

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

- Register
- Apply for grants
- Manage your media library and attach files to applications, interim, or final reports
- Complete application processes
- Find additional help

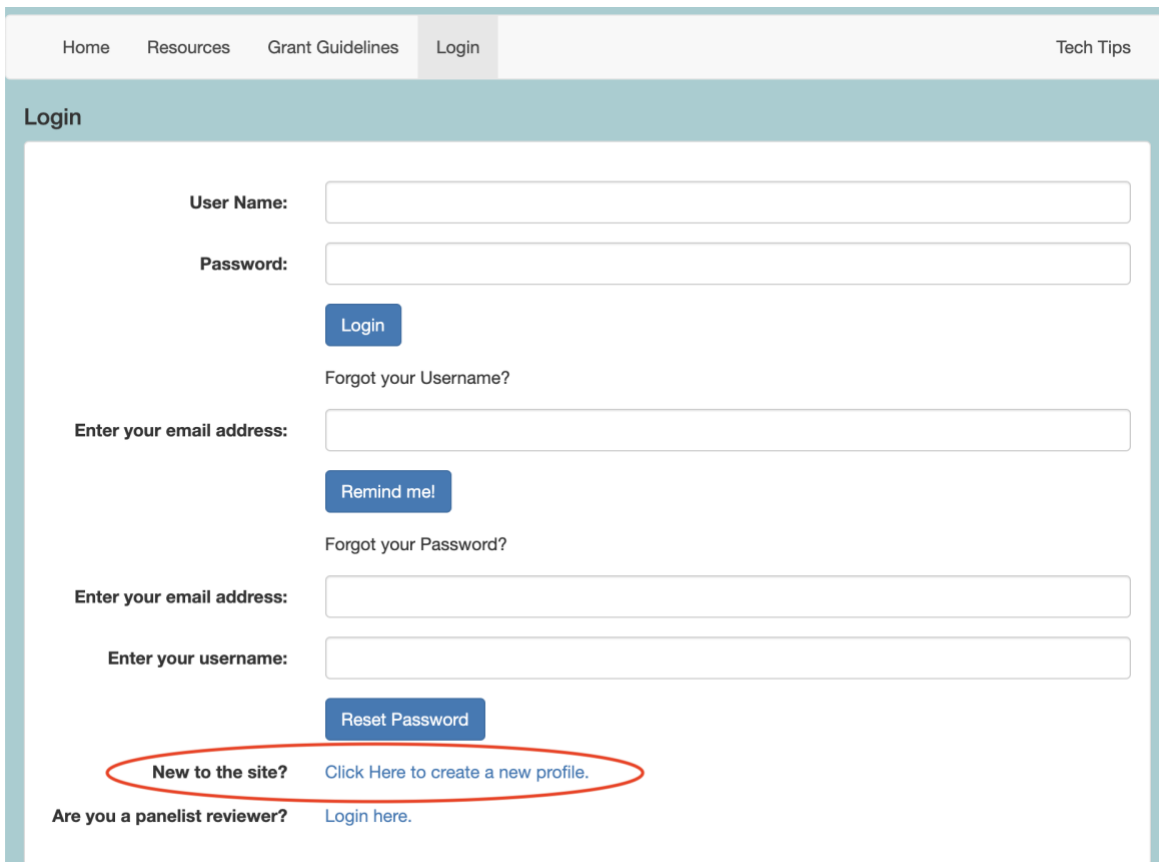
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*If you are viewing this document in a web browser, you may need to open or download it as a PDF for the Table of Contents and other links to work.

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 Resources or Grant Guidelines shown below, but you will not be able to edit your profile, access applications, or manage your media until you log in.



Home Resources Grant Guidelines Login Tech Tips

Login

User Name:

Password:

Login

Forgot your Username?

Enter your email address:

Remind me!

Forgot your Password?

Enter your email address:

Enter your username:

Reset Password

New to the site? [Click Here to create a new profile.](#)

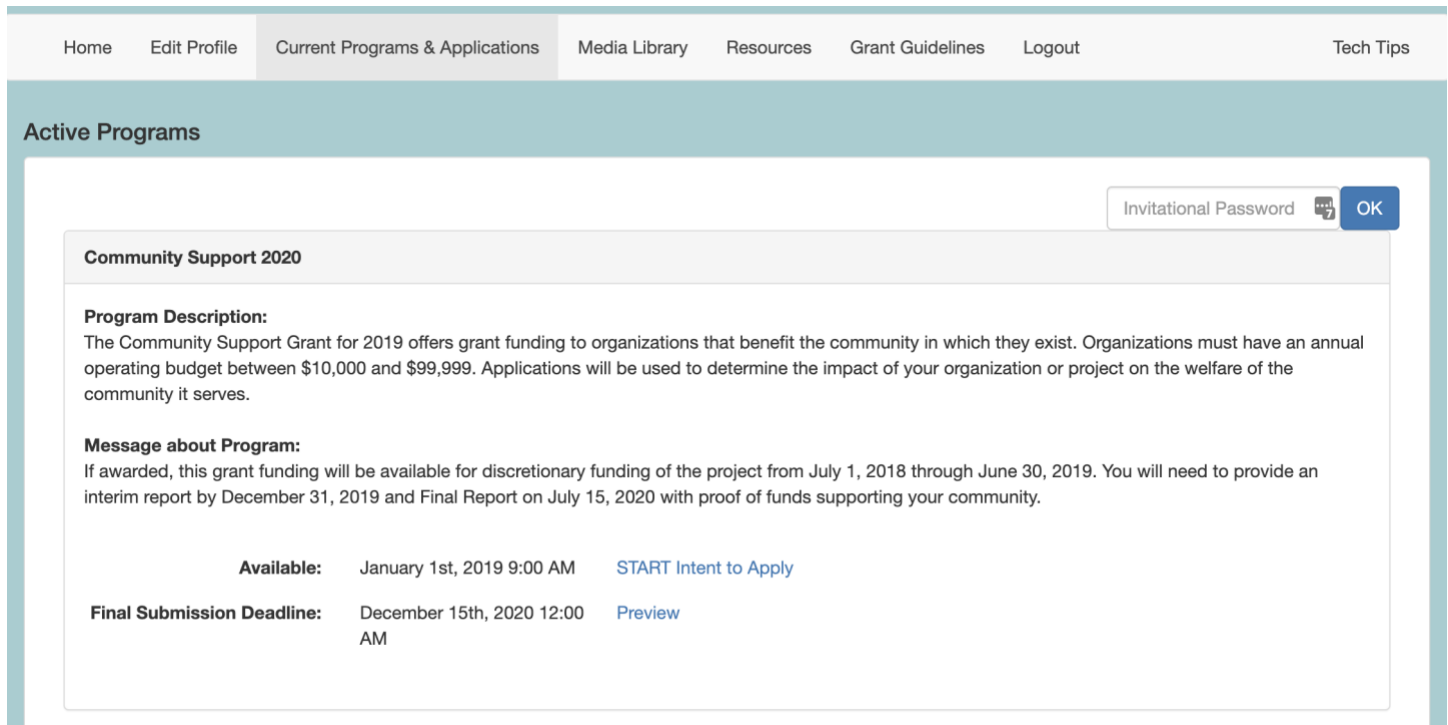
Are you a panelist reviewer? [Login here.](#)

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. 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

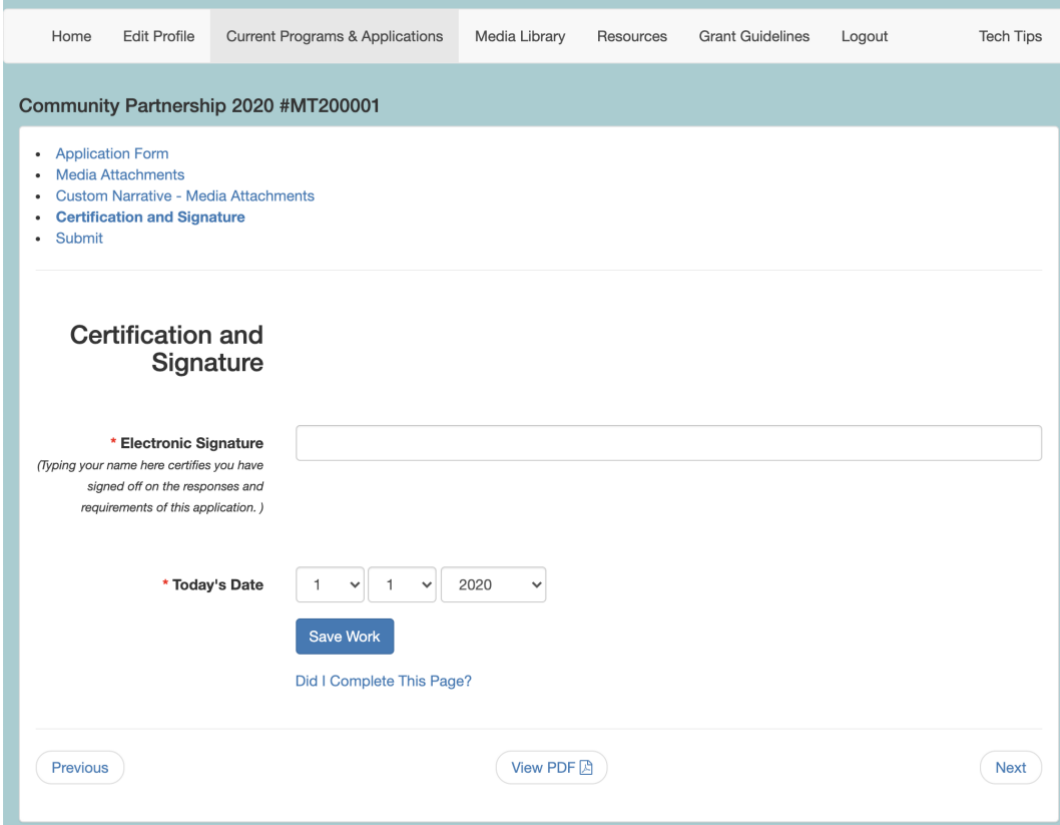
When you are ready to work on a grant, you will use your **Current Programs & Applications** tab to find the appropriate application(s).



The screenshot shows a navigation bar with the following items: Home, Edit Profile, Current Programs & Applications (selected), Media Library, Resources, Grant Guidelines, Logout, and Tech Tips. Below the navigation bar is a section titled 'Active Programs'. In the top right corner of this section, there is a field for 'Invitational Password' with a small icon and an 'OK' button. The main content area displays the details for the 'Community Support 2020' program. It includes a 'Program Description' and a 'Message about Program'. At the bottom, there are two rows of information: 'Available: January 1st, 2019 9:00 AM' with a 'START Intent to Apply' link, and 'Final Submission Deadline: December 15th, 2020 12:00 AM' with a 'Preview' link.

1. Navigate to the **Current Programs & Applications** tab to begin working on your application, intent to apply, interim, or final report.
2. Scroll through your list of available grant programs, noting the **name** in the gray heading along the top of each box (such as Community Support 2020 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 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

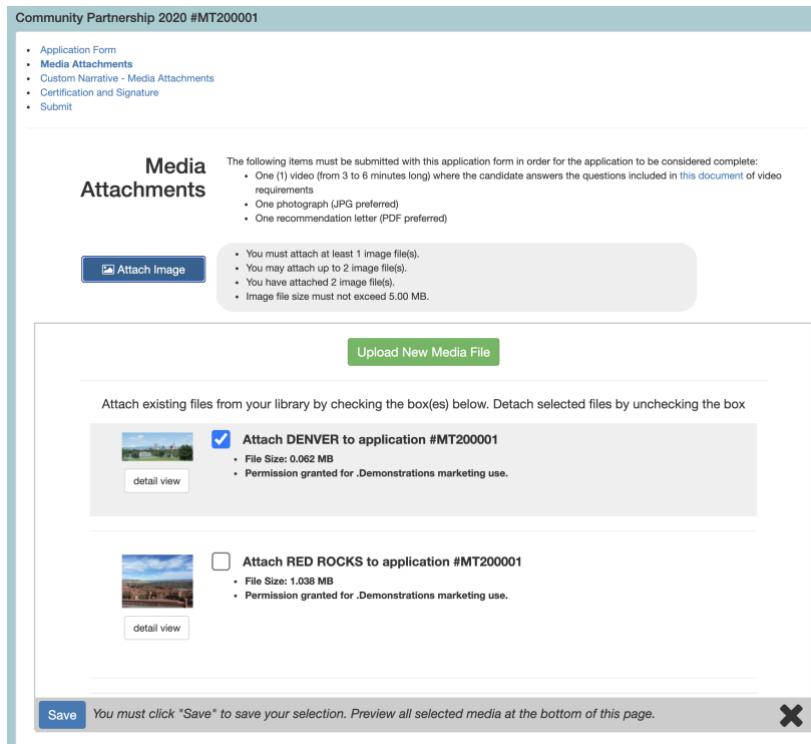


The screenshot shows a web application interface. At the top is a navigation menu with links: Home, Edit Profile, Current Programs & Applications (selected), Media Library, Resources, Grant Guidelines, Logout, and Tech Tips. Below the menu is a header for 'Community Partnership 2020 #MT200001'. A table of contents lists: Application Form, Media Attachments, Custom Narrative - Media Attachments, Certification and Signature (highlighted), and Submit. The main content area is titled 'Certification and Signature'. It contains a text input field for an 'Electronic Signature' with a note: '(Typing your name here certifies you have signed off on the responses and requirements of this application.)'. Below this is a date selection field for 'Today's Date' with dropdowns for month (1), day (1), and year (2020). A blue 'Save Work' button is positioned below the date field. Underneath the button is a link that says 'Did I Complete This Page?'. At the bottom of the page are three buttons: 'Previous', 'View PDF' (with a PDF icon), and 'Next'.

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 (aka forms). *Alternatively, there may be corresponding items such as Reimbursement Requests or Invoices that will be listed as separate programs on the Current Programs & Applications tab. You will be provided the name of these items if you should be looking for them.*
2. Navigate through the form 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 your granting agency.

MEDIA LIBRARY SELECTION PAGE

One of the pages within your application may give you the opportunity to use an **Attach [Media]** button, as shown in the example below. If you see these buttons you are on a **Media Library Selection** page. In order to utilize this page, you will need to upload files to your Media Library that you will then attach to this page. Within the application, this page may be called Media Attachments or something similar such as Support Materials, Work Samples, etc.

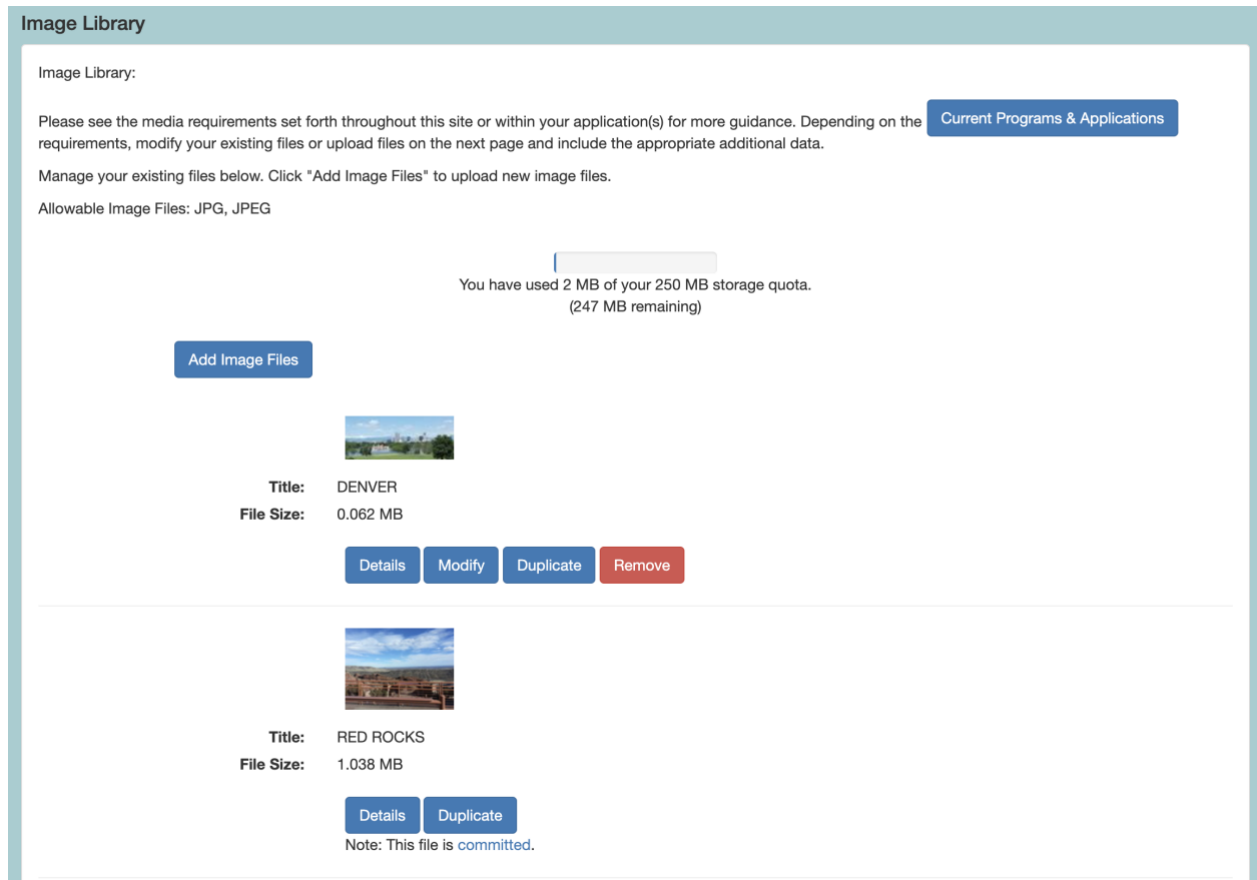


1. Click any of the **Attach [Media]** buttons (ie. Attach Image, Attach Audio, etc.).
2. Check the **box** for the desired file(s). Uncheck a box to detach the file.
 - a. If you have not yet uploaded your desired media to your Media Library:
 - i. Click the green **Upload New Media file** button. This will take you to the upload form in your Media Library.
 - ii. Follow the Media Library instructions to **upload your file(s)**. Upload or modify additional files while in the Media Library.
 - iii. Click the **Return to Application** button to return to your application, interim, or final report.
 - iv. Click the **Attach [Media]** button.
 - v. Check the **box** for the desired file(s).
3. Click **Save**.
4. **Repeat** as needed for each media type
5. Review the **Attached Media** section at the bottom of the page to verify your selection.



TROUBLESHOOT MEDIA LIBRARY

Learn how to use the tools of your library.



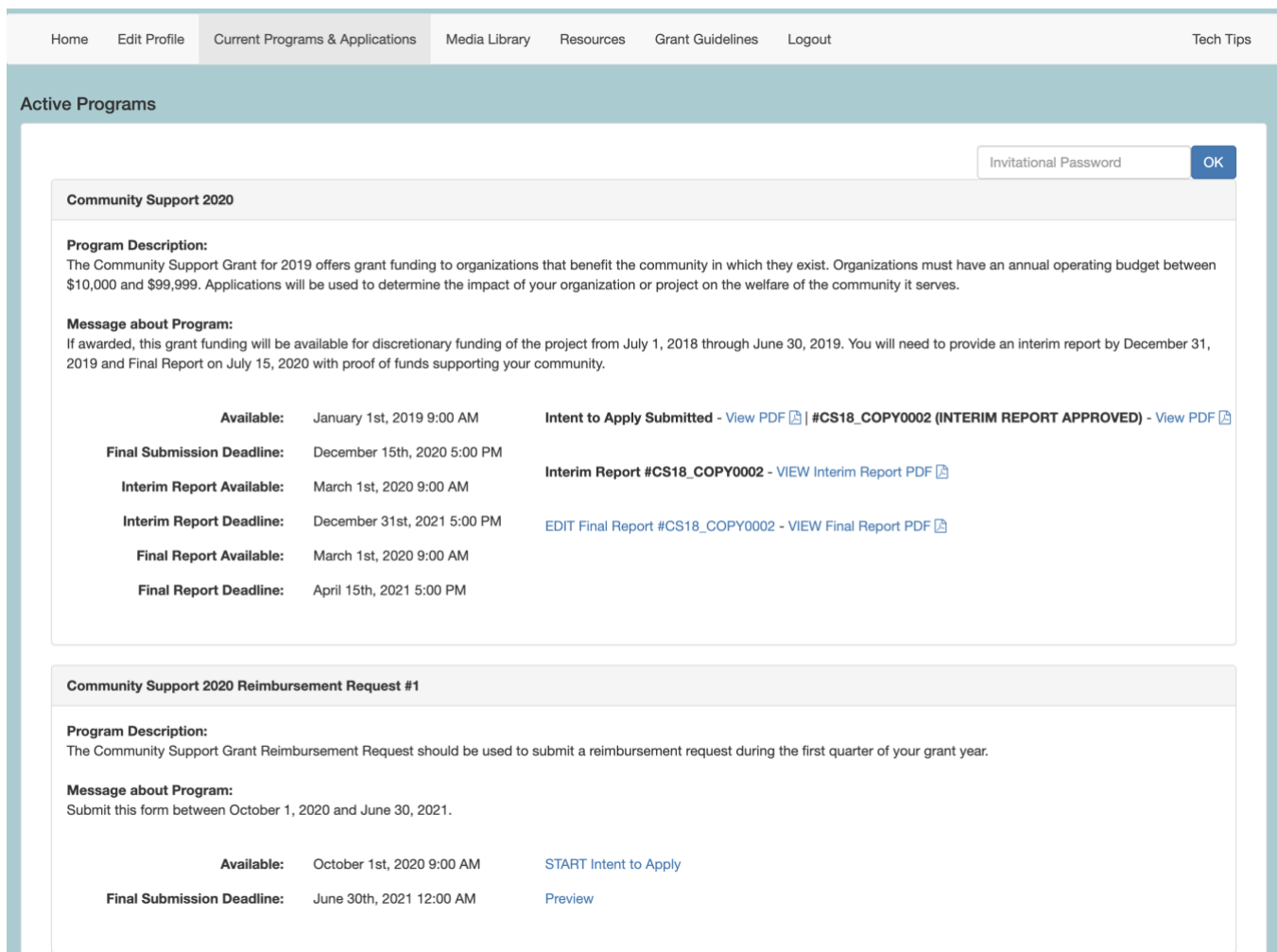
The screenshot shows the 'Image Library' interface. At the top, it says 'Image Library:'. Below that, there is a paragraph of text: 'Please see the media requirements set forth throughout this site or within your application(s) for more guidance. Depending on the requirements, modify your existing files or upload files on the next page and include the appropriate additional data.' To the right of this text is a button labeled 'Current Programs & Applications'. Below the paragraph, it says 'Manage your existing files below. Click "Add Image Files" to upload new image files.' and 'Allowable Image Files: JPG, JPEG'. In the center, there is a progress bar and text: 'You have used 2 MB of your 250 MB storage quota. (247 MB remaining)'. Below this, there is a button labeled 'Add Image Files'. There are two image entries. The first entry has a thumbnail of a cityscape, a title 'DENVER', and a file size of '0.062 MB'. Below the thumbnail are four buttons: 'Details', 'Modify', 'Duplicate', and 'Remove'. The second entry has a thumbnail of a landscape, a title 'RED ROCKS', and a file size of '1.038 MB'. Below the thumbnail are two buttons: 'Details' and 'Duplicate'. At the bottom of the second entry, there is a note: 'Note: This file is committed.'

1. Use the **Details** button to review information you included when you uploaded the file.
2. Click **Modify** to edit and save any changes to an existing file.
3. Click **Duplicate** to make a copy of a file.
4. Click **Remove** to delete an existing file from your Media Library. This will **free up space** to upload additional items.
5. If **Modify and Remove are not available** and you see that the file is **committed** (as in the second example above), 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.
6. Alternatively, you can **duplicate** the committed item, **update** the details, **change** the name, **save** and **attach the modified duplicate** to the appropriate form on a Media Library Selection page.



NEXT STEPS

If you are instructed to submit additional reports or forms after submitting your application, follow the steps below to find the appropriate items.



Home Edit Profile Current Programs & Applications Media Library Resources Grant Guidelines Logout Tech Tips

Active Programs

Invitational Password

Community Support 2020

Program Description:
The Community Support Grant for 2019 offers grant funding to organizations that benefit the community in which they exist. Organizations must have an annual operating budget between \$10,000 and \$99,999. Applications will be used to determine the impact of your organization or project on the welfare of the community it serves.

Message about Program:
If awarded, this grant funding will be available for discretionary funding of the project from July 1, 2018 through June 30, 2019. You will need to provide an interim report by December 31, 2019 and Final Report on July 15, 2020 with proof of funds supporting your community.

Available:	January 1st, 2019 9:00 AM	Intent to Apply Submitted - View PDF #CS18_COPY0002 (INTERIM REPORT APPROVED) - View PDF
Final Submission Deadline:	December 15th, 2020 5:00 PM	Interim Report #CS18_COPY0002 - VIEW Interim Report PDF
Interim Report Available:	March 1st, 2020 9:00 AM	
Interim Report Deadline:	December 31st, 2021 5:00 PM	EDIT Final Report #CS18_COPY0002 - VIEW Final Report PDF
Final Report Available:	March 1st, 2020 9:00 AM	
Final Report Deadline:	April 15th, 2021 5:00 PM	

Community Support 2020 Reimbursement Request #1

Program Description:
The Community Support Grant Reimbursement Request should be used to submit a reimbursement request during the first quarter of your grant year.

Message about Program:
Submit this form between October 1, 2020 and June 30, 2021.

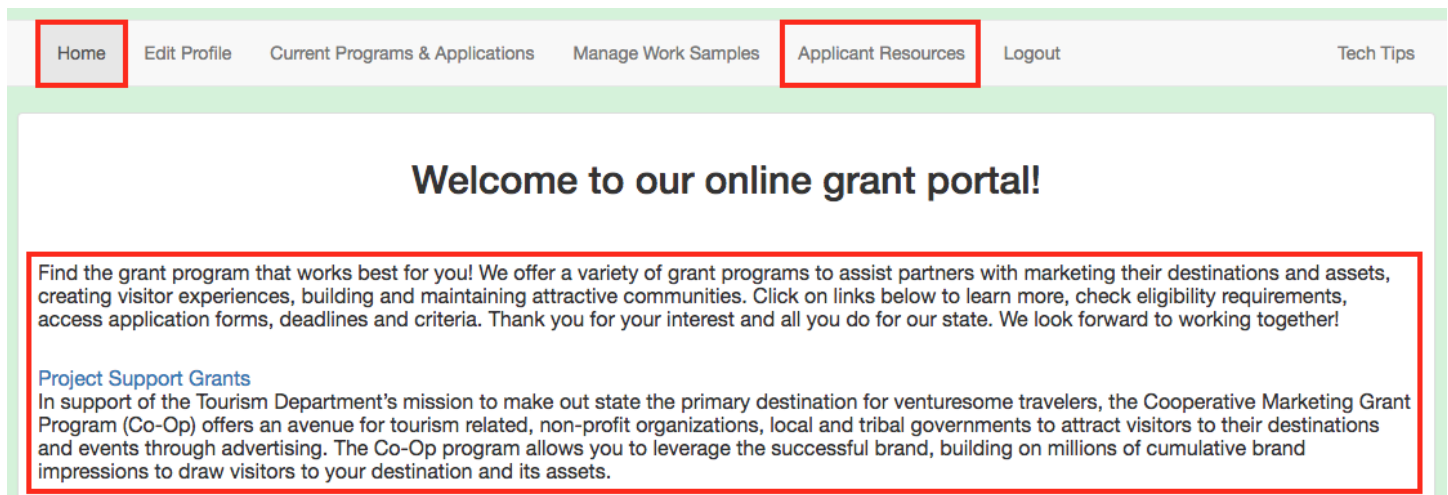
Available:	October 1st, 2020 9:00 AM	START Intent to Apply
Final Submission Deadline:	June 30th, 2021 12:00 AM	Preview

1. **Watch for communications** regarding a possible award, necessary follow-up reports and other items.
2. If you are awarded or invited to work on follow up items such as interim or final reports, **return to your Current Programs & Applications tab**, locate the cycle and click START or EDIT on the available cycle item, such as the Final Report in the top example above.
3. Alternatively, you may be directed to **associated programs**, such as Community Support 2020 Reimbursement Request #1 in the bottom of example above. Locate this associated program and click START or EDIT to work on and submit the appropriate item.



HELP AND GUIDANCE

The Home page of this site is customized to include information you may need when working on your grant programs (see generic example shown below). You may also see custom navigation pages, such as Applicant Resources. These pages may include additional guidance regarding the way you should use the site.



The screenshot shows a navigation bar with the following items: Home, Edit Profile, Current Programs & Applications, Manage Work Samples, Applicant Resources, Logout, and Tech Tips. The 'Home' and 'Applicant Resources' items are highlighted with red boxes. Below the navigation bar is a large white box with a green border containing the following text:

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 our 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 grant(s)**.

**For additional information and assistance while using the GO Smart site,
please contact the granting agency.**