

State Foundation on Culture & the Arts
Artists in the Schools Program
Partnership Grant Application SY 2021-2022

GO SMART ONLINE INSTRUCTIONS



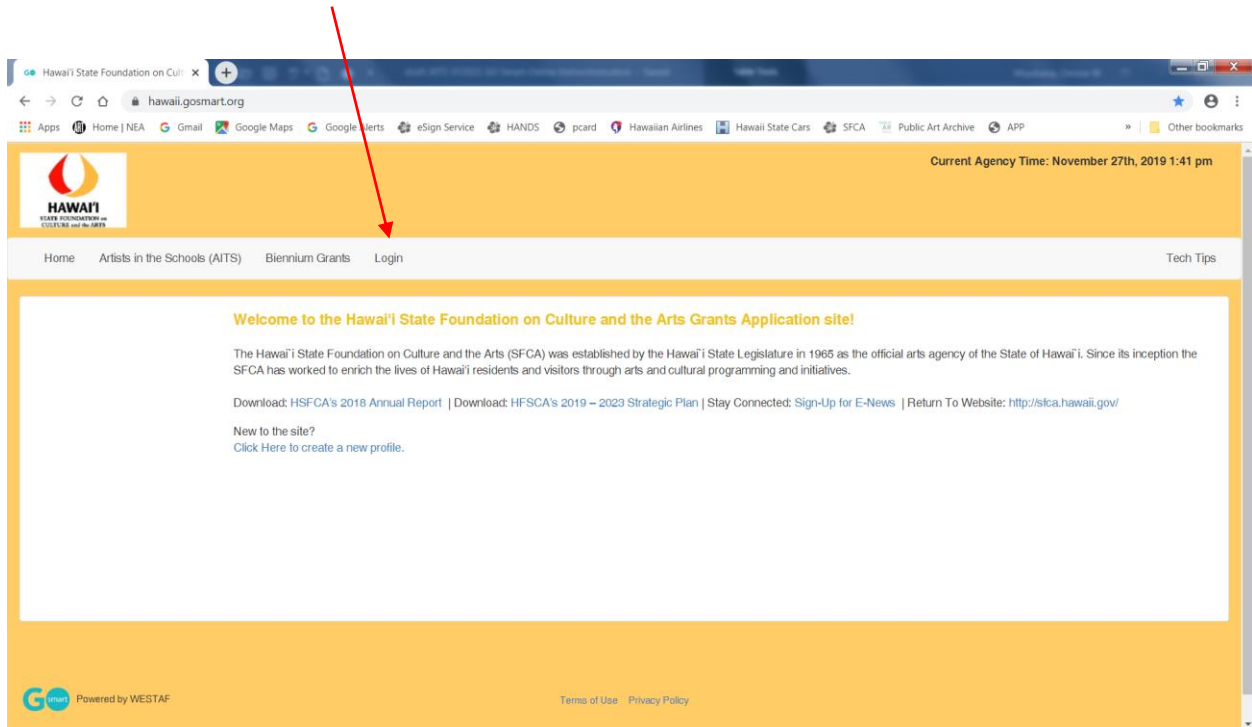
The **School is the applicant** for the Artists in the Schools grant.

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

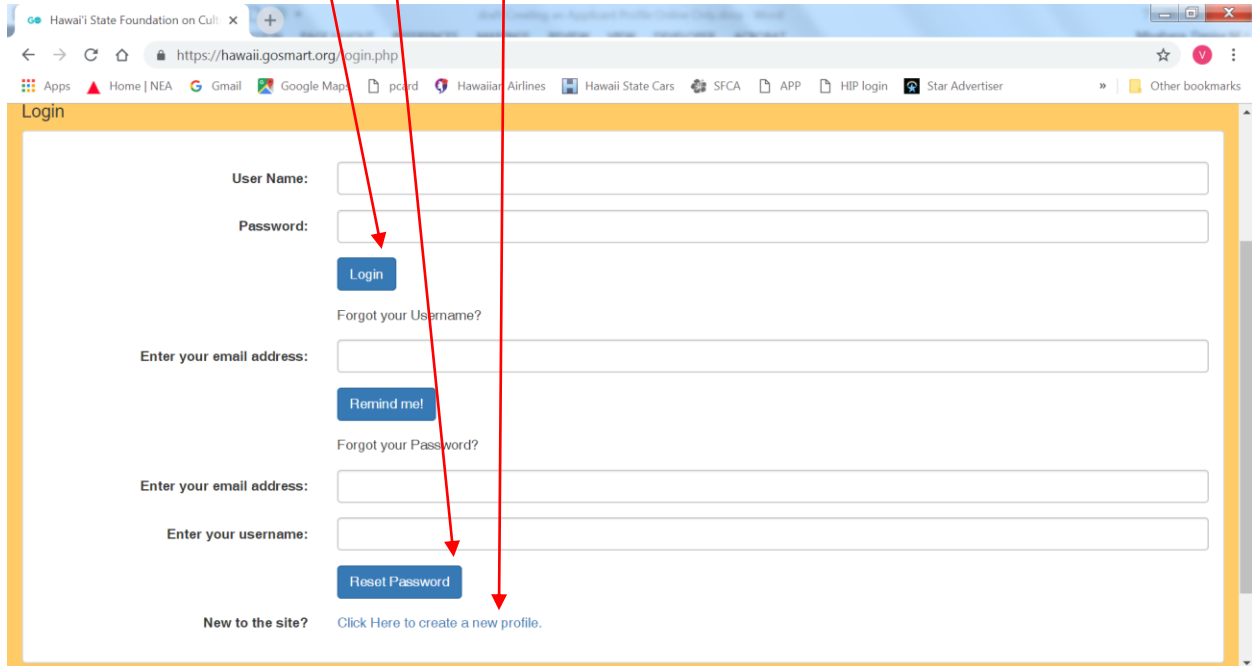
<https://hawaii.gosmart.org/>



STEP TWO: Enter School's Username and Password

On this page, you can:

- **Login** with your School's Username and Password that your School already has (see *STEP THREE below*), OR
- **Reset** your Password, OR
- Create a **new profile** - for School's that have never used GO Smart online application (see *STEP FOUR below*).



The screenshot shows the login page for Hawaii GO Smart. It features a yellow header with the word "Login". Below the header, there are two main sections. The first section has a "User Name:" label and a text input field, followed by a "Password:" label and another text input field. A blue "Login" button is positioned below the password field. To the right of the "Login" button are two links: "Forgot your Username?" and "Forgot your Password?". Below these links is a section for email-based login, starting with "Enter your email address:" and a text input field, followed by a blue "Remind me!" button. Another "Enter your email address:" label and text input field are below that. The second main section starts with "Enter your username:" and a text input field, followed by a blue "Reset Password" button. At the bottom left, there is a link "New to the site? Click Here to create a new profile." Three red arrows originate from the text in the list above: one points to the "Login" button, one points to the "Reset Password" button, and one points to the "Click Here to create a new profile." link.

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

If your school applied for an AITS grant for school year 2020-2021, 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 underline 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 – “ 00-000000 ” |
| * 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 Your District Number found at https://www.capitol.hawaii.gov/findleg.aspx |
| * State House District | Enter Your House District Number found at https://www.capitol.hawaii.gov/findleg.aspx |
| * State Senate District | Enter Your Senate District Number found at https://www.capitol.hawaii.gov/findleg.aspx |
| * Date Organization Formed | Enter 01/01/2000 |
| * Mission Statement | Enter None |
| * DUNS Number | Enter nine zeroes - 00000000 |

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:

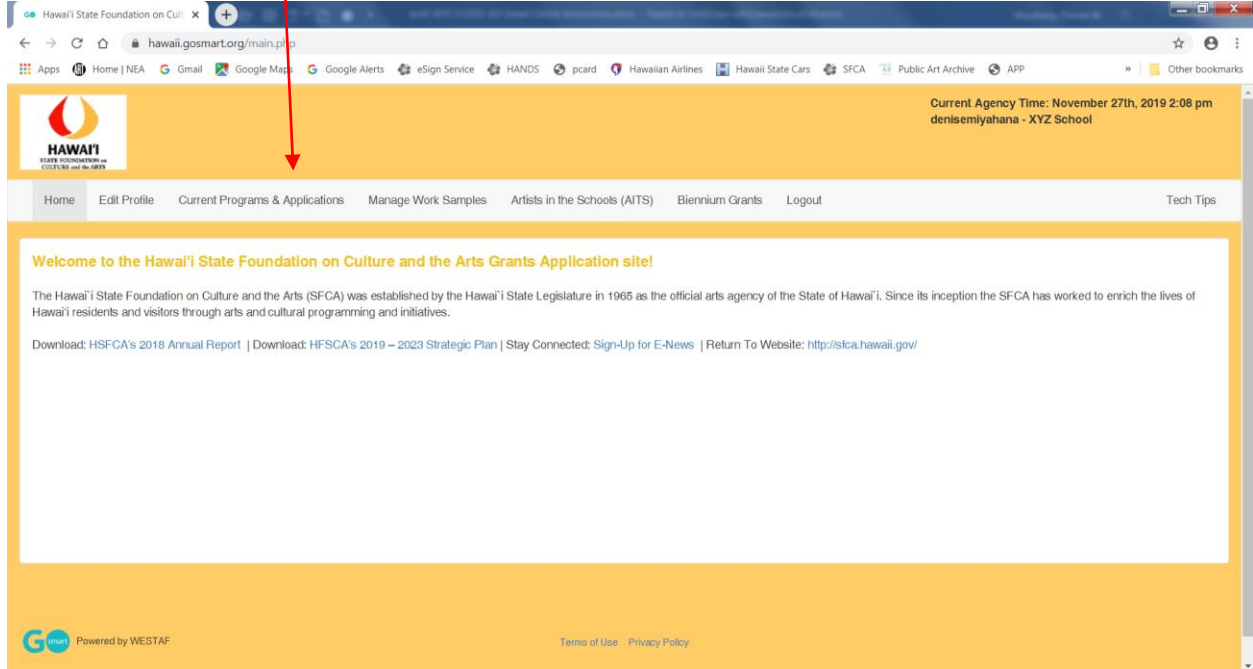
The screenshot shows a web browser window with the URL <https://hawaii.gosmart.org/main.php>. The page header includes the Hawaii State Foundation on Culture and the Arts logo and the current agency time: October 22nd, 2018 10:41 am. The navigation menu contains links for Home, Edit Profile, Current Programs & Applications, Artists in the Schools Grant Instructions, Artists in the Schools Grant Materials, Logout, and Tech Tips. A red arrow points to the 'Edit Profile' link. The main content area displays a welcome message and instructions for users, including a list of 'Tech Tips' such as 'Copy and paste', 'Formatting', 'Multiple Users', 'Saving Your Work', and 'Pop-up Windows and Cookies must be enabled'.

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.

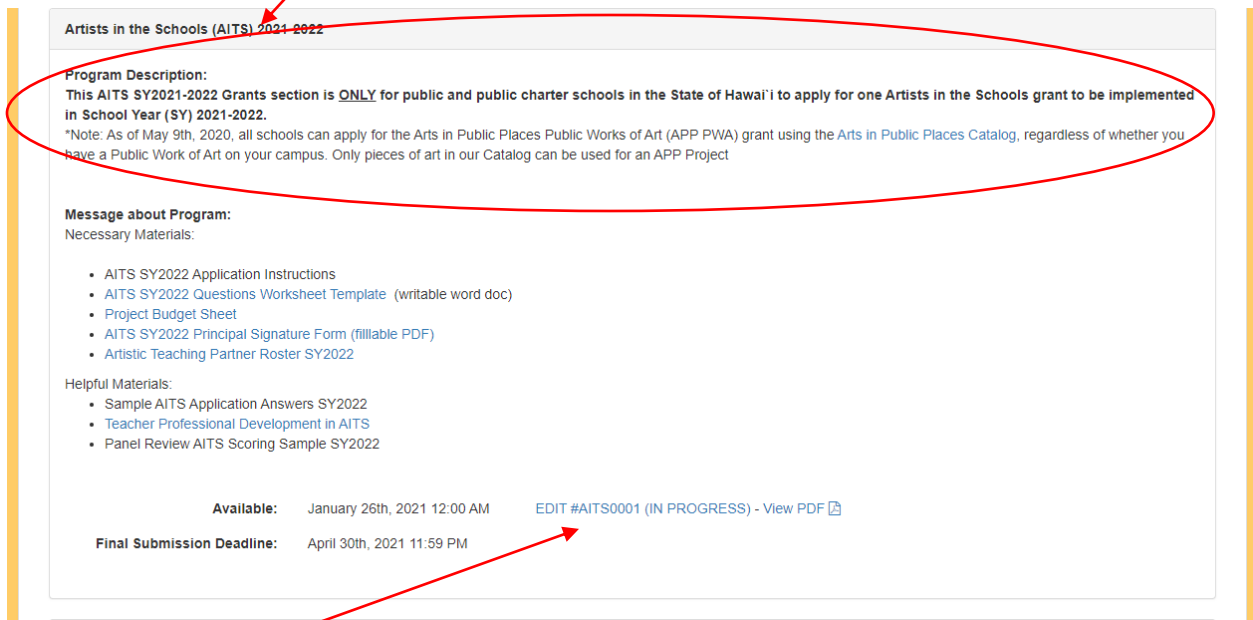
STEP SIX: To Work on the AITS Application

Click on Current Programs & Applications on the menu bar.



Scroll down to **Artists in the Schools (AITS) 2021-2022**

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 SY2022 Questions Worksheet Template** (writable word document) to develop your answers. Copy and Paste completed narrative responses into the GO Smart application. You will not submit this worksheet. This is to help the school's AITS Contact and the ATP who are working together to develop the residency.

Use the **Program Budget Sheet** to develop your residency budget for the school.

You will submit this worksheet, in the "File Upload" of the budget section. A link to the Program Budget Sheet is also on the budget page.

Once the application is submitted, applications cannot be revised.

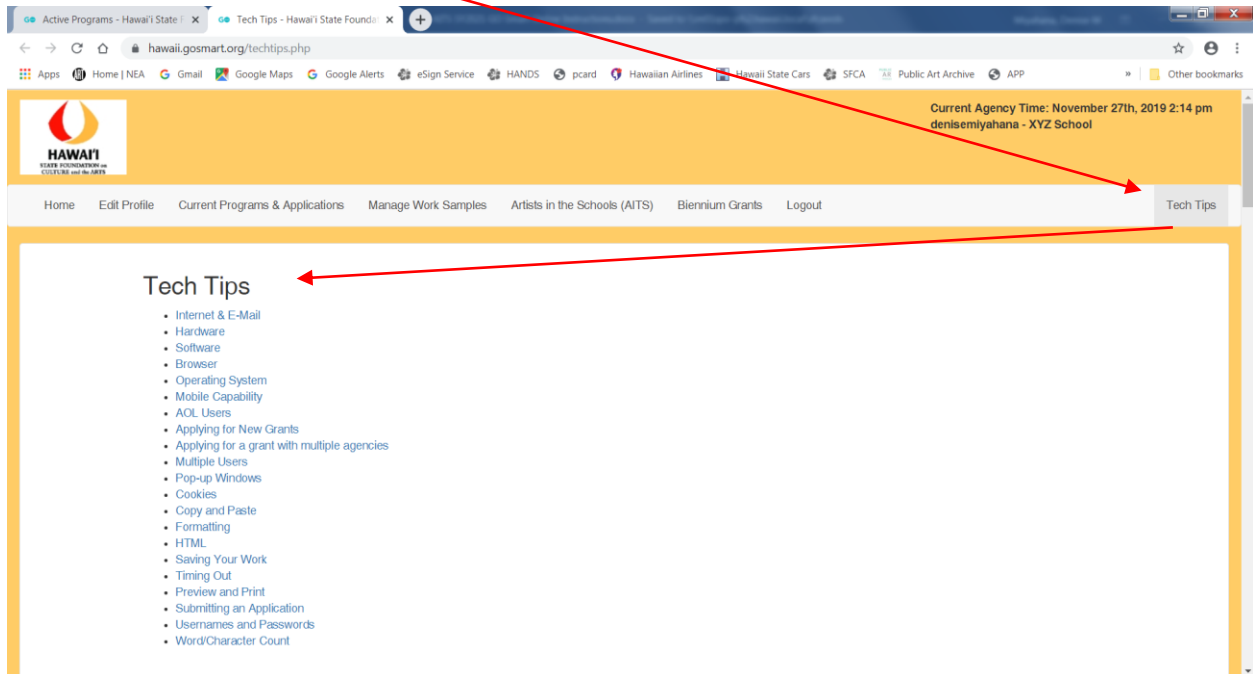
Helpful Hints

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.
- Formatted text is not accepted by GO Smart; applicants cannot **bold**, *italicize* or underline text or change font style or size.
- Do not use Hawaiian diacritical marks. GO Smart cannot handle it – the automated substitutions are unintelligible.
- 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.



The screenshot shows a web browser window with the URL hawaii.gosmart.org/techtips.php. The page header includes the Hawaii logo and the text "Current Agency Time: November 27th, 2019 2:14 pm denisemiyahana - XYZ School". The navigation bar contains the following items: Home, Edit Profile, Current Programs & Applications, Manage Work Samples, Artists in the Schools (AITS), Biennium Grants, Logout, and Tech Tips. The Tech Tips menu item is highlighted with a red arrow. Below the navigation bar, the Tech Tips page content is displayed, featuring a list of technical topics:

- Internet & E-Mail
- Hardware
- Software
- Browser
- Operating System
- Mobile Capability
- AOL Users
- Applying for New Grants
- Applying for a grant with multiple agencies
- Multiple Users
- Pop-up Windows
- Cookies
- Copy and Paste
- Formatting
- HTML
- Saving Your Work
- Timing Out
- Preview and Print
- Submitting an Application
- Usernames and Passwords
- Word/Character Count