

## Online Grant System Step by Step

The South Dakota Arts Council uses **GOSmart** for our Online Grant System.

This guide will walk you through how to

1. Navigate to the South Dakota Arts Council's Online Grant System (GOSmart)
2. How set up your user profile
3. How to begin an application
4. How to work through an application
5. How to upload, manage, and include work samples in an application
6. Submit a completed application

### **Navigate to the South Dakota Arts Council's Online Grant System (GOSmart)**

Access South Dakota Arts Council's Online Grant System at <https://sdac.gosmart.org/>

When you click the link provided, you'll land on our Online Grant System home page.

If you are a returning applicant, enter the system by clicking "Login" tab from the menu bar near the top of the page. Please take a moment to review and revise your profile. Select "Edit Profile" after logging into the system.

If you are a new applicant, please click the "Click here to create a new profile."

From the login tab, you can use your existing username and password, use the retrieval tools to recover your username or password or you can register by clicking "Click here to create a new profile"

### **How set up your user profile**

If you are working to create a new profile, you will need to read through and accept the legal terms by clicking "Yes, I agree."

Register as:

Individual: If you are an artist seeking grant funding to work alone or in collaboration with another artist or group.

Organization: If you are an organization seeking funding to carry out arts programming or projects.

Please note, you cannot change user type or username after registering and you will need to reregister if you need to change either of these items.

If you will need multiple people to work on one application, you will need to share this single profile, so you may want to make the username something generic and choose a password that is appropriate for all users.

Complete all the fields on this page and click Submit at the bottom.

You are now logged into your South Dakota Arts Council's Online Grant System and ready to start working on applications.

If you need to update information of your registration page at anytime, login and click the Edit Profile tab. make your changes and click Update

If you forget your username or password at anytime, you can navigate to the Login tab and use the username or password retrieval tools. Be sure to include an active email address when you first register as this will be the email address the system will use to communicate your username or password.

If you have any additional questions about setting up your user profile, contact the SDAC office (605-773-3301). Arts staff is on-hand to assist applicants during business hours, 8:00 a.m - 5:00 p.m. Central, Monday through Friday.

## Begin an application

Prior to beginning any application, read through the South Dakota Arts Council's GUIDE TO GRANTS. This document provides ALL the guidelines you should follow when working through your application. The GUIDE TO GRANTS is online at <https://artscouncil.sd.gov/grants/ApplicantPortal.aspx>.

We recommend that you gather all the required documents prior to beginning any application. The GUIDE TO GRANTS includes the specific eligibility and funding parameters, scoring criteria, what you need to address in your narrative, and a list of required materials for each grant category. Sample budget worksheets for both artists and organizations are also available online at <https://artscouncil.sd.gov/grants/ApplicantPortal.aspx>.

To begin a new application, navigate to the Current Programs & Applications Tab. Scroll through list of available applications, grant categories are listed in followed by the *Program Description* and *Message about Program*. The *Program Description* provides a brief overview of each available grant and the *Message about Program* indicates any eligibility parameters and deadlines for each grant.

If the application is currently open, click the start link to begin working on the application.

If the application is not currently open, you can click the preview link to view a read-only version of the application.

If you have questions about any of the grants listed or need assistance in selecting your grant, contact the SDAC office (605-773-3301). Arts staff is on-hand to assist applicants during business hours, 8:00 a.m - 5:00 p.m. Central, Monday through Friday.

## Work through an Application

You can begin working in an application by clicking START or EDIT for the application you want to work on.

Navigate through each section of your grant by using the Table of Contents OR by using the Previous and Next buttons at the bottom of the page. Click Save Work at the bottom of EVERY page before clicking Previous, Next, or the title of a different page in the Table of Contents. Where available, click the "Did I complete This Page?" link at the bottom of any page to check if any required item was not answered.

Your application will ask you to provide:

**Project Summary:** Provide the basic Who, What, When, Where, and How in the summary of the applicant's proposal.

**List of Dates of Project Events/Activities:** All planned project events/activities must take place within the defined grant period (July 1, 2019 – June 30, 2020).

**Artist Statement (Artist Grants Only):** The GUIDE TO GRANTS includes suggestions on what to include in your artist statement

**Narrative:** The GUIDE TO GRANTS includes the what you need to address in your narrative. Follow the prompts to select and upload a single file.

**Budget:** Complete the pre-existing budget form outlining all project expenses and income (income is only required for Organizational Grants)

**Professional Artist Résumés/Biographies:** The GUIDE TO GRANTS includes suggestions on what to include in your Professional Artist Résumé.

**Work Samples/Artistic Documentation:** Include representative materials that illustrate, provide context for, and lend affirmation to your artistic ability. Work samples can include images, audio, video, and written documents. You may attach 10 samples to your application, and we strongly encourage you to provide the panel with 10 samples. **SDAC will NO LONGER accept support documentation submitted by mail.**

**Support Documentation:** Consider including current letters of support, newspaper reviews or articles relative to your work and the proposed project, brochures, programs or exhibition catalogues, or photos of your work on display. **SDAC will NO LONGER accept support documentation submitted by mail.** Multiple documents must be compiled into one single file. Follow the prompts to select and upload a single file.

### **Upload, Manage, and Include Work Samples in an Application**

All SDAC Grant categories require Artistic Documentation (samples of your work). We recommend you include materials that illustrate, provide context for, and lend affirmation to your artistic ability. Work samples can include images, audio, video, and written documents. You may attach 10 samples to your application, and we strongly encourage you to provide the panel with 10 samples. SDAC will NO LONGER accept support documentation submitted by mail.

There are TWO STEPS to including Artistic Documentation (Work Samples) in your application

1. Upload and manage work samples in your Work Samples Bank
2. Select and attach Work Samples to your application

#### *Upload and Manage Work Samples in Your Work Samples Bank*

To include work samples in your application, you will need to upload items that you may want to include into your Work Sample Bank. Once you set up a user profile, you can do this at any time, whether grants are open or not.

Prior to adding any files to your Work Samples bank, we recommend that you review the Artistic Documentation Guidelines for Artist & Organization available online at <https://artscouncil.sd.gov/grants/ApplicantPortal.aspx>.

To access your Work Samples bank, navigate to the **Manage Work Samples** tab from the menu bar at the top of the page. Your Work Samples Bank can include Images, Audio, Video, and Documents. Review any guidelines and parameters set forth in these sections. you can also see what storage space you have remaining Click the buttons of the file type you would like to upload to your Work Samples bank. Upload the files you would like to include in any of your applications, by following the prompts. Click the "Click to Add" button, select your file from your computer, enter a title and include any additional information. Click the ADD button. You will see your file is now included in your work samples bank and you will be able to attach it to a works samples page within your application.

From the **Manage Work Samples** tab, you can also modify, remove, and duplicate any of the existing items in your Work Samples bank

#### *Select and attach Work Samples to your application*

The **Work Samples/Artistic Documentation** section of your grant application is where you can select the work samples to include in your application. In this section of the application, you will click the Make Selection button for the desired file types. Check the box next to the desired item(s). Click Save then Close Window and ensure that the item(s) appear at the bottom of the Work Samples page. You can detach any previously selected items by clicking the Make Selection button and unchecking the desired item, clicking save and closing the window.

Please note, all work samples/artistic documentation **MUST** be submitted through the online grant system. SDAC will NO LONGER accept any items submitted by mail. Please also note: If you submit your application without work samples/artistic documentation, it MAY be deemed incomplete by the grant panel and MAY NOT be considered for grant funding.

### **Submit a Completed Application**

If you've arranged for a Draft Review of your application, **DO NOT** submit your application until you have received feedback from the SDAC office and completed the recommended changes.

After confirming your application is complete, click the submit button.

This will generate a PDF copy of the application. Print off or save a copy of the application for your files. Print off and sign the final page of the application (Signature Page) and mail it to:

South Dakota Arts Council  
711 E Wells Ave.  
Pierre SD 57501

### **Request a Draft Review**

SDAC staff members offer a draft review prior to final grant submission deadlines to help applicants improve their applications by checking for mistakes or omissions that might cause ineligibility. Staff will review the grant narrative, budget section, and support materials for compliance and consistency. Draft reviews do not provide grammatical editing or rewriting services. SDAC staff will provide feedback to the applicant in time to make corrections ahead of the submission deadline. To receive a draft review, applicants must contact [Kathryn.vandel@state.sd.us](mailto:Kathryn.vandel@state.sd.us) prior to submitting their grant application in the online system and prior to the Feb. 10 deadline.

The SDAC encourages all applicants to take advantage of this opportunity.

**Draft review deadline closes at 11:59 PM CST, Feb. 10, 2019.**