State Foundation on Culture & the Arts
Artists in the Schools Program
Partnership Grant Application SY 2020-2021

GO SMART ONLINE INSTRUCTIONS

The **School is the applicant** for the Artists in the Schools grant.

Each **applicant School MUST have or create a Profile** that is used year after year BEFORE starting an AITS Application.

This includes the **Username and Password for the School**, which is shared amongst all who are inputting the applicant and application information.
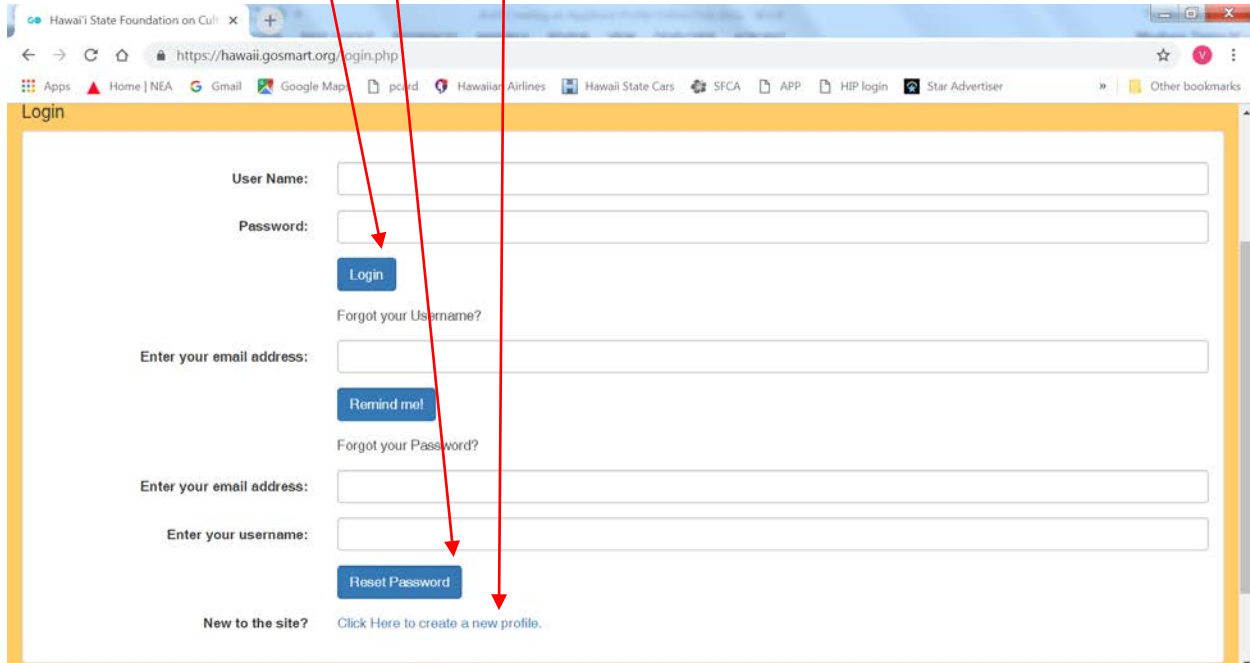
STEP ONE: GO Smart Online Website Login

https://hawaii.gosmart.org/
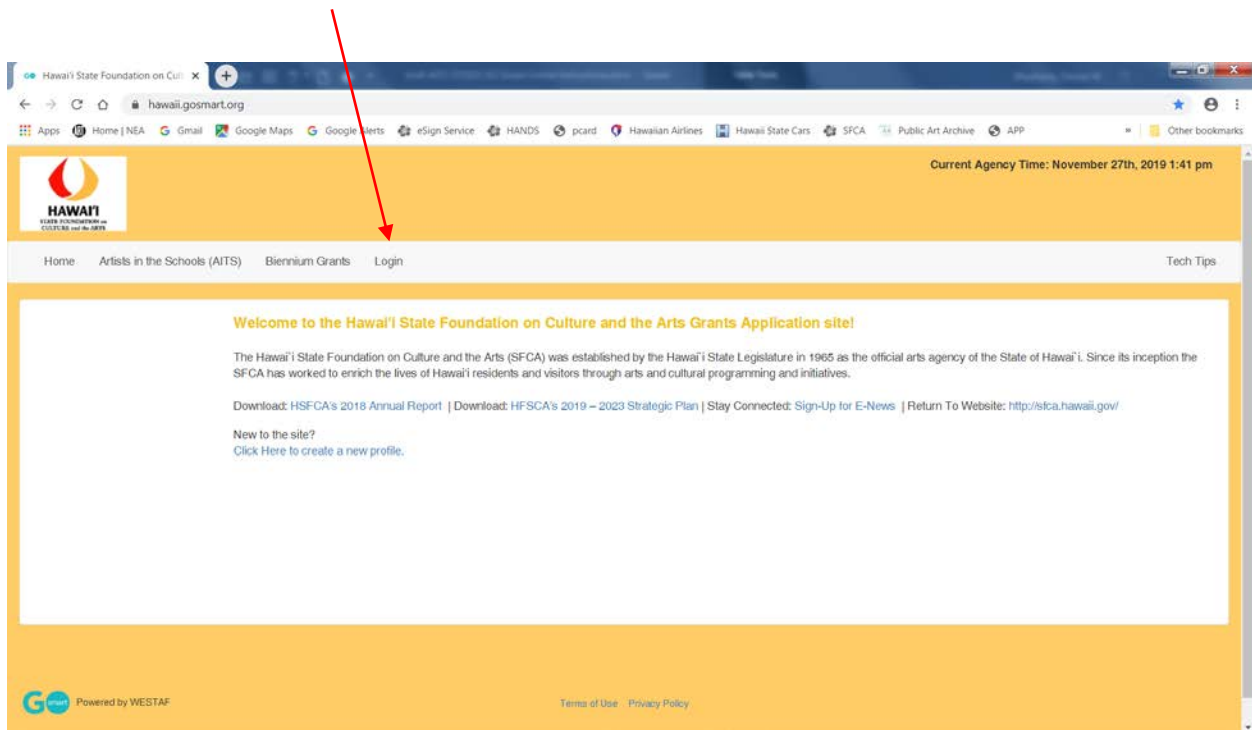
STEP TWO: Enter School's Username and Password

On this page, you can:

- <mark>Login</mark> with your School's Username and Password that your School already has (*see STEP THREE below*), OR

- <mark>Reset</mark> your Password, OR

- Create a <mark>new profile</mark> - for School's that have never used GO Smart online application (*see STEP FOUR below*).

STEP THREE: For Schools that already have a Username and Password.

If your school applied for an AITS grant for school year 2019-2020, please check with your AITS Contact person at your school or the ATP for your residency for the username and password:

Use your most current username and password.

Usernames and passwords can be reset on the GO Smart login page using the email associated with the account.

Please contact danica.rosengren@hawaii.gov if you are unsure about your username or password, or if you have any questions about your Go Smart school profile and registration..

STEP FOUR: For Schools that need to create a Username and Password.

If this is the first time that your School is applying for an AITS grant via the GO Smart online application system, you must create an online profile:

If you are not sure whether this is the first time that your school is applying for AITS via the GO Smart online, please contact danica.rosengren@hawaii.gov.

Applicants will be prompted on the GO Smart website.

- At "New to the site?", click on "Click Here to create a new profile".
- "GO Smart End User Terms and Conditions" will appear – click "Yes, I Agree".
- You will need to answer a series of applicant PROFILE questions – follow the directions below, under STEP FIVE.

STEP FIVE: Profile Section.

The Profile section is a pre-existing GO Smart template that we cannot change. Please follow the directions below so that we have the correct information for your School. The required fields are marked with an asterisk.

Formatted text is not accepted by GO Smart; applicants cannot **bold**, *italicize* or <u>underline</u> text or change font style or size.

Do not use Hawaiian diacritical marks. GO Smart cannot handle it – the automated substitutions are unintelligible.

Profile Page Fields	Your Selection or Answer
* Type of Profile you are creating	Choose "**Organization**"
PRIMARY CONTACT INFORMATION:	
Salutation	LEAVE BLANK
* 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", "Middle School", "High School", "Public Charter School", "K-12 School".
* Phone	Enter School Phone Number with area code (e.g. 808-123-4567)
* Email	Enter Email Address at which you wish to receive AITS notifications (this may be updated from year to year)
* Confirm Email	Enter Email Address again
* Username	Enter your School's Username
* Password	Enter your School's Password
* Confirm Password	Enter your School's Password again
APPLICANT INFORMATION:	
* Legal Name	Enter **full School name**, e.g. "Prince Jonah Kuhio Elementary School"
Date of 501c3 incorporation	LEAVE BLANK (or enter 01/01/2000)
* FEIN/ Tax ID	Enter all zeros – "**00-0000000**"
* Address	Enter **School mailing address**
* City	For **School mailing address**
* Country	Choose "United States"
* State/Province	Choose "Hawaii"

* Postal Code	For **School mailing address**
* Phone	Enter School Phone Number again with area code (e.g. 808-123-4567)
Fax	LEAVE BLANK
* Organization Type	Choose "**Other School**"
* Applicant Status	Choose "**None of the Above**"
* Applicant Discipline	Choose "**Multidisciplinary**"
* Congressional District	Enter "**0**"
* State House District	Enter "**0**"
* State Senate District	Enter "**0**"
* Date Organization Formed	Enter **01/01/2000**
* Mission Statement	Enter **None**
* DUNS Number	Enter nine zeroes - **000000000**

Click on the **blue UPDATE** button at the bottom to save your answers.

To Edit Profile
If you need to update your School's Profile:

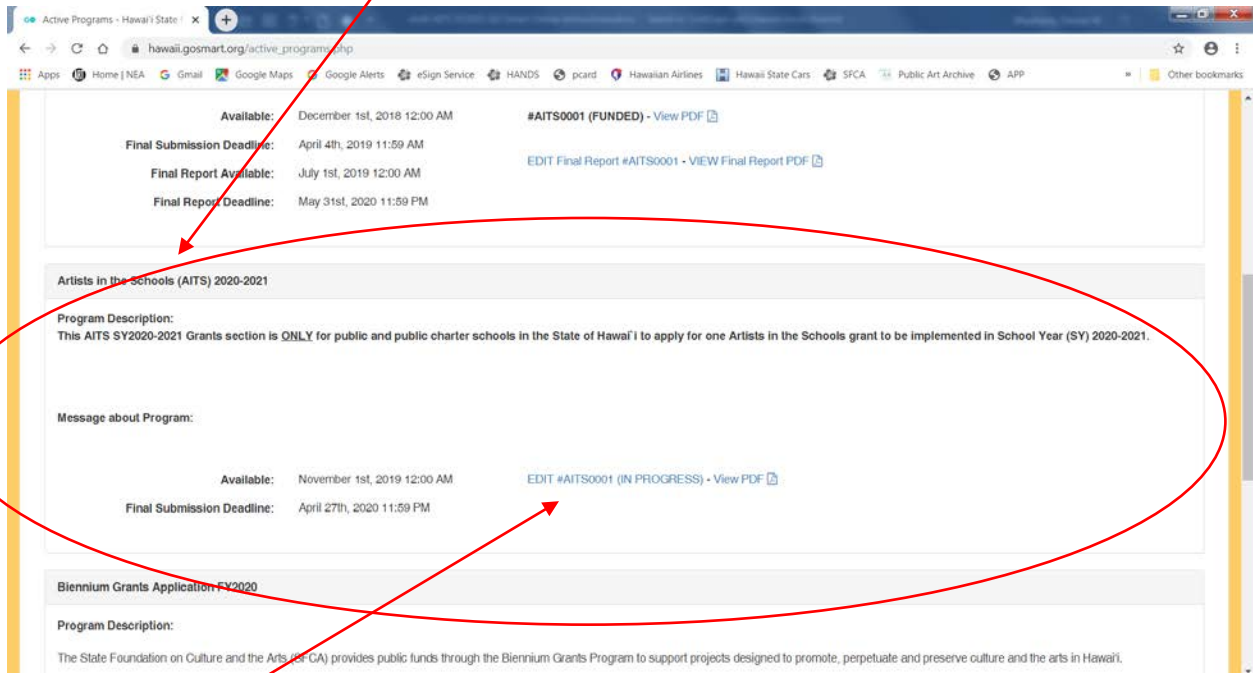Some reasons for editing your school's profile:
- To update the Primary Contact email.
- To update the password.
- To update the School's mailing address.

STEP SIX: To Work on the AITS Application
Click on Current Programs & Applications on the menu bar.
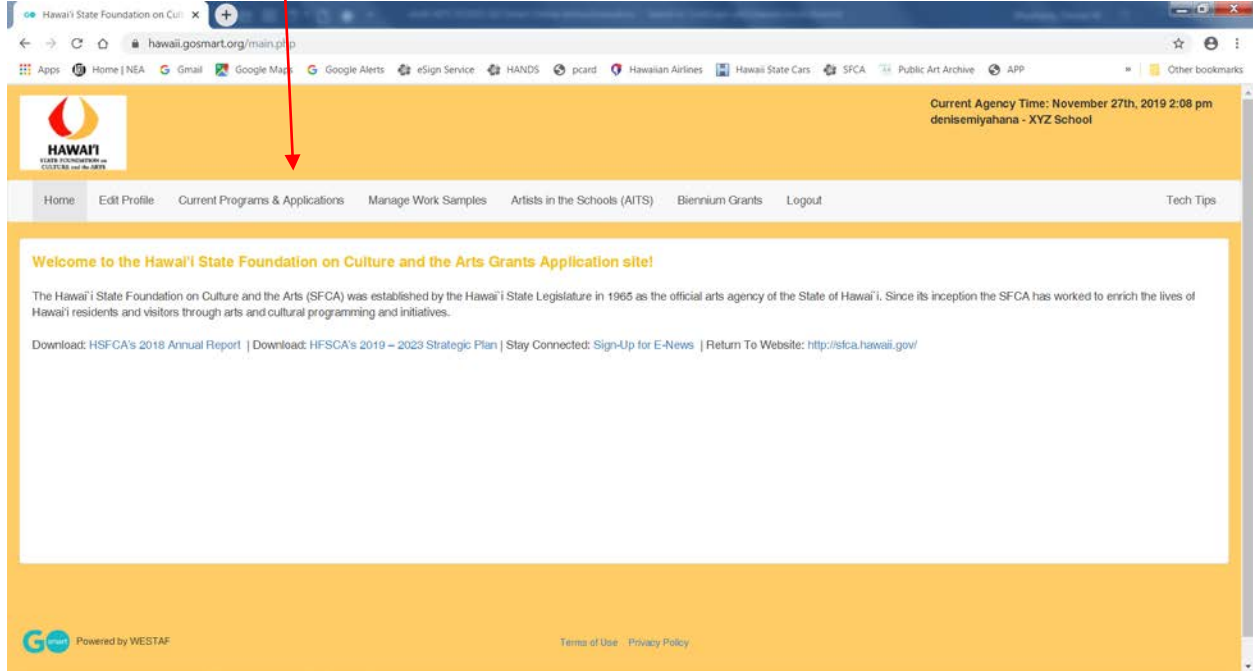
Scroll down to **Artists in the Schools (AITS) 2020-2021**

Click here (blue text) to start a new application or to continue your application.

Filling in the Answers

Within the GO Smart system, applicants are presented with a series of questions and requests for information.

Some of these questions and requests require applicants to use check boxes and drop-down selection screens and others require a narrative response.

Use the **AITS SY2021 Questions Worksheet Template** (writable word document) to develop your answers. Copy and Paste completed narrative responses into the GO Smart application.

Use the **AITS SY2021 Budget Worksheet Template** to develop your residency budget for the school.

You do not submit these worksheets, they are to help the school's AITS Contact and the ATP who are working together to develop the residency.

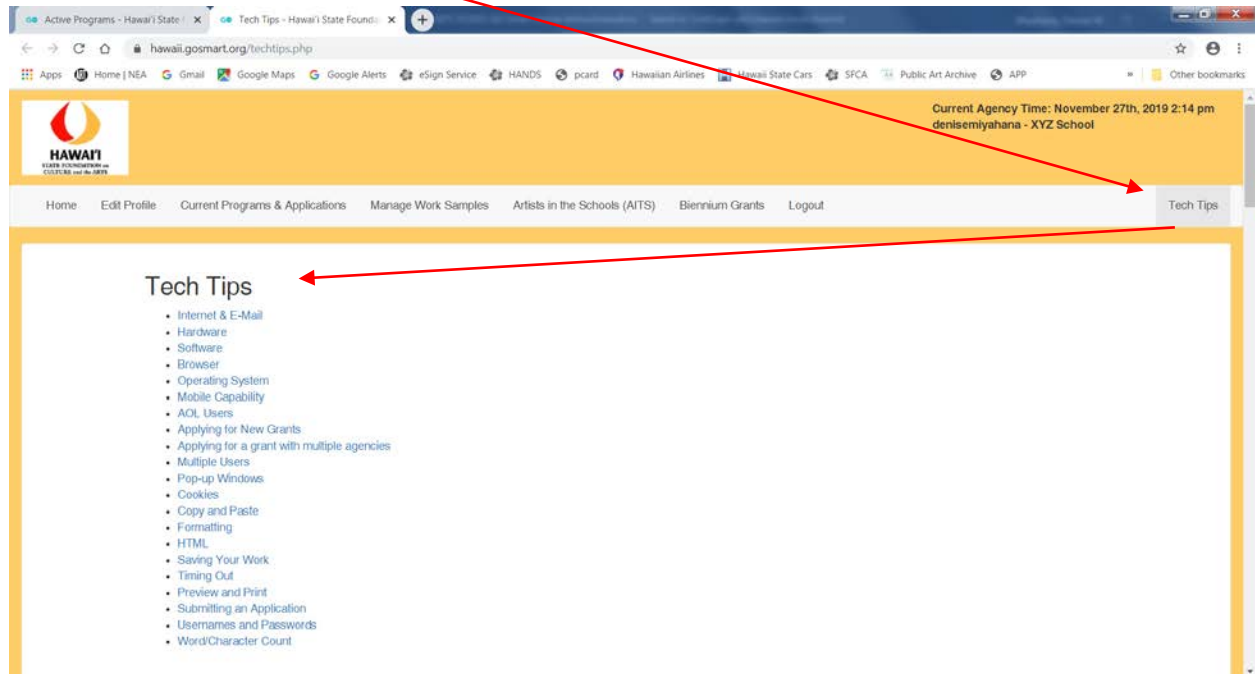Once the application is submitted, applications cannot be revised.

Helpful Hints

Here are some general suggestions to help applicants navigate the GO Smart application process:

- Multiple Users - To avoid losing work, ensure that only 1 person is working on the application at any given time. Multiple users should communicate frequently with each other.

- GO Smart "times out" if an applicant remains on one page for an extended period of time. To avoid losing work, save often using the "Save Work" button at the bottom of each page.

- Applicants must use the TAB key or MOUSE to move from question to question. When an applicant hits "enter," the system will save the page, but will not move to the next question.

- Narrative responses are limited to a maximum character (not word) count, including spaces. Applicants will be notified on each question if the maximum character count has been exceeded.

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- Many of the Questions require that you answer them. Click "Did I Complete This Page?" at the bottom to check on the page you were working on.

- If you would like to see or have a PDF of your application in progress, click on "View PDF" at the bottom.

- To move to the next section of the application, click "Next" on the bottom right of the page.

For Technical HELP

See "Tech Tips" on the GO Smart menu bar.

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