



**Lackawanna**  
*County*

Commissioners

Jerry Notarianni • Debi Domenick, Esq. • Chris Chermak

Maureen McGuigan  
Deputy Director  
Department Arts and Culture  
300 Cliff Street  
Scranton, PA 18503  
Office 570.963.6590, ext. 3172  
mcguiganm@lackawannacounty.org  
www.LackawannaCounty.org

## Lackawanna County Arts and Culture Department Instructional Guide — RECOMMENDER

### 2022 Community Project Grant

Individuals, Non-profit organizations, and Municipalities

Application are to be completed on-line at

[lackawanna.smapply.org](http://lackawanna.smapply.org)

Grant program funding projects providing  
positive arts experiences including

- ◇ Virtual Projects
- ◇ Real-World Projects that follow CDC, state and county health guidelines
- ◇ Beautification / Public Art Projects,
- ◇ projects that promote resources health and safety in a creative way (signage, barriers, stickers, etc.).

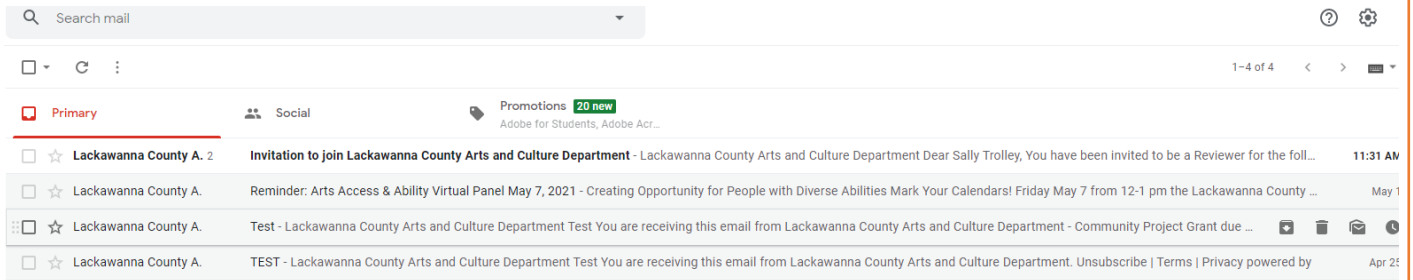
*Additional information:* [Lackawannacounty.org](http://Lackawannacounty.org)

*Instructional Guides available at :* [Arts and Culture](#)

Additional information  
arts-culture@lackawannacounty.com  
or  
570.963.6590 x3176

## Recommender Step 1

Recommenders will receive email asking to provide a recommendation on behalf of applicant.



## Recommender Step 2

Open email and read then click

**Give Recommendation**

Lackawanna County Arts and Culture Department

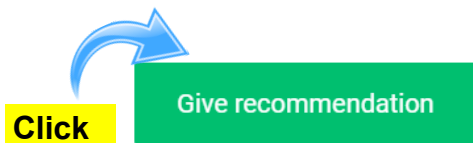
Dear Harry,

Joe Jones is applying for a Covid-19 Creative Community Grant and has listed you as a supporter of the project. Please take a moment to support Joe Jones with their application.

**Message from Joe:**

*Please consider recommending me*

Please click the button below to accept this request and begin working on your recommendation.



[I decline to give this recommendation](#)

If the button is not clickable, please copy and paste this URL into your browser's address bar:

[https://lackawanna.smapply.org/acc/i/1a2743f8-6e93-4db9-bd73-fbc6287f34f3/?next=/](https://lackawanna.smapply.org/acc/i/1a2743f8-6e93-4db9-bd73-fbc6287f34f3/?next=/romdr/24372921/14876178/startacc)

<romdr/24372921/14876178/startacc>

## Reviewer Step 3 Complete registration at SurveyMonkey (county grant software) to become a Recommender

Register with



OR

First name

Harry

Last name

Mouse

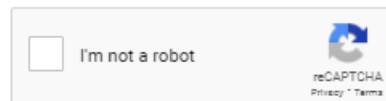
Email

artsengage300+harrymouse@gmail.com

Password

Confirm password

By registering for an account, you agree to our [terms of service](#) and [privacy policy](#)



**CREATE ACCOUNT**

**Click**

By registering, you agree to receive email communications from us. You may unsubscribe at any time.

## Recommender Step 4

Complete the recommendation questions and when finished click **SUBMIT**

You have been asked to provide a recommendation on behalf of:



[Preview application](#)

[Review Covid-19 Creative Community Grant](#)

**Deadline:** Jun 11 2021 02:00 PM (EDT)

**Accepted!** You have agreed to submit a recommendation [Change decision](#)

Letter of Support ✓ Draft saved

What is your role in the project?

99999

Explain any additional resources you are providing towards the project (cash donation, in-kind, marketing assistance, facilitation, etc)

999999

How will this project culturally enhance Lackawanna County during Covid-19?

999999

Click



SAVE & CONTINUE EDITING

SUBMIT

## Recommender Step 5

Receive confirmation of Recommendation submission

Confirm recommendation submission

You will not be able to modify this recommendation after submitting. Are you sure you want to submit?

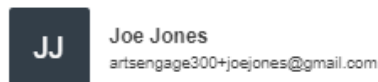
NO

YES

## Recommender Step 6

Receive confirmation of Recommendation was Received

Recommendation received for:



Thank you for providing a recommendation.

Download this recommendation

Return to my recommendations

Logout