

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

- Register by creating a new account
- 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.



CREATE A NEW ACCOUNT

In order to utilize our online granting system, you will need to create an account. 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 login. You will be able to view Additional Resource pages if they exist, but you will not be able to edit your profile, access applications, or manage your media until you create an account and/or log in.

GO Smart Demo Grants Portal

Welcome to our grants management system!

Applications for General Operating Support grants are now available. Please submit your applications by no later than 5:00 p.m. on Friday, November 31. See the [applicant resources](#) tab for specific requirements for applying. The maximum award available is \$50,000.

Connecting our community to the arts

GO Smart Demo is a local arts foundation funding organizations that help create a vibrant Denver community. Denver Arts accepts grant applications from local artist, nonprofit, and government agencies with cultural programming. Denver Arts has been supporting arts and culture in the Denver metro area since 1977.

\$37 MILLION → To 431 ARTS Nonprofits

\$1.1 billion Total Economic Activity

2.47 MILLION attendees to cultural events

1.38 MILLION free admissions

GO Smart Powered by WESTAF

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1. Navigate to the GO Smart portal at the URL that was provided to you.
2. Locate the Create New Account button at the top right corner.
3. Answer the questions on the registration page and click **Submit** to create your account.
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. If you forget your username or password, click the Log In button and use the **retrieval tools** linked from the Log In page.
7. Continue to log in with your existing account rather than creating multiple accounts unless your granting agency recommends you do so.



BEGIN AN APPLICATION

When you are ready to work on an application, you will use your **Grant Application & Forms** tab to find the appropriate application(s).

The screenshot displays the 'Grant Applications & Forms' interface. At the top, there is a navigation bar with links for Home, Edit Profile, Grant Applications & Forms (selected), Media Library, and Additional Resources. Below this, the main heading is 'Grant Applications & Forms' with an 'Add invite-only password' link. The primary content is a card for 'General Operating Support 2023'. This card contains a 'Program Description' stating that the funding is for general operation expenses, with a link to 'See additional guidelines here.'. Below that is a 'Program Message' warning about the deadline. At the bottom of the card is a table with three columns: 'Dates & Deadlines', 'Actions', and 'View'. The 'Dates & Deadlines' column shows the program is 'Available' from Feb 20, 2023 9:00 am MST to the 'Final Submission Deadline' on Apr 6, 2023 5:00 pm MDT. The 'Actions' column features a 'START' button, and the 'View' column features a 'Preview' button.

1. Log in and navigate to the **Grant Applications & Forms** tab to begin working on your application, or optional forms such as your intent to apply, interim, quarterly reports, final report, etc.
2. Scroll through your list of available grant programs, noting the **name** in the gray heading along the top of each box (such as General Operating Support 2023 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** button to begin working on the form. If the cycle includes an Intent to Apply, click START Intent to Apply. If the cycle is not yet available, you can click on the Preview button to view a read-only version. If you have missed the deadline, you will not see any action buttons available to you at this time. A deadline displayed in red is approaching within 72 hours.

WORK ON AN EXISTING APPLICATION

The screenshot shows a web browser window with the URL `demonstrations.gosmart.org/module.php?mod_id=40820`. The page header includes the Gsmart logo, the current agency time (March 3rd, 2023 9:45 am), and the organization name (jesspotindapp - WESTAF Organization). A navigation menu contains Home, Edit Profile, Grant Applications & Forms, Media Library, and Additional Resources. The main content area is titled 'General Operating Support 2023 #CGP220005' and features a 'Table of Contents' sidebar with options like Application Form, Artwork Information, Supplemental Materials, Expenses, Income, NEA-FDR, Certification and Signature (selected), and Submission Page. The 'Certification and Signature' section includes an 'Electronic Signature (required)' field, a date field for 'Today's Date (required)', and buttons for 'Save Work', 'Previous', 'View PDF', and 'Save and Next'. The footer contains 'Powered by WESTAF', 'Terms of Use | Privacy Policy', and a 'Help Center' link.

1. Log in and navigate to your grant program from the Grant Applications & Forms tab. Click the **EDIT** button for the application form you have begun and want to continue working on.
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.* Close the Table of Contents if desired by clicking the small down arrow.
3. Answer the questions and click the **"Save and Next"** button to save your work and advance to the next page.
4. Where available, click the **"Save Work"** button at the bottom of the page to check if any required item was not answered.
5. You must click **Save Work** or **Save and Next** at the bottom of **EVERY** page before clicking Previous, clicking the title of a different page in the Table of Contents, or leaving the page.
6. Use the **View PDF** link at the bottom of any page to view your application exactly as admin and panelists will view your application.
7. **Submit** your form on the "Submission Page". Once you submit the item it becomes read-only and can only be edited upon request to your granting agency.



MULTIPLE SUBMISSION PAGE

You may see a page in your application form that allows you to submit a set of questions more than once. If you see the following: “Custom Narrative Settings. This page accepts multiple answer sets...” you are on a **Multiple Submissions** page. Your granting agency will create custom questions and will determine the number of times or range in which you should submit this set. You will see this range, minimum, maximum, or exact amount in the informational text.

The screenshot shows a web form titled "General Operating Support 2023 #CGP220005". At the top right, there are two notification boxes: a pink one stating "Missing required fields highlighted in red below." and a green one stating "Answer Set #3 has been saved, you are now working on Answer Set #4." Below these is a "Table of Contents" button with a left arrow. The main content area is divided into two sections: "Board List" and "Custom Narrative Settings". The "Board List" section includes a prompt: "Please provide information about no less than 2 and no more than 20 members of your board." The "Custom Narrative Settings" section explains: "This page accepts multiple answer sets. You have provided 3 answer sets. You must provide at least 2 answer sets. You cannot exceed 20 answer sets for this page." Below this, it says: "Save the page to add a new answer set. Click on any answer set to view, edit, or delete that group of answers." There are three links for "Answer Set #1", "Answer Set #2", and "Answer Set #3", each with a trash icon. The form also has two required fields: "Board Member Name (required)" with a red border and "Date they joined the board (required)" with a date picker showing "mm/dd/yyyy".

1. Complete your first set of responses.
2. **Click Save Work** if you would like to complete and save additional sets of responses. See your saved sets listed above the questions as “Answer Set #X”. Review and edit the set by clicking the link.
3. **Click Save and Next** after you have entered responses for your **final desired set**.
4. If you click Save Work after entering your final set, you will be on a new form that is waiting for additional responses. Clicking Save and Next from a blank form will save that empty set and you will likely need to delete it from the list of saved answer sets.
5. If your set has **required questions**, you will see those questions highlighted in red after you click Save Work. This does not indicate that this question is unanswered in your previous set(s).



MEDIA LIBRARY SELECTION PAGE

You may see a page within your application that gives 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.

General Operating Support 2023 #CGP220005 The media requirements have been met.

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Supplemental Materials

The following items must be submitted with this application form in order for the application to be considered complete:

- One (1) video (from 3 to 6 minutes long) where the candidate answers the questions included in [this document](#) of video requirements
- One photograph (JPG preferred)
- One recommendation letter (PDF preferred)
- Resume or curriculum vitae (limit to two pages, including previous awards and/or recognitions; PDF preferred)
- Biographical information (limit to one page, PDF preferred)
- Nominee's community involvement, engagement with the public, and/or social action (limit to 2 pages, PDF preferred)

*Though Word documents are accepted, we recommend that any documents be saved as PDFs before uploading and attaching the document to this application

Attach Image

- You must attach at least 1 image file(s).
- You have attached 1 image file(s).
- Image file size must not exceed 250.00 MB.

Upload New Media File

Attach existing files from your library by checking the box(es) below. Detach selected files by unchecking the box

	<input checked="" type="checkbox"/>	Attach 1.7 MB TEST to application #CGP220005 <ul style="list-style-type: none">• File Size: 0.484 MB• Permission granted for .Demonstrations marketing use.
	<input type="checkbox"/>	Attach ABSTRACT OIL ON PAPER to application #CGP220005 <ul style="list-style-type: none">• File Size: 1.076 MB• Permission granted for .Demonstrations marketing use.

Save You must click "Save" to save your selection. Preview all selected media at the bottom of this page.

Attach Audio

- You have attached 0 audio file(s).
- Audio file size must not exceed 250.00 MB.

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.



MEDIA LIBRARY

Learn how to use the tools of your library.

The screenshot shows the 'Media Library' section of a web application. At the top, there is a navigation bar with links for Home, Edit Profile, Grant Applications & Forms, Media Library (active), and Additional Resources. Below the navigation bar, the 'Image Library' section is displayed. It includes instructions on how to add new image files and a button labeled 'Current Programs & Applications'. A storage status indicator shows that 192 MB of a 250 MB quota has been used, with 57 MB remaining. An 'Add Image Files' button is present. Two image entries are shown: 'A DAY AT CITY PARK' (0.484 MB) with buttons for Details, Modify, Duplicate, and Remove; and 'ABSTRACT OIL ON PAPER' (1.076 MB) with buttons for Details and Duplicate. The second entry is marked as 'committed' and has a note below it.

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.

General Operating Support 2023 Status: *Funded*

General Operating Support 2023

Program Description:
The General Operating Support funding is meant to assist with expenses of general operation for your arts programming. [See additional guidelines here.](#)

Program Message:
Please submit by the deadline. Do not leave applications In Progress. Only submitted applications in the Received status after the deadline will be considered.

Dates & Deadlines	Actions	View
<p>Available ● Feb 20, 2023 9:00 am MST</p> <p>Final Submission Deadline ● Mar 2, 2023 5:00 pm MST</p> <p>Interim Report Available ● Mar 1, 2023 12:00 pm MST</p> <p>Interim Report Deadline ● Jun 1, 2023 12:00 pm MDT</p>	<p>Application: #CGP220005 Status: <i>Funded</i></p> <p>START Interim Report</p>	<p>Application PDF</p> <p>Interim Report PDF</p>

General Operating Support Quarterly Report (Jan-Mar)

General Operating Support Quarterly Report (Jan-Mar)

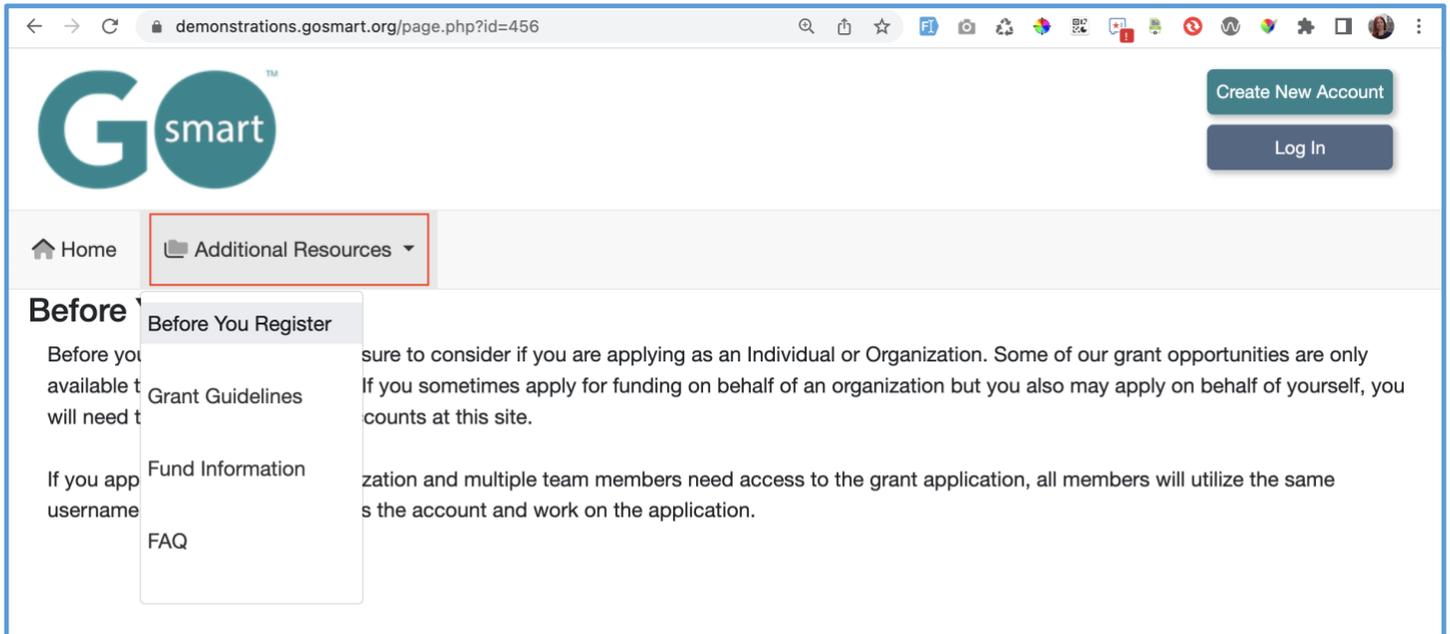
Dates & Deadlines	Actions	View
<p>Available ● Jan 1, 2023 9:00 am MST</p> <p>Final Submission Deadline ● Mar 30, 2023 5:00 pm MDT</p>	<p>START</p>	<p>Preview</p>

1. **Watch for communications** from your granting agency 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 Grant Applications & Forms tab**, locate the cycle and click START or EDIT on the available cycle item, such as the Interim Report in the top example above.
3. Alternatively, you may be directed to **associated programs**, such as General Operating Support Quarterly Report (Jan-Mar) in the bottom of the example above. Locate this associated program and click START or EDIT to work on and submit the form just as you did other forms.



HELP AND GUIDANCE

Your granting agency can create custom text on the Home page and in optional Additional Resource pages. These pages may include additional guidance from your granting agency regarding the way you should use the site.



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 resource pages, register or log in and navigate to the Grant Applications & Forms tab to **begin working on your application(s)!**

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