, Council on the Arts (etc.)...” form, which includes basic information about your organization. Click SAVE in the blue menu bar at the top of the page.

# Additional Profile Information

**NEW JERSEY SAGE**  
System for Assessing State Organizations

Home | My Profile | My Organization | My Applications | My Alerts | My Account

Your information has been saved and the following Page Error(s) have been found:  
You may not enter both an Entity ID Number or Certificate Number.

**ADDITIONAL NJ/OS ORGANIZATIONAL PROFILE INFORMATION**

**NOTE:** This information is only required if you will be/are currently applying for a grant opportunity provided by the NJ Department of State - Council on the Arts, Historical Commission, Office of Fair-Shared Institutions, Travel and Tourism, Center for Hispanic Policy Research and Development, and Commission on National and Community Service.

**Check the appropriate box for your organization:**

Non-Profit  
 For-Profit  
 Governmental  
 Other (Specify: \_\_\_\_\_)

**Charter Registration:** Please submit proof of your Charter Registration number in the box provided.  Yes  No  
 Charter Registration Number: \_\_\_\_\_

**State of Incorporation:** Please submit proof of your State of Incorporation in the box provided.  Yes  No  
 State of Incorporation: \_\_\_\_\_

**Board President or Chairman:** This section is required for all organizations. Please provide the name and contact information of the current Board President or Chairman.  Yes  No

**Board President or Chairman Information:**

Prefix	First Name *	Last Name *	Title
_____	_____	_____	President

**Address:** \_\_\_\_\_  
 Address 2: \_\_\_\_\_  
 City: \_\_\_\_\_  
 State: \_\_\_\_\_  
 Zipcode: \_\_\_\_\_  
 Phone: \_\_\_\_\_ (###) ###-####  
 Email: \_\_\_\_\_

**Organization Information:**

**Organization Name:** \_\_\_\_\_  
**Organization Type:** \_\_\_\_\_  
**Organization Address:** \_\_\_\_\_  
**Organization City:** \_\_\_\_\_  
**Organization State:** \_\_\_\_\_  
**Organization Zipcode:** \_\_\_\_\_  
**Organization Phone:** \_\_\_\_\_  
**Organization Email:** \_\_\_\_\_

**Other Information:**

NJ Determination letter (2013): \_\_\_\_\_  
 Certificate of Incorporation: \_\_\_\_\_  
 Certificate of Good Standing (if required): \_\_\_\_\_

**Board President or Chairman**

Prefix	First Name *	Last Name *	Title
_____	_____	_____	President

**Address:** \_\_\_\_\_  
 Address 2: \_\_\_\_\_  
 City: \_\_\_\_\_  
 State: \_\_\_\_\_  
 Zipcode: \_\_\_\_\_  
 Phone: \_\_\_\_\_ (###) ###-####  
 Email: \_\_\_\_\_

Also complete the information in the blue section of the form, which includes information about your board chair or president. Click SAVE in the blue menu bar at the top of the page.

# Additional Profile Information

**NEW JERSEY SAGE**  
System for Administrative Search Management

Home | Training Materials | Organization | Profile/Child/Other | Logout

Home | My Home | Status Change | Management Tools | Related Documents and Messages

Your information has been saved and the following Page Error(s) have been found:  
You may not enter both an Entity ID Number or Certificate Number.

Back  
Document Information: SAGECA-2013-00000  
Details

You are here: > NJ SAGE Organization Information Menu > Profile Menu

Organization Information | Organization Messages | Organization Documents | Organization Details

### ADDITIONAL NJ/DCS ORGANIZATIONAL PROFILE INFORMATION

**NOTE:** This information is only required if you will be below currently applying for a grant opportunity provided by the NJ Department of State - Council on the Arts, Historical Commission, Office of Faith-Based Initiatives, Travel and Tourism, Center for Hispanic Policy Research and Development, and Commission on National and Community Service.

It is advised:  
• Please enter all requested information.  
• When you have finished filling out this page click the **SAVE** button.  
• Click the **Main Menu** link in the top left corner of this screen to return to the Main Menu.

**Checklist:** **Required:** If you are **not** an organization:  CH  Example: CH 100001  
**Not Required:**  Example: CH 100001

Please upload proof of your Charities Registration number in the box provided:  Choose File No file chosen  DELETE

**INCORPORATED:**  Legal Business  
 Organization Example

State or Foreign:  Example: NJ

**Director of Revenue member:**  **Not Required:**  **Not Required:**  
Entity ID Number:  Example: 00000000  
Certificate Number:  Example: Certificate Number 000000

Please upload proof of your Director of Revenue number in the box provided:  Choose File No file chosen

Congressional District of Applicant:

If your organization is not located in New Jersey please select the state you are located in:

State Legislature District of Applicant:

If your organization is not located in New Jersey please select the state you are located in:

Date of Incorporation:  (MM/DD/YYYY)

First Year Ends:  (MM/DD)

**NJ Letter - NJSP NJ/DCS APPLICANTS ONLY:**  Choose File No file chosen  Pending Tax Exempt Status

**President of Organization:**  
First Name:  Last Name:  Title:

**Project Director:**  
First Name:  Last Name:  Title:

**Board Member or Director:**  
First Name:  Last Name:  Title:

Address:   
Address 2:   
City:   
State:   
Zipcode:   
Phone:  (999) 999-9999  
Email:

**EMPLOYER FOR NJ STATE EMPLOYEES OR THE ARTS DIV**

Do you currently work for an employer?  
• Providing Organizational research, analysis or reports, and perform a public performance evaluation (e.g. Review and award ratings) applying evaluation results. (Strongly advised)  
• Providing Arts, Planning, Organizational, Policy, performance, public and campaign, program, event to perform, conceptualization, for performance under contract, and bring them together with artists and communities (e.g. performing arts centers, cultural events)  
• Director Organization provides services to the community (e.g. food, arts, social, cultural, education, etc.) (Strongly advised)

The following information is required for the National Performance Council, and National Academy of Public Administration.  
Please call the Research Office if you have any questions about the verification process.

Applicant Role:  Applicant Institution:   
Company Name of organization:  Applicant #:

**Employer for NJ State Employees:**  Choose File No file chosen  
**Certificate Number:**   Choose File No file chosen  
**Entity ID Number:**   Choose File No file chosen

You do NOT need to complete the grey and green sections of this form.

# Starting Your Application in SAGE

STATE OF NEW JERSEY  
**SAGE**  
Administering Grants Electronically

Home | Calendar | Documents

Reports | Training Materials | Organization(s) | Profile: | Logout

Welcome Cultural Trust  
Authorized Official  
[Change Picture](#)

Hello Cultural Trust, please choose an option below.

**View Available Opportunities**

You have **254** opportunities available.  
Select the **View Opportunities** button below to see what is available to your organization.

[VIEW OPPORTUNITIES](#)

**My Inbox**

You have **2** new messages.  
Select the **Open Inbox** button below to open your system message inbox.

[OPEN INBOX](#)

To start your grant application in SAGE, navigate back to your SAGE home page by clicking the grey “Home” tab at the top of the page. Click “View Opportunities” under “View Available Opportunities.”

# Starting Your Application in SAGE

The screenshot displays the SAGE website interface. At the top, there is a navigation bar with links for Home, Calendar, Documents, Reports, Training Materials, Organization(s), Profile, and Logout. Below the navigation bar, there is a 'Back' button and a section titled 'Opportunities'. A callout box provides detailed information for the 'Cultural Trust IFS Arts 2027 for Cultural Trust Test Org' opportunity, including the provider (NJSAGE\_DOS), application availability dates (06/10/2026-open ended), application period (6/10/2026 – 7/30/2026), application due date (07/30/2026), and description (Cultural Trust IFS Arts 2027). The 'Apply Now' button is highlighted with a red box.

**Cultural Trust IFS Arts 2027 for Cultural Trust Test Org**  
Offered By: NJSAGE\_DOS

**Application Availability Dates:**  
06/10/2026-open ended

**Application Period:**  
6/10/2026 – 7/30/2026

**Application Due Date:**  
07/30/2026

**Description:**  
Cultural Trust IFS Arts 2027

**APPLY NOW** **NOT INTERESTED**

On the next screen, scroll down to find the application for Cultural Trust IFS Arts 2027.

- Opportunities are listed in alphabetical order. You will need to scroll past many opportunities that are not relevant to you until you find the Cultural Trust opportunities.
- You can also use the apple F or control F function on your computer to search “Cultural Trust IFS Arts.”

When you find the Cultural Trust IFS Arts 2027 application, click “Apply Now.”

# Starting Your Application in SAGE

STATE OF NEW JERSEY  
**SAGE**  
System for Administering Grants Electronically

Home | Calendar | Documents

Reports | Training Materials | Organization(s) | Profile: | Logout

ADD NOTE | SHOW HELP

Forms Menu | Status Changes | Management Tools | Related Documents and Messages

## Cultural Trust IFS Arts 2027 Menu - Forms

Please complete all required forms below.

Document Information: [CT27-NJSCA-0000](#)

Parent Information:

[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Cultural Trust IFS Arts 2027	<a href="#">Cultural Trust Test Org</a>	Authorized Official	Application in Process	02/17/2027-02/28/2028 07/30/2026 12:00PM

### Forms

Status	Page Name	Note	Created By	Last Modified By
Application Forms				
	<a href="#">Organizational Profile Information</a>			
	<a href="#">Project Summary</a>			

This is the screen you will see when you first open your application. Use the Forms Menu to navigate to different parts of the application.

You can always save your progress on your application and return to it later.

# Returning to Your Application in SAGE

STATE OF NEW JERSEY  
**SAGE**  
System for Administering Grants Electronically

Home | Calendar | Documents

Reports | Training Materials | Organization(s) | Profile: | Logout

Welcome Cultural Trust  
Authorized Official  
[Change Picture](#)

Hello Cultural Trust, please choose an option below.

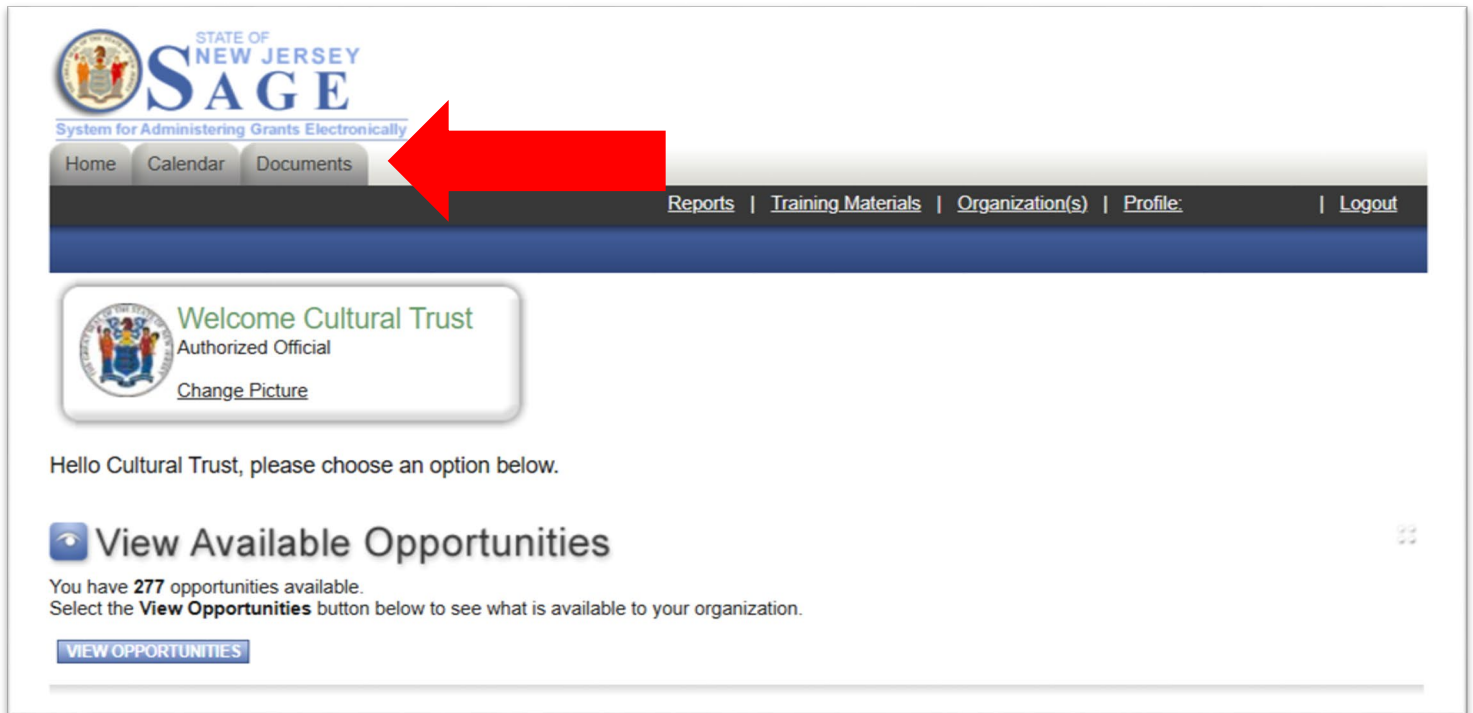
**View Available Opportunities**  
You have **277** opportunities available.  
Select the **View Opportunities** button below to see what is available to your organization.  
[VIEW OPPORTUNITIES](#)

**My Inbox**  
You have **12** new messages.  
Select the **Open Inbox** button below to open your system message inbox.  
[OPEN INBOX](#)

**My Tasks**  
Group By: Status | Export Results to: Screen | [GO](#) | [EXPAND ALL](#) | [COLLAPSE ALL](#)  
Cultural Trust IFS Arts 2027

When you log in to SAGE, you will see the home screen. Your application should be available as a listing in the My Tasks section at the bottom of the screen. If not, you can search for it using the Documents tab at the top of the SAGE home screen.

# Returning to Your Application in SAGE



The screenshot shows the SAGE (System for Administering Grants Electronically) interface for the State of New Jersey. At the top left is the state seal and the text "STATE OF NEW JERSEY SAGE". Below this is the tagline "System for Administering Grants Electronically". A navigation bar contains tabs for "Home", "Calendar", and "Documents". A red arrow points to the "Documents" tab. To the right of the navigation bar are links for "Reports", "Training Materials", "Organization(s)", "Profile:", and "Logout". Below the navigation bar is a user profile box for "Welcome Cultural Trust", an "Authorized Official", with a "Change Picture" link. Below the profile box is a message: "Hello Cultural Trust, please choose an option below." Underneath is a section titled "View Available Opportunities" with a blue button icon. Below this section, it states "You have 277 opportunities available. Select the **View Opportunities** button below to see what is available to your organization." A blue button labeled "VIEW OPPORTUNITIES" is located at the bottom of this section.

To search for your application, click the Documents tab at the top of the SAGE home screen.

# Returning to Your Application in SAGE

STATE OF NEW JERSEY  
**SAGE**  
System for Administering Grants Electronically

Home | Calendar | Documents

Reports | Training Materials | Organization(s) | Profile: | Logout

Back

## All Documents Search

Use the search functionality below to find a specific Document

Search Documents

Document Type

Document Name

Status

Organization

Year

In the Document Type drop-down menu, select “Cultural Trust IFS Arts 2027.”

Click search. A chart will appear with a hyperlink to your application document.

# Completing Your Application in SAGE

The screenshot displays the SAGE web application interface. At the top, the State of New Jersey logo and the SAGE title are visible. Below the logo, there are navigation tabs for Home, Calendar, and Documents. A top menu bar contains links for Reports, Training Materials, Organization(s), Profile, and Logout. A secondary bar has buttons for ADD NOTE and SHOW HELP. A main navigation bar includes Forms Menu, Status Changes, Management Tools, and Related Documents and Messages. A 'Forms Menu' pop-up window is open, displaying a table of application forms with columns for Status, Page Name, and Note. The forms listed include Organizational Profile Information, Project Summary, Grant Narratives, Board Chart, Staff Chart, and two Organizational Budget Chart entries. In the background, a 'Menu - Forms' section is visible with a table showing 'Authorized Official' as 'Application in Process', 'Current Status' as 'Application in Process', and 'Period Date / Date Due' as '02/17/2027-02/28/2028' and '07/30/2026 12:00PM'. At the bottom, another table lists forms with columns for Status, Page Name, Note, Created By, and Last Modified By.

Use the Forms Menu to access all of the forms by clicking on the hyperlinks for each form. The grant application has several components. Be sure to complete all the forms and upload all the necessary application materials. Always remember to save often, and always save a form before you move onto the next form.

Reference the guidelines regularly as you move through the different forms and uploads in SAGE. The guidelines are an important companion to SAGE, as they provide detailed descriptions and explanations of what is required for each form and upload field. It is essential that you provide in SAGE exactly what the guidelines request.

# Completing Your Application in SAGE: Organizational Profile Information

Applicant Information			
Name	Cultural Trust Test Org		
Federal Tax I.D. Number	00000001		
Address	123 Testing Way		
City	Trenton	State	New Jersey Zipcode 00000
County	Mercer County		
Phone	(222) 222-2222	Fax	
Email	cultural.trust@sos.nj.gov		
Website			
Charities Registration #	0000000		
Division of Revenue Registration #	1234567		
Executive Director of applicant	Dr. Cultural Trust	Executive Director	
Board President/Chair	Ms. President President	President	
Congressional District of Applicant	1		
State legislative District of Applicant	1		
Date of Incorporation			
Fiscal Year Ends	12/31		

By checking this box you're confirming information derived from the Additional Profile Information is accurate to the best of your knowledge.

The Organizational Profile Information page is completed in a unique way.

When you access the Organizational Profile Information page, it may be blank. First click the SAVE button at the top of the page. That will allow SAGE to pull in the contact and profile information you reviewed earlier in the Organizations section of SAGE.

Scroll down to review the Applicant Information section. This information will not be editable. If you need to change any information, you will need to go back to your organizational profile outside of the application. The instructions to do so are included earlier in this guide on pages 6-12.

Once you have updated any incorrect information, return to the application, go to the Organizational Profile Information page, and click SAVE again to update the profile information. Once all the information is correct, scroll down to the bottom of the page and complete the rest of the form. Click SAVE, then use the Forms Menu to navigate through and complete the rest of the application.

# Completing Your Application in SAGE: Application Certification

## **APPLICATION CERTIFICATION**

### **Instructions:**

- Fields with an \* next to them must be completed.
- After entering all information, click the **SAVE** button.
- To proceed to the next page click, the **NEXT** button.
- To return to the Application Menu, click the **Forms Menu** link above.

I certify that to the best of my knowledge and belief the information contained in this application is true and accurate. I understand that submission of this application implies prior review of all representations therein by my organization's board or official governing body as listed below. I also understand and accept that in applying for this grant the organization is agreeing to comply with all grant contractual terms and conditions, and pertinent state and federal laws and regulations required of a grantee. I hereby authorize release of all public documents submitted as part of this application in accordance with state and federal laws regarding public access to information.

Name of Authorizing Organization Official:  \*

Title of Authorizing Official:  \*

Name of Authorizing Board/Governing Body Member  \*

Title of Authorizing Board/Governing Body Member:  \*

\* I accept and agree to the above statement

\* By checking this box, you are confirming that the Authorizing Organization Official and Authorizing Board/Governing Body Member are two different individuals.

When you have completed all of the application forms, you will finish on the Application Certification form. The application must be certified by both an authorizing organization official (e.g., executive director) and a member of the organization's board or governing body. Certification involves typing the individuals' names and titles into the Application Certification form in SAGE, with their consent.

It is very important that the organization official and the board member are two different people. If the application is certified twice by the same person, it may be deemed ineligible and may not proceed to the panel process.

# Completing Your Application in SAGE: Checking for Errors

**Please make sure to complete all forms in their entirety!**

**If you see this**



**You have errors in that certain section.**

All applications **MUST** consist of and include **ALL** of the items requested in order to be considered complete.

Once you are ready to submit, check your work. Make sure you do not see any stop sign icons indicating a form is incomplete or contains errors. These error messages are there to help make sure your application is complete. However, SAGE does not check every single field in the application, so be sure to check the forms in detail. Pay special attention to the budget charts – be sure not to leave any columns blank – as well as any support materials that are required for your specific project.

# Submitting Your Application in SAGE

STATE OF NEW JERSEY  
**SAGE**  
System for Administering Grants Electronically

Home | Calendar | Documents

Reports | Training Materials | Organization(s) | Profile: | Logout

SAVE | SAVE/NEXT | NEXT | PRINT VERSION | ADD NOTE | CHECK GLOBAL ERRORS

Forms Menu | Status Changes | Tools | Related Documents and Messages

**APPLICATION SUBMITTED**  
APPLY STATUS

**APPLICATION CANCELLED**  
APPLY STATUS

Current Status	Period Date / Date Due
Application in Process	02/10/2027-02/28/2028 07/30/2026 12:00PM

You are here: > Cultural Trust IFS Arts 2027 Menu > Forms Menu > Application Forms

The final form in the application includes submission instructions about how to apply the submitted status to the application. We will also summarize this process here.

Next to the Forms Menu button, you will see the Status Changes button. Hover over the Status Changes button to see the options to submit or cancel your application.

Under Application Submitted, click “Apply Status.”

Once you submit your application, you will see the “Current Status” in the Document Information bar has changed from “Application in Process” to “Application Submitted.”

# SAGE Technical Assistance Resources

The New Jersey State Council on the Arts website “Grants” page also has detailed tutorials to help you navigate SAGE under the “Grant Application Process” header: [www.nj.gov/state/njsca/grant-programs.shtml](http://www.nj.gov/state/njsca/grant-programs.shtml)

Contact Cultural Trust staff with questions and technical issues:

- Phone: 609-292-6403
- Email: [Cultural.Trust@sos.nj.gov](mailto:Cultural.Trust@sos.nj.gov)

Reminders:

- Contact us early and often with questions
- Read the guidelines
- Don’t wait until the due date to submit your application
- Extensions to the deadline will not be permitted for any reason, including technical/human error.