

CREATING AN APPLICANT PROFILE ONLINE:

Applicants will first be prompted to create an applicant profile on GO.5 website.

The school is the applicant for the Artists in the Schools grant. Each applicant/school creates a Profile that can be used year after year.

This Profile Page is a pre-existing template that the AITS Program could not revise to perfectly fit our needs. You will only need to answer the following questions. Please follow these directions so that the template accepts your answers.

- Type of Profile – Choose “Organization”
- First Name – enter shortened name of school, e.g. “Kuhio” or “Innovations”
- Last Name – enter school level, or kind of school, e.g. “Elementary School” or “Public Charter School”
- Phone – enter School Phone #
- Email – enter email address at which you wish to receive AITS notifications (this may be updated from year to year)
- User Name – We will provide this to you. Call 586-0306 or email sfcaprogasst@gmail.com
- Password – We will provide this to you. Call 586-0306 or email sfcaprogasst@gmail.com
- Legal Name – enter Full School Name, e.g. “Prince Jonah Kuhio Elementary School”
- FEIN/ Tax ID – enter all zeros “00-0000000”
- Address – enter School Mailing Address
- Phone – enter School Phone # (again)
- Organization Type – Choose “Elementary”, “Middle”, or “Secondary” School
- Applicant Status – Choose “None of the Above”
- Applicant Discipline – Choose “Multidisciplinary”
- Grantee Race – Choose “No Single Group”

Username and Password will need to be shared amongst all people involved in writing the application.