



Grant System Login Request

Authorizing Official Approval Form

To complete your request for access to the Oklahoma Arts Council Grants System, a physical signature of approval from your organization's Authorizing Official is required for our records. Please have your organization's Authorizing Official review and complete the following information, then submit the completed form following the directions below.

For assistance, please contact our Grants Office at (405) 521-2040 or grants@arts.ok.gov.

As Authorizing Official, I understand:

- My organization intends to apply for grants from the Oklahoma Arts Council.
- The information provided to the Oklahoma Arts Council about my organization is accurate.
- The Oklahoma Arts Council will provide me with unique login credentials to access the Grants System.
- If my organization is awarded a grant, I must log in to the Grants System to review and accept the contract on behalf of my organization. I will accept the contract by the deadline noted in my grant award notification package.
- I am the only individual from my organization who can complete these steps.

Organization Name

Authorizing Official Name (printed)

Title

Email

Phone Number

Authorizing Official Signature

Date

NOTE: physical signature required

Instructions for Submitting:

1. Your organization's newly designated Authorizing Official should complete this form. A physical signature is required.
2. Send this signed form as an email attachment to grants@arts.ok.gov.
3. The Oklahoma Arts Council Grants Office will process your submitted Authorizing Official Approval Form and your new Authorizing Official will receive their temporary Grants System login credentials within 10 business days. They will use this information to set up their own password and security questions.
4. If a grant award is offered to your organization, your new Authorizing Official will need to log in to the Grants System to review and accept the grant contract.