

State Foundation on Culture and the Arts  
Artists in the Schools Program  
Grant Application

**GO SMART ONLINE INSTRUCTIONS**



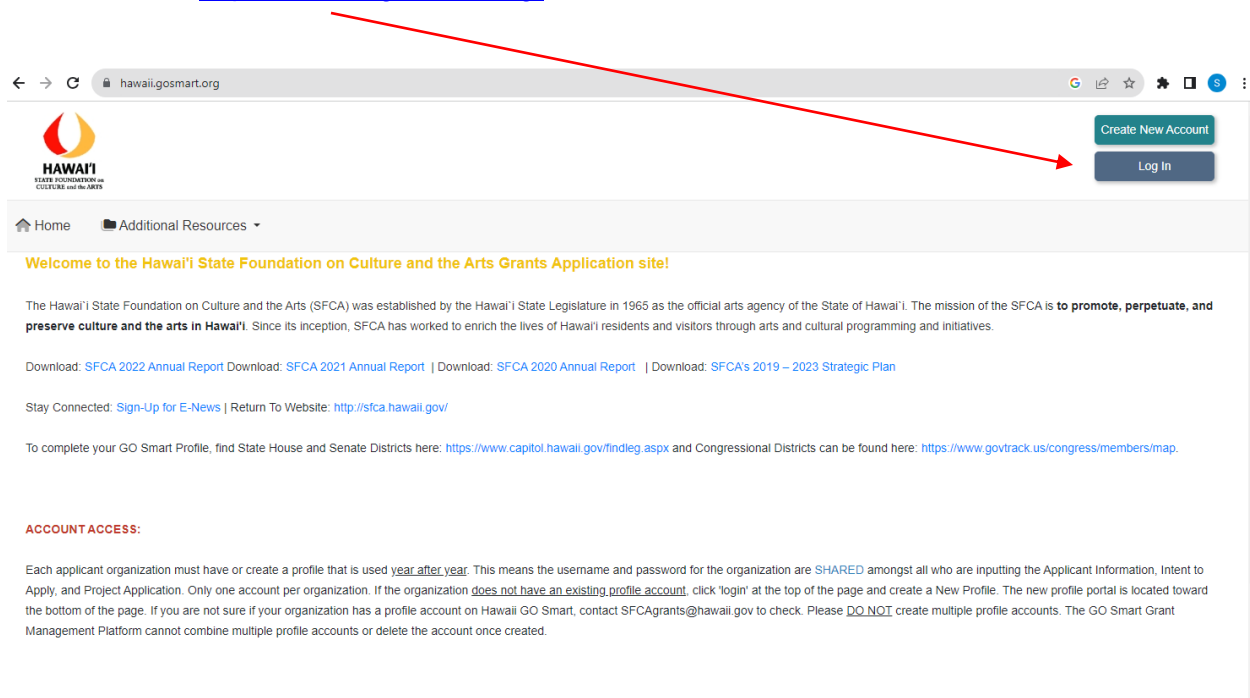
The **School is the applicant** for the Artists in the Schools grant.

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 Schools that have never used GO Smart online application (see *STEP FOUR below*).

The screenshot shows the login page for Hawaii GO Smart. At the top left is the Hawaii State logo. Below it are navigation links for 'Home' and 'Additional Resources'. The main heading is 'Log In' with the instruction 'Enter your username and password below.' There are two input fields: 'Username:' and 'Password:'. Below the password field are links for 'Forgot Username?' and 'Forgot Password?'. A 'Log In' button is centered below these links. In the top right corner, there are two buttons: 'Create New Account' and 'Log In'. Red arrows from the text above point to the 'Create New Account' button, the 'Username' field, and the 'Password' field.

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

If your school applied for a previous AITS grant, 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](mailto: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](mailto:Danica.rosengren@hawaii.gov).

Applicants can create a new profile by clicking "Create New Account" in the top right corner of the home page.

- “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.

| <b>Profile Page Fields</b>          | <b>Your Selection or Answer</b>  |
|-------------------------------------|--|
| * Type of Profile you are creating  | Choose “ <b>Organization</b> ”   |
| <b>PRIMARY CONTACT INFORMATION:</b> |  |
| * Username                          | Enter a username for your school   |
| * Password                          | Enter your School’s Password   |
| * Confirm Password                  | Enter your School’s Password again   |
| *First Name                         | Write a shortened version name of your school, such as “Kuhio”   |
| *Last Name                          | Write the grade levels of the school, such as “Intermediate” or “Elementary”   |
| * Email                             | Enter Email Address at which you wish to receive AITS notifications (this may be updated from year to year, but should be the school contact, not the Teaching Artist Partner) |
| * Confirm Email                     | Enter Email Address again  |
| <b>CONTACT INFORMATION:</b>         |  |
| * Legal Name                        | Enter <b>full School name</b> , e.g., “Prince Jonah Kuhio Elementary School”   |
| * Phone                             | Enter School Phone Number again with area code (e.g., 808-123-4567)  |
| * Address                           | Enter <b>School mailing address</b>  |
| * City                              | For <b>School mailing address</b>  |
| * Country                           | Choose “United States”   |
| * State/Province                    | Choose “Hawaii”  |
| * Postal Code                       | For <b>School mailing address</b>  |
| *Website                            | Add the web address for the school   |
| <b>ADDITIONAL INFORMATION:</b>      |  |
| * Organization Type                 | Choose “ <b>Other School</b> ”   |
| * Applicant Status                  | Choose “ <b>None of the Above</b> ”  |
| * Applicant Discipline              | Choose “ <b>Multidisciplinary</b> ”  |
| FEIN/Tax ID                         | Enter all zeros – “ <b>00-0000000</b> ”  |

|                            |  |
|----------------------------|--|
| Mission Statement          | Write the School's mission statement   |
| * Date Organization Formed | Enter the date of the school was formed  |
| Unique Entity ID (UEI)     | Please add the schools UEI. If you have questions, email danica.rosengren@hawaii.gov   |
| * Congressional District   | Enter Your District Number found at <a href="https://www.capitol.hawaii.gov/findleg.aspx">https://www.capitol.hawaii.gov/findleg.aspx</a>        |
| * State House District     | Enter Your House District Number found at <a href="https://www.capitol.hawaii.gov/findleg.aspx">https://www.capitol.hawaii.gov/findleg.aspx</a>  |
| * State Senate District    | Enter Your Senate District Number found at <a href="https://www.capitol.hawaii.gov/findleg.aspx">https://www.capitol.hawaii.gov/findleg.aspx</a> |

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:



Granting Agency: Hawai'i State Foundation on Culture and Arts Log Out

Home Edit Profile Grant Applications & Forms Media Library Additional Resources

Welcome to the Hawai'i State Foundation on Culture and the Arts Grants Application site!

The Hawai'i State Foundation on Culture and the Arts (SFCA) was established by the Hawai'i State Legislature in 1965 as the official arts agency of the State of Hawai'i. The mission of the SFCA is to **promote, perpetuate, and preserve culture and the arts in Hawai'i**. Since its inception, SFCA has worked to enrich the lives of Hawai'i residents and visitors through arts and cultural programming and initiatives.

Download: [SFCA 2022 Annual Report](#) Download: [SFCA 2021 Annual Report](#) | Download: [SFCA 2020 Annual Report](#) | Download: [SFCA's 2019 – 2023 Strategic Plan](#)

Stay Connected: [Sign-Up for E-News](#) | Return To Website: <http://sfca.hawaii.gov/>

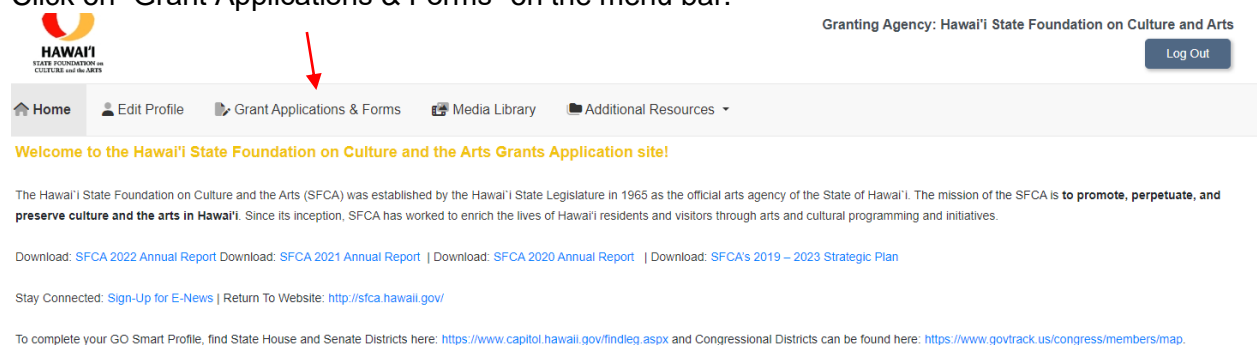
To complete your GO Smart Profile, find State House and Senate Districts here: <https://www.capitol.hawaii.gov/findleg.aspx> and Congressional Districts can be found here: <https://www.govtrack.us/congress/members/map>.

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 "Grant Applications & Forms" on the menu bar.



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To complete your GO Smart Profile, find State House and Senate Districts here: <https://www.capitol.hawaii.gov/findleg.aspx> and Congressional Districts can be found here: <https://www.govtrack.us/congress/members/map>.

If applying for a **One-Year Residency**, scroll to **Artists in the Schools (AITS) 2025-2026**

**Artists in the Schools (AITS) 2025-2026**

Artists in the Schools (AITS) 2025-2026

**Program Description:**  
AITS SY25-26 Grants are **ONLY** for public and public charter schools in Hawai'i to apply for one Artists in the Schools grant to be Implemented in School Year (SY) 2025-26. Schools can apply for the Arts in Public Places (APP) grant using the [Art in Public Places Catalog](#), regardless of whether there is a Public Work of Art on campus. Only pieces of art in our Catalog can be used for APP Projects.

**Applications due March 30, 2025 11:59pm**

**Program Message:**

**Necessary Materials:**

- AITS GoSmart Instructions
- AITS SY25-26 Application Instructions
- AITS SY25-26 Questions Worksheet Template (writable word doc)
- AITS Project Budget Sheet
- AITS SY25-26 Principal Signature Form (fillable PDF)
- SFCA Artistic Teaching Partner Roster
- SFCA Media Release Form (other languages available!)

**Helpful Materials:**

- Teacher Professional Development in AITS
- Scoring Form

| Dates & Deadlines         |                             | Actions               | View                    |
|---------------------------|-----------------------------|-----------------------|-------------------------|
| Available                 | ● Dec 1, 2024 12:00 am HST  | <a href="#">START</a> | <a href="#">Preview</a> |
| Final Submission Deadline | ● Mar 30, 2025 11:59 pm HST |                       |                         |
| Final Report Available    | ● Sep 1, 2025 12:00 am HST  |                       |                         |
| Final Report Deadline     | ● Jun 30, 2026 11:59 pm HST |                       |                         |
|                           |                             |                       |                         |

If applying for a **Two Year Residency**, scroll to **Artists in the Schools (AITS) 2025-2027**

**Artists in the Schools (AITS) Two Year Grant 2025-2027**

Artists in the Schools (AITS) Two Year Grant 2025-2027

**Program Description:**  
AITS SY2025-2027 Grants are **ONLY** for public and public charter schools in Hawai'i to apply for one Artists in the Schools grant to be Implemented in School Year (SY) 2025-2027. Schools can apply for the Arts in Public Places (APP) grant using the [Art in Public Places Catalog](#), regardless of whether there is a Public Work of Art on campus. Only pieces of art in our Catalog can be used for APP Projects.

**Applications due March 30, 2025 11:59pm**

**Program Message:**

**Necessary Materials:**

- AITS GoSmart Instructions
- AITS SY25-27 Application Instructions
- AITS SY25-7 Questions Worksheet Template (writable word doc)
- AITS Project Budget Sheet
- AITS SY25-27 Principal Signature Form (fillable PDF)
- SFCA Artistic Teaching Partner Roster
- SFCA Media Release Form (other languages available!)

**Helpful Materials:**

- Teacher Professional Development in AITS
- Score Sheet

| Dates & Deadlines         |                             | Actions               | View                    |
|---------------------------|-----------------------------|-----------------------|-------------------------|
| Available                 | ● Dec 11, 2024 12:00 am HST | <a href="#">START</a> | <a href="#">Preview</a> |
| Final Submission Deadline | ● Mar 30, 2025 11:59 pm HST |                       |                         |
| Interim Report Available  | ● Sep 1, 2025 2:00 pm HST   |                       |                         |
| Interim Report Deadline   | ● Jun 30, 2026 11:59 pm HST |                       |                         |
| Final Report Available    | ● Aug 30, 2026 12:00 am HST |                       |                         |
| Final Report Deadline     | ● Jun 30, 2027 11:59 pm HST |                       |                         |

Click “Start” to start a new application. This button will turn yellow and say “Edit” after you have started your 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.

For a **Two-Year Residency**, use the **AITS SY2025-27 Questions Worksheet Template** (writable word document) to develop your answers. For a **One-Year Residency**, use the **AITS SY2025-2026 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**

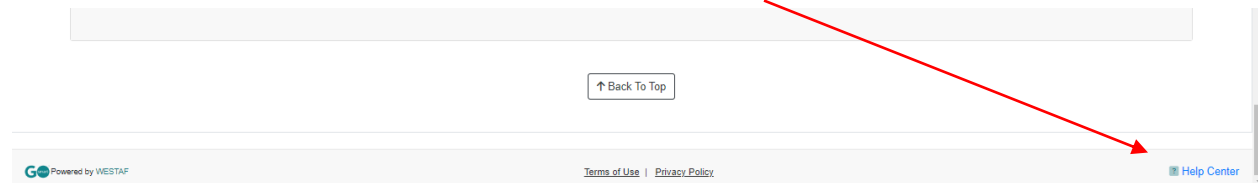
Here are some general suggestions to help applicants navigate the GO Smart application process:

- 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

Scroll to the bottom of the page and click on “Help Center.”



When you click on “Help Center,” it will take you to this page, with many additional resources.

