# NEW APPLICANT

If you are a new applicant to this granting system, please use the technical guides below to:

- Register
- Apply for grants
- Manage your work samples and attach them to applications
- Find additional help

# Table of Contents

# REGISTER

In order to utilize our online granting system, you will need to register. You will be able to access our home page when you first navigate to our site; however, if you leave the home page, you will be prompted to register or login. You will be able to view custom navigation pages, such as Applicant Resources shown below, but you will not be able to edit your profile, access applications, or manage your work sample portfolio until you log in.
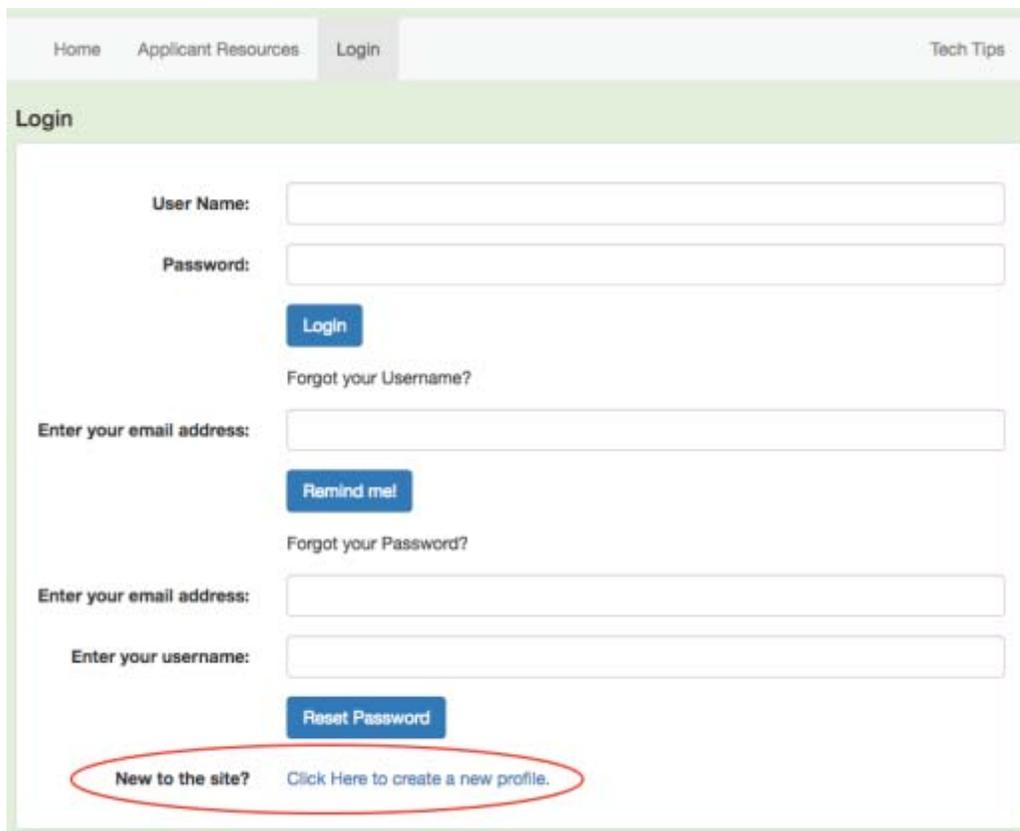


1. Navigate to our new GO Smart portal at the URL that was provided to you.

2. *Locate and click the link at the bottom of the Home or Login page that says "***New to the site?*** Click Here to create a new profile."*

3. Agree to the terms, answer the questions on the registration page, and **Save** to create your profile.

4. If you want multiple people to work on a single application, they will all need to **login with the same username and password**.

5. You can always update any information of your profile *except your user type* and *username*. Once logged in, click **Edit Profile** in your navigation bar to access and edit your registration information.

6. Use the **retrieval tools** on the Login page if you forget your username or password.

# BEGIN AN APPLICATION

When you are ready to work on an application, you will use your **Current Programs & Applications** tab to find the appropriate application(s).



1. Navigate to the **Current Programs & Applications** tab to begin working on your application(s).
2. Scroll through your list of available applications, noting the **name** of the grant program in the gray bar along the top of each box (such as Community Support 2017 in the example above).
3. Learn more about the program by reading the included **description** and/or **message**.
4. If the application is currently available to you, click the **START** link to begin working on the application, or in some cases to begin the Intent to Apply or Eligibility form. If it is not yet available, you can click on the Preview link to view a read-only version.

# WORK ON AN EXISTING APPLICATION
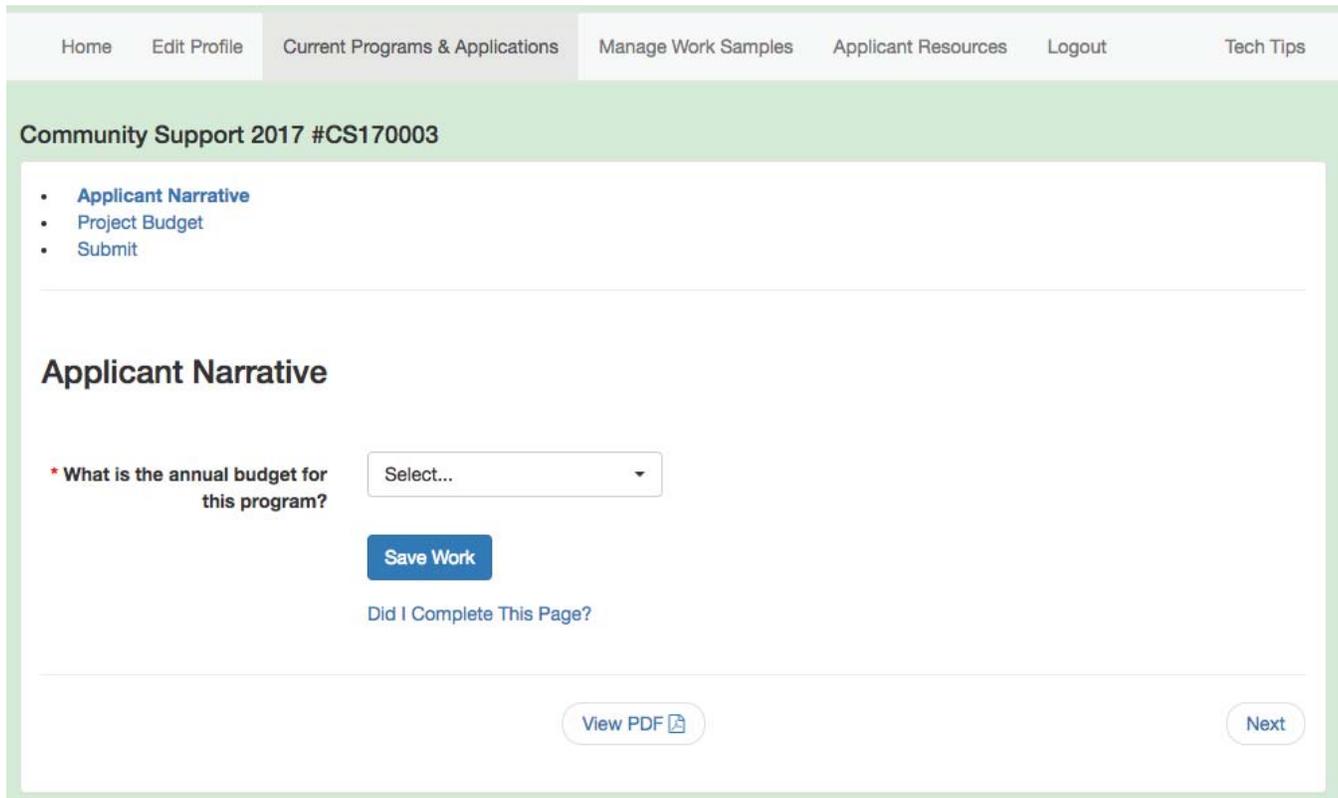
| Home | Edit Profile | Current Programs & Applications | Manage Work Samples | Applicant Resources | Logout | Tech Tips |

## Community Support 2017 #CS170003

- **Applicant Narrative**
- Project Budget
- Submit

## Applicant Narrative

* What is the annual budget for this program?    Select...  ▼

**Save Work**

Did I Complete This Page?

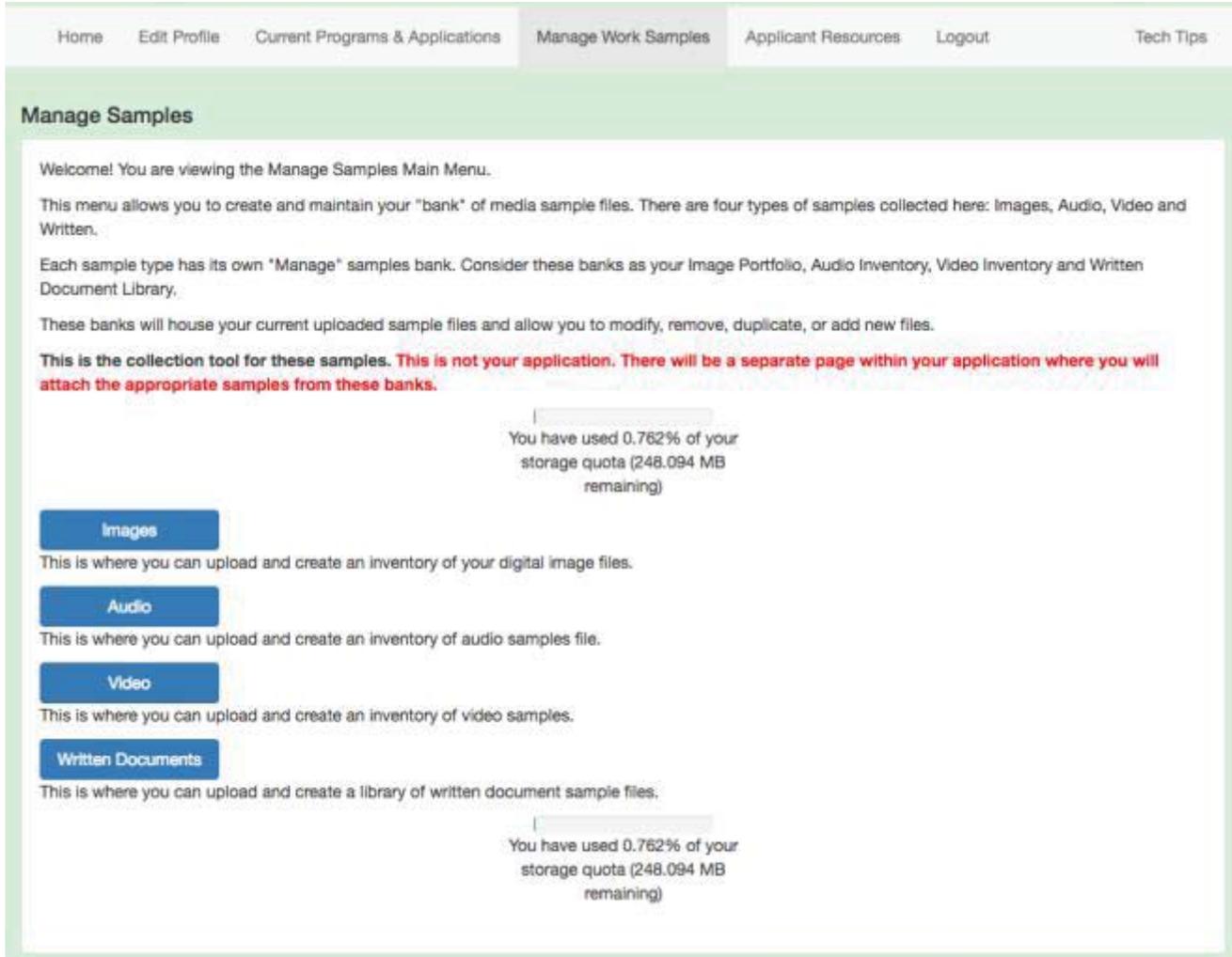View PDF 🔁                                    Next

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1. *Navigate to your grant program from the Current Programs & Applications tab. Select* **START** *or* **EDIT** *for the application item you want to work on. You can work on Intents to Apply, Applications, Interim Reports, and/or Final Reports. Alternatively, we may create corresponding items such as Reimbursement Requests or Invoices that will be listed as separate programs on the Current Programs & Applications tab. We will provide you with the name of these items if you should be looking for them.*

2. Navigate through the item by using the **Table of Contents** OR by using the **Previous** and **Next** buttons at the bottom of the page. *Your application will look different than the short example above.*

3. 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.

4. 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.

5. Use the **View PDF** button at the bottom of any page to view your application exactly as admin and panelists will view your application.

6. **Submit** your application item on the final page of the table of contents. Once you submit the item it becomes Read-only and can only be edited upon request to us.

# WORK SAMPLES PAGE

One of the pages within your application may give you the opportunity to use an **Image Bank** and/or **Make Selection** button, as shown in the example below.  If you see these buttons you are on a **Work Samples** page. In order to utilize this page, you will need to use your Manage Work Samples tab to upload items that you will then attach to this page. Within the application, this page may be called Work Samples or something else such as Support Materials, Media Attachments, etc.



1. If you have not yet uploaded items to your Work Sample bank, you can click Image Bank button and follow the steps provided.

2. When you are ready to attach files from your Work Samples bank to the appropriate application, navigate to **Current Programs & Applications.**

3. START or EDIT the Program and find the **Work Samples page** (remember this might have a different name).

4. Click the **Make Selection** button for the corresponding file types.

5. **Check the box** next to the desired item(s).

6. **C**lick **Save** then **Close Window** and ensure that the item(s) appear at the bottom of the Work Samples page.

## MANAGE WORK SAMPLES



1. After learning which materials you should attach to your application, navigate to your **Manage Work Samples** tab. If you are on a Work Samples Page, you can click the "Image Bank" button.

2. Artistic documentation submitted for review is an important component of your application. If you don't know your work sample requirements, navigate to your cycle application Work Samples page or review the "Artistic Documentation" Page.

3. Click the buttons (shown in the example above) of the **file type** you would like to upload to your Work Samples Portfolio.

4. Review our **guidelines and direction** in these sections.

5. **Upload the files** you would like to include in any of your applications.

## TROUBLESHOOT WORK SAMPLES TAB

When using the Work Sample tab, you may run into some questions with regards to the tool. After you have uploaded items to any of the file-type banks, you will see a handful of options and messages.



1. Use the **Detail** View button to review information you included when you uploaded the item

2. Click **Modify** to edit and save any changes to an existing file

3. Click **Remove** to delete an existing file from your Work Sample Bank.  This will **free up space** to upload additional items.

4. If **Modify and Remove are not available** and you see that the sample is **committed** (as in the right example), this indicates that the item is currently attached to an application that is In Progress.  If you need to modify or remove the item, you will need to either **submit** the In Progress application or **detach** the item from the In Progress application.

5. Alternatively, you can **duplicate** the committed item, **update** the details, **change** the name, **save** and **attach the modified duplicate** to the appropriate application(s) on a Work Samples page.

## HELP AND GUIDANCE

We have customized our menu (generic example shown below) to include information you may need when filling out our application(s). On the South Dakota Arts Council's site, please use the Artistic Documentation and Glossary pages for additional guidance regarding the way you should use our site.
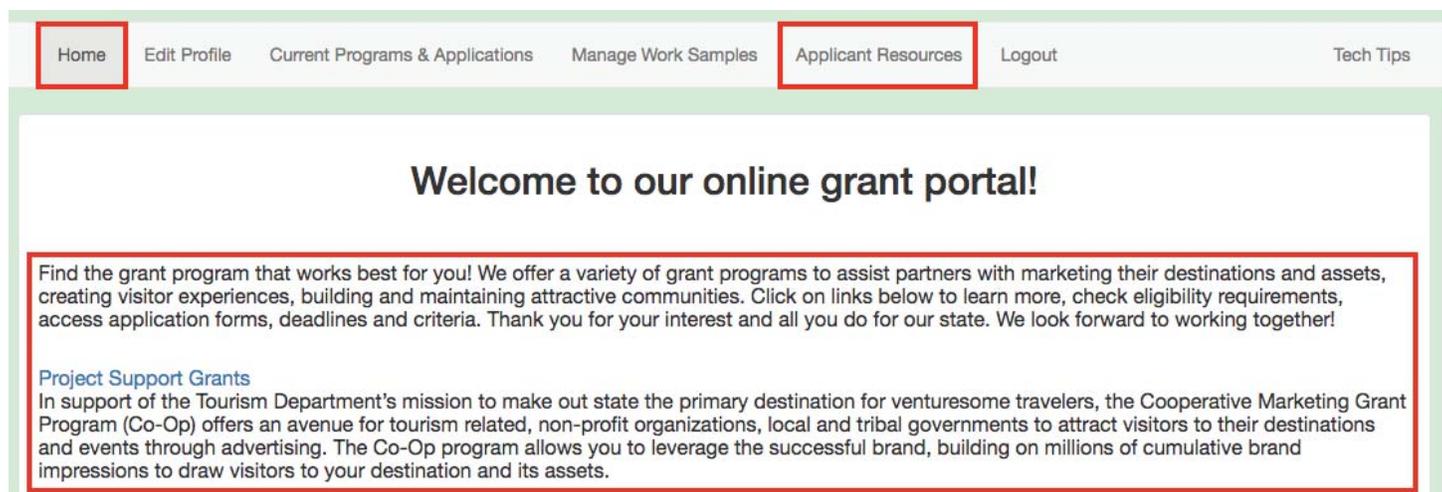
| Home | Edit Profile | Current Programs & Applications | Manage Work Samples | Applicant Resources | Logout | | Tech Tips |

### Welcome to our online grant portal!

Find the grant program that works best for you! We offer a variety of grant programs to assist partners with marketing their destinations and assets, creating visitor experiences, building and maintaining attractive communities. Click on links below to learn more, check eligibility requirements, access application forms, deadlines and criteria. Thank you for your interest and all you do for our state. We look forward to working together!

**Project Support Grants**
In support of the Tourism Department's mission to make out state the primary destination for venturesome travelers, the Cooperative Marketing Grant Program (Co-Op) offers an avenue for tourism related, non-profit organizations, local and tribal governments to attract visitors to their destinations and events through advertising. The Co-Op program allows you to leverage the successful brand, building on millions of cumulative brand impressions to draw visitors to your destination and its assets.

1. Follow any **guideline or rules** as set forth in these areas, shown in the example above.

2. If there is no additional help language or navigation pages, navigate to the Current Programs & Applications tab to **begin working on your application(s).**

**For additional information and assistance while using the GO Smart site, please contact the SDAC at 605-773-5925.**