Introduction to SAGE

NJ's System for Administering Grants Electronically

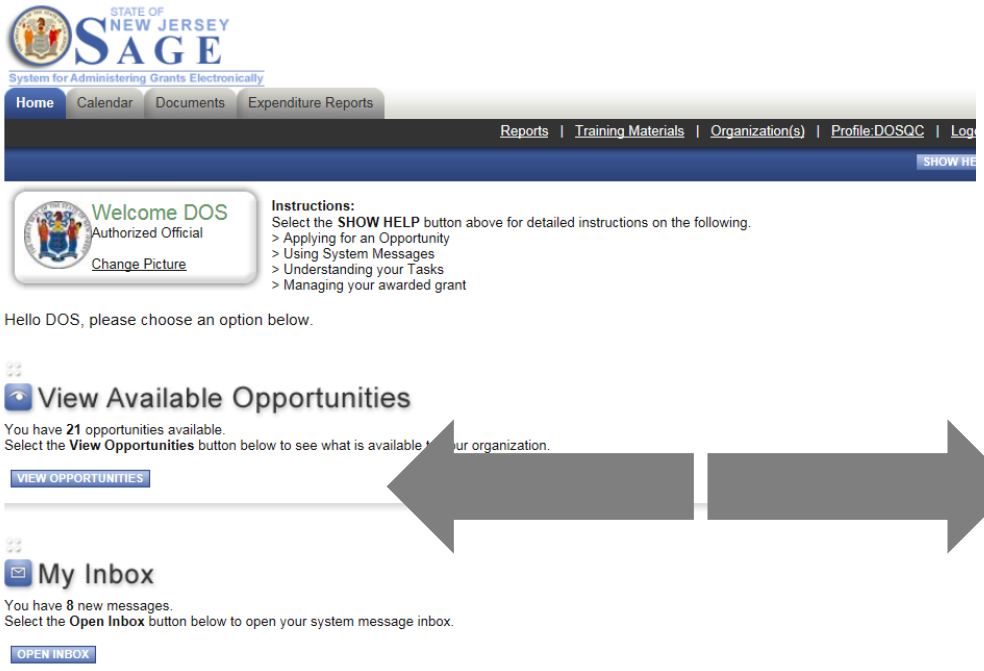
Creating Your Application and Tips

For assistance with accessibility needs related to the Arts Council's grant application process, please contact Access Coordinator Lindsay Dandeo at 609-984-7023 (NJ Relay 711) or lindsay.dandeo@sos.nj.gov.

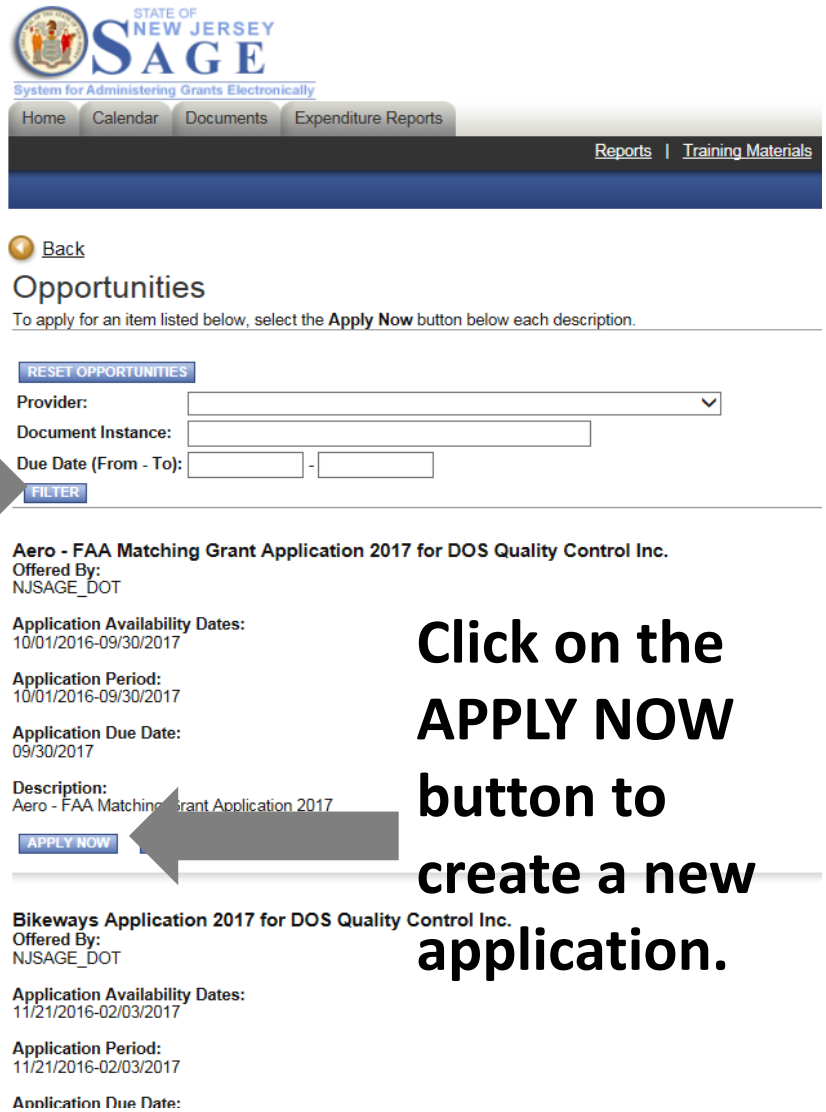
PART 1

Creating and Submitting Your Application

Creating an Application



Select the application that corresponds to the Arts Council grant for which you are applying.

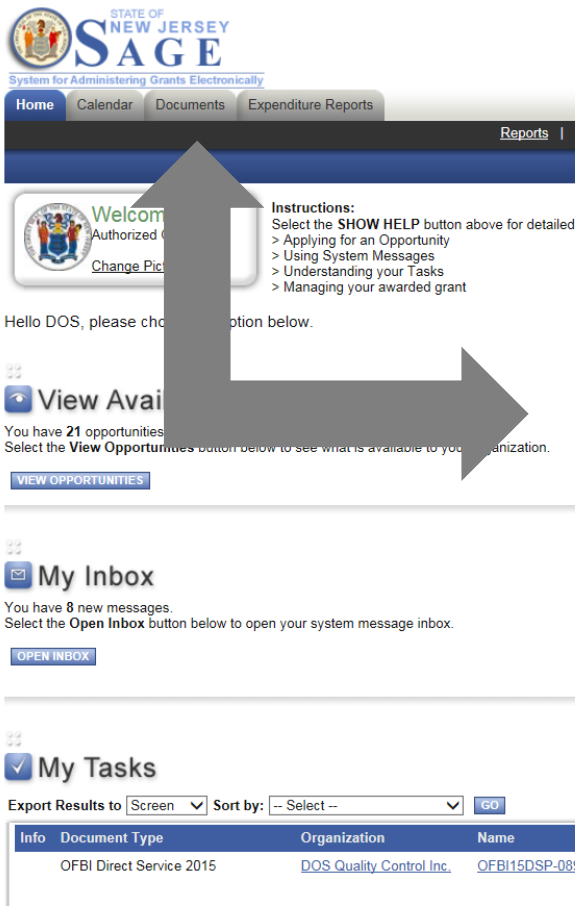


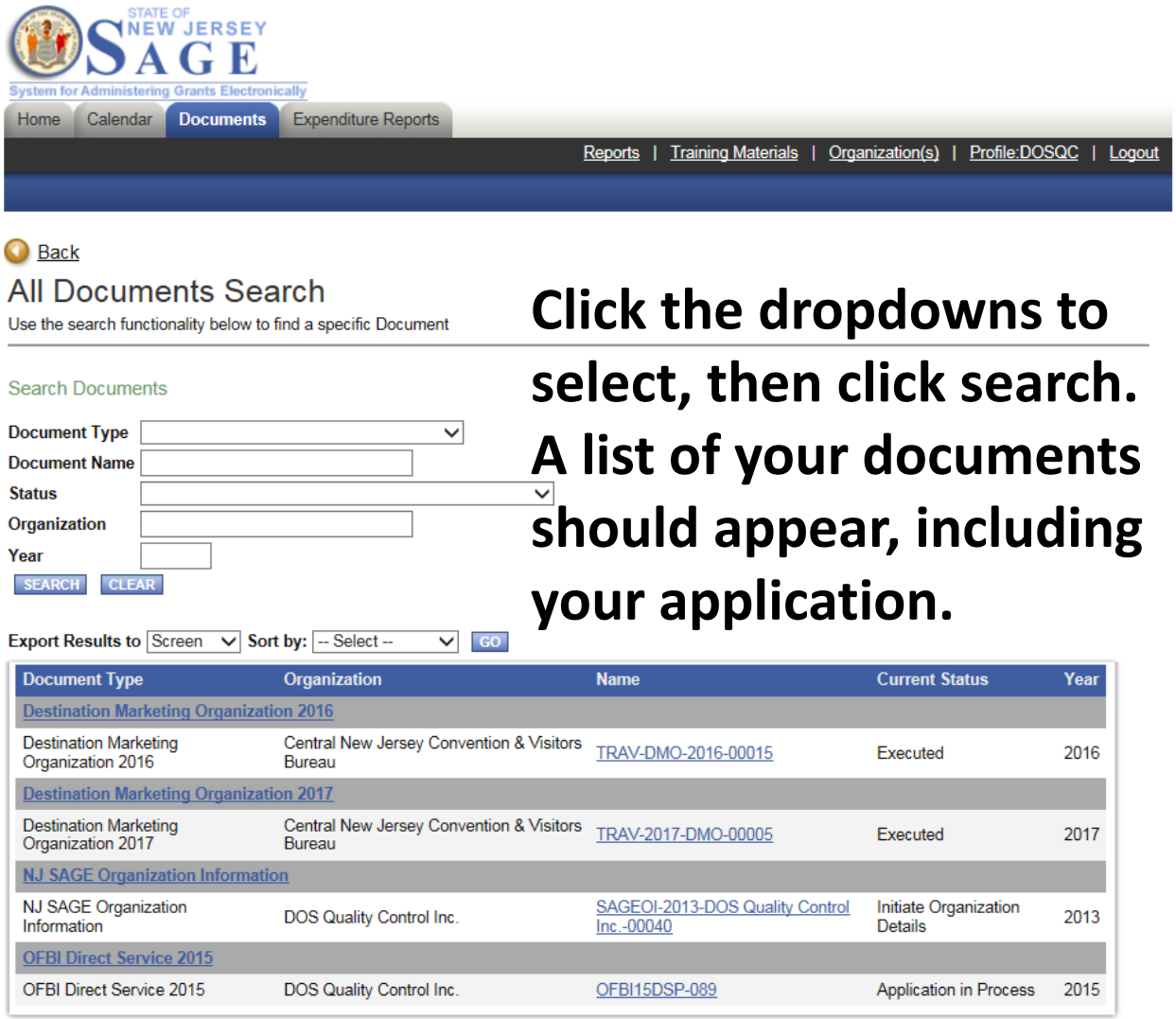
Click on the APPLY NOW button to create a new application.

Finding Your Application

Once you create an application, there are two ways to access it for completion.

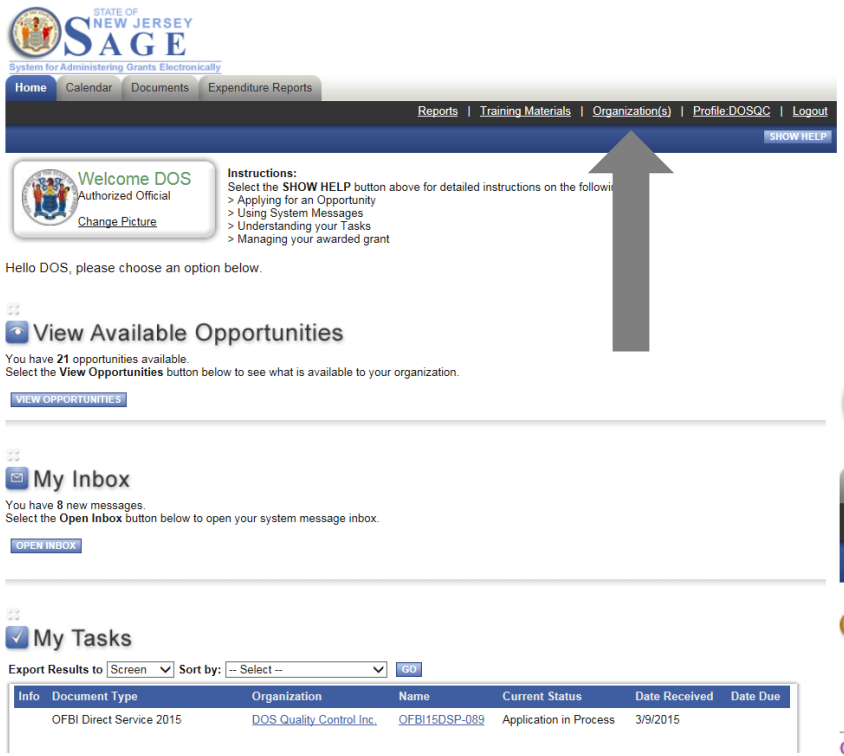
Finding Your Application – Method 1





Click the dropdowns to select, then click search. A list of your documents should appear, including your application.

Finding Your Application – Method 2



Click the Organization(s) link. Then click Organization Documents. A list of your documents should appear.

SAGE Application Format

Please make sure to complete all forms in their entirety!

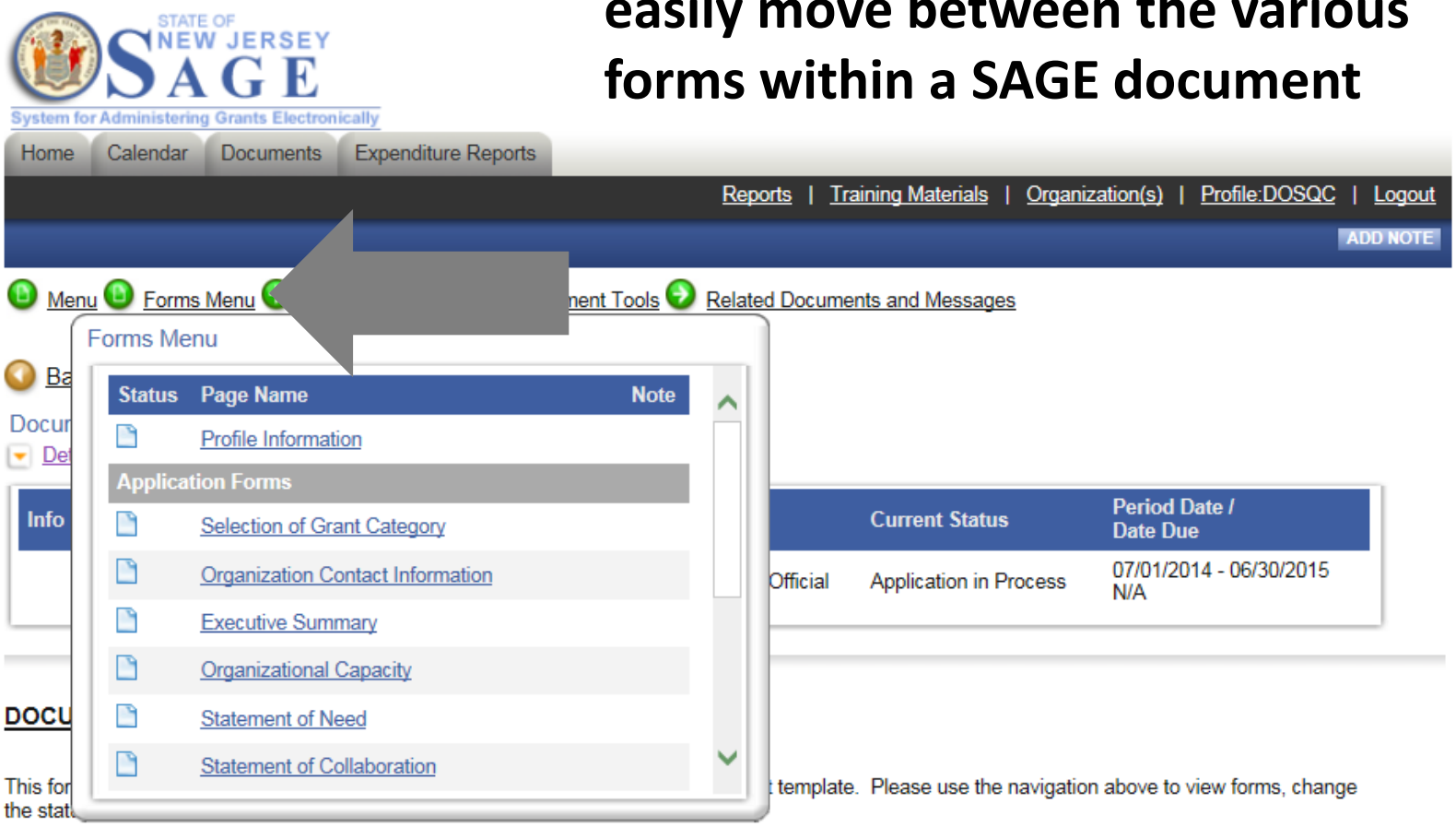
If you see this

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.

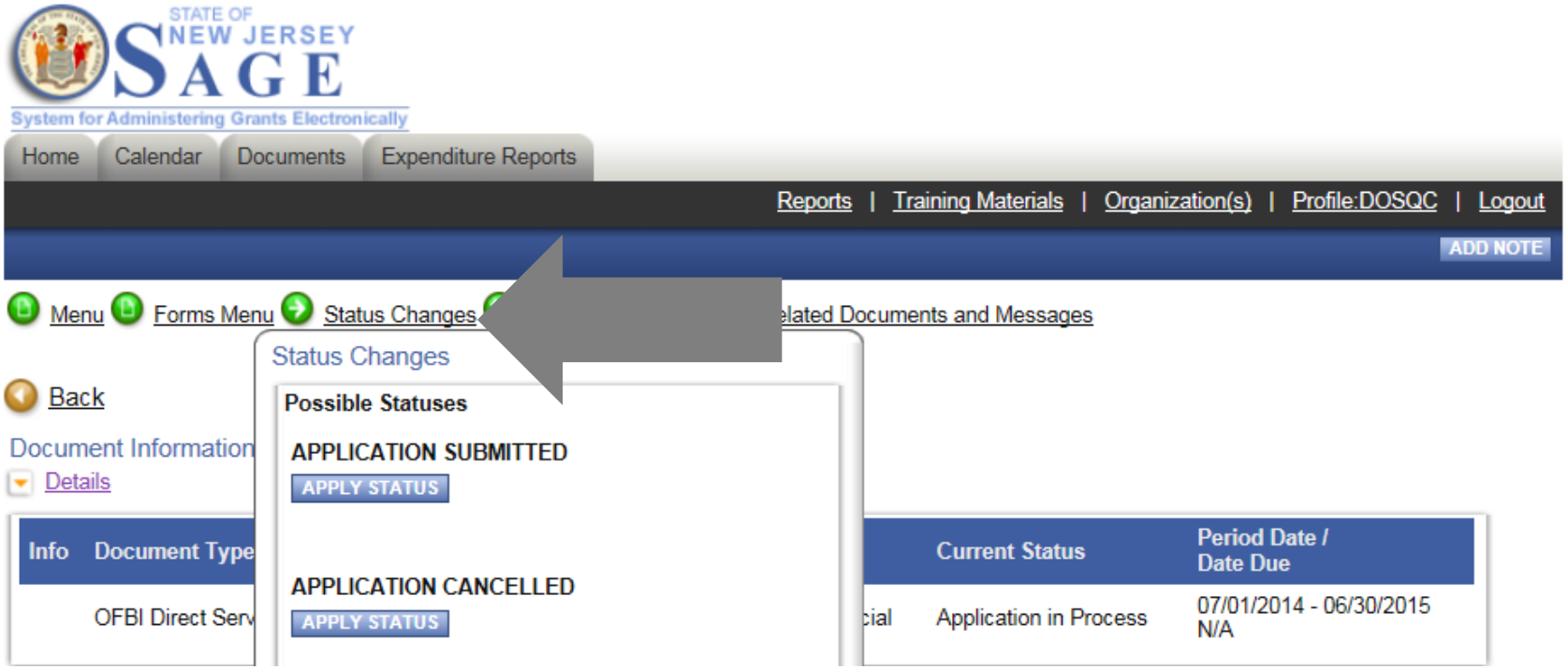
Navigating Forms in SAGE

Hover over "Forms Menu" to easily move between the various forms within a SAGE document

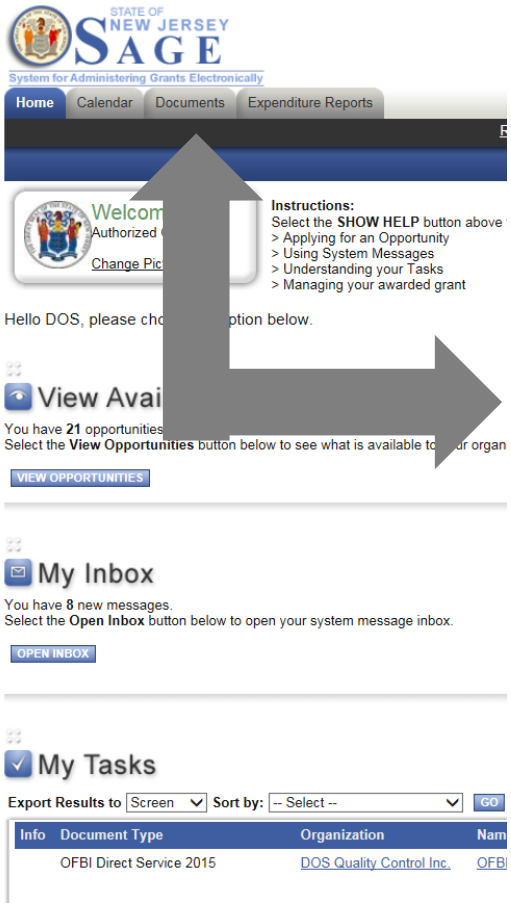


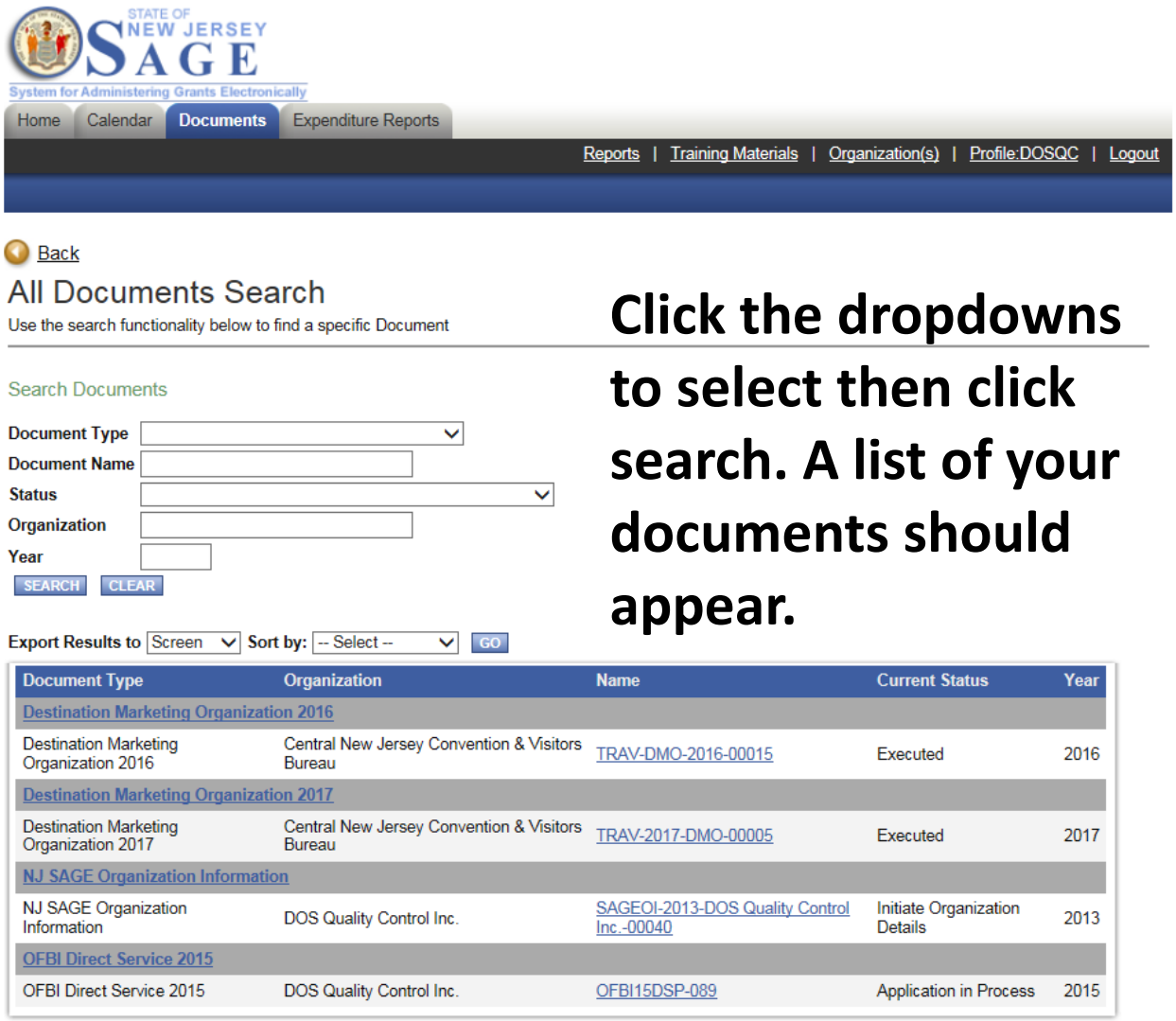
Application Status Changes

Once you have completed your application, hover over "Status Changes." To submit your application, click "Apply Status" under "Application Submitted." Clicking on "Application Cancelled" will cancel and delete your application.



Finding Your Executed Application





Click the dropdowns to select then click search. A list of your documents should appear.

PART 2

Tips, Tricks, and Things to Remember

Important Tips for Using SAGE

- We recommend you prepare your application responses in Word or Notepad first, then copy and paste into SAGE.

- Do not use any type of formatting - tabs, bold, italics, bullet points, etc. These will not translate in SAGE and will mess up the overall format of your application.

- Max. upload size is 13 MB. Try not to use **the "x"** (docx, xlsx, etc.).

- Adding people: When someone leaves your organization, you need to register a new person - **you cannot assume the SAGE identity of the person that left**. It ruins the integrity of the previous application documents.

Important Tips for Using SAGE (2)

- If you see a red * that means the field is required. Fill it out!
- If you lock yourself out, **there is no administrator** – wait 15 minutes to attempt to log in again.
- There is not a 24 hour help desk… so when working late at night, **we cannot help you**.
- **DO NOT WAIT** until last minute to register, or to start your application process. We are not here 24 hours, and it is **not an automated registration process.**

Important Tips for Using SAGE (3)

- View all documents – you **CAN** view full PDF or page PDF depending on the application. However, we do not recommend using the PDF to do a final proofread.

- Add/edit people – If a person cannot see a document, they may have been added to your organization after the document was created – you need to ADD/EDIT people to the individual document for them to view and access it.

- People within SAGE that have the most "power" to SAVE, EDIT, CREATE, AND DELETE are: the Authorized Official and the Agency Administrator. The Agency Staff (your organization's staff) primarily have the authority to view and edit but not create or submit.

- A person can be attached to multiple organizations with the same username and password.

Important Tips for Using SAGE (4)

- Whether or not you can see an application depends on the department and how they release it – if it's open to all applicants, you will be able to see and create an application, if it is specific to a type of applicant, you may not be able to see or have access to the application.

- If you can't see a previous document, click on the DOCUMENTS tab to initiate a search.

- Due dates will appear in the DETAILS section of the application, report, etc.

- If you do not have full permissions for a page and you are checking for errors, they may not pop up because you do not have permission to edit or save the page that has an error on it.

Important Tips for Using SAGE (5)

- **SAGE's time clock may be different than yours. Please do not wait until the last minute to submit, or you can run the risk of submitting after SAGE's time clock has closed the submission process.**

- **Fridays are behind-the-scenes technical update days for SAGE. You can work in SAGE on Fridays, but we recommend saving your work often.**

- **ALWAYS CLICK ON THE *SAVE* BUTTON**

- **AGAIN - DO NOT WAIT** until the last minute to register, or to start the application process.

- We are not here 24 hours, and SAGE is not an automated registration process.

We're here to help!

www.artscouncil.nj.gov

If you have questions about any Council programs, services, or grant applications, a complete staff list can be found on the Council's website.

If you have any questions about creating a SAGE account or technical questions about an existing SAGE account, please contact Robert Worshinski: robert.worshinski@sos.nj.gov or 609-633-1049.

The New Jersey State Council on the Arts, created in 1966, is a division of the NJ Department of State and a partner agency of the National Endowment for the Arts.