

Guide to GoSmart



Accessing GoSmart from the Arts Council Website

GoSmart is the grant application portal the Howard County Arts Council uses. This is where you will find our grant guidelines and submit your application. You can navigate to the GoSmart grant portal from the Arts Council website.

- On the Arts Council website (www.hocoarts.org), navigate to the **EXPLORE** drop-down menu and select **Grants**.

The screenshot shows the Howard County Arts Council website. The header includes the logo, the name "Howard County Arts Council", and social media icons for Facebook, Twitter, and Instagram. The main navigation bar has three items: "EXPLORE" (highlighted with a red box), "SUPPORT" (with a dropdown arrow), and "CALENDAR" (with a search icon). Below the navigation bar, the "EXPLORE" dropdown menu is open, showing several categories. The "Grants" category is highlighted with a red box. Other categories include "Learn & Participate", "Opportunities for Artists & Arts Groups", "Rentals", "Special Projects", "Teaching Opportunities", "Classes", "Camp", "Celebration of the Arts", "Grant & Scholarship Recipients", "Special Projects", "Resident Artist & Arts Organization Programs", and "Exhibit Opportunities".

Howard County Arts Council

follow us   

EXPLORE ▾

SUPPORT ▾

CALENDAR 🔍

Learn & Participate

- Exhibits**
 - Current
 - Upcoming
 - Past
 - Paint It! Ellicott City
 - ARTsites
- Classes**
 - Children
 - Teens
 - Adults
 - Workshops
- Camp**

Opportunities for Artists & Arts Groups

- Grants**
 - Grants for Arts Organizations
 - Rising Stars
 - Scholarships
 - Howard County Artist Relief Fund – COVID-19
- Resident Artist & Arts Organization Programs**
 - Resident Artist Studios at HCCA
 - Resident Arts Organization Studios
 - Arts Advancement Organizations

Rentals

- Available Space/Facilities
- Artist Studio Space
- Long Reach Artist Studio Program

Exhibit Opportunities

- Ongoing
- Signature Exhibits
- Art Howard County
- Art Maryland
- ARTsites
- HoCo Open
- Paint It! Ellicott City
- Art Auction

Special Projects

- Cultural Arts Showcase
- Fabulous 50+ Players
- HeadstART in ART
- Gallery Shop
- Holiday Maker-Mart

Teaching Opportunities

- Cultural Arts Showcase
- Fabulous 50+ Players
- HeadstART in ART
- Gallery Shop
- Holiday Maker-Mart

Celebration of the Arts

- Tickets
- Sponsorships
- Culinary Sponsors
- Howie Awards
- Rising Star Competition
- Art Auction

Grant & Scholarship Recipients

- Grantees
- Scholarship Winners
- Rising Stars

Special Projects

- Cultural Arts Showcase
- Fabulous 50+ Players
- HeadstART in ART
- Gallery Shop
- Holiday Maker-Mart

Resident Artists & Arts Organizations

- Artist Bios
- Arts Organization Bios
- Arts Advancement Organizations

Accessing GoSmart from the Arts Council Website

Clicking **Grants** will take you to the grants page. Scroll down to see the image grid below.

- Select **Grants for Arts Organizations**.
- Select the grant program of your choice, we will use **Artists-in-Education** as an example. Choose it from the drop-down menu and click  This will open the GoSmart grant application portal. From here you can log into an existing account or create a new account.



Creative Howard 

Baltimore City Arts & Cultural Organizations 

Community Arts Development 

Artists-in-Education 

A partnership between the Arts Council and local Parent Teacher Associations (PTAs), the Artists-in-Education Grant Program places professional artists in residence at Howard County private and public K-12 schools to help students foster creative exploration.

The deadline to apply for an FY24 Artists-in-Education Grant is June 1, 2023.



[GoSmart Grants Portal Tips & Tricks for Artists-in-Education grant applicants >](#)

Mark Ryder Original Choreography 

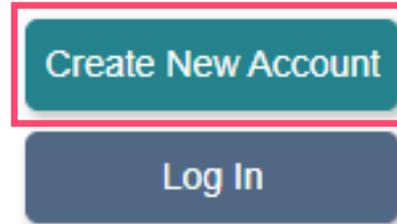
Organizational Effectiveness & Equipment 

Jim Rouse Theater (JRT) Subsidy 

Outreach Howard 

How to Create a New GoSmart Account

- In the upper righthand corner, you will see the option to create a new account or log in to an existing account.



- Click **Create New Account** and you will be redirected to the New Profile creation page. First, you will need to review and agree to the Go Smart end-user terms and conditions.
- Be sure to create an account as an **organization**, not an individual. You cannot change between individual and organization once the account is created. If possible, use an official organization email. This will help keep track of records when staff or PTA members change.

* Please choose the type of profile you are creating:

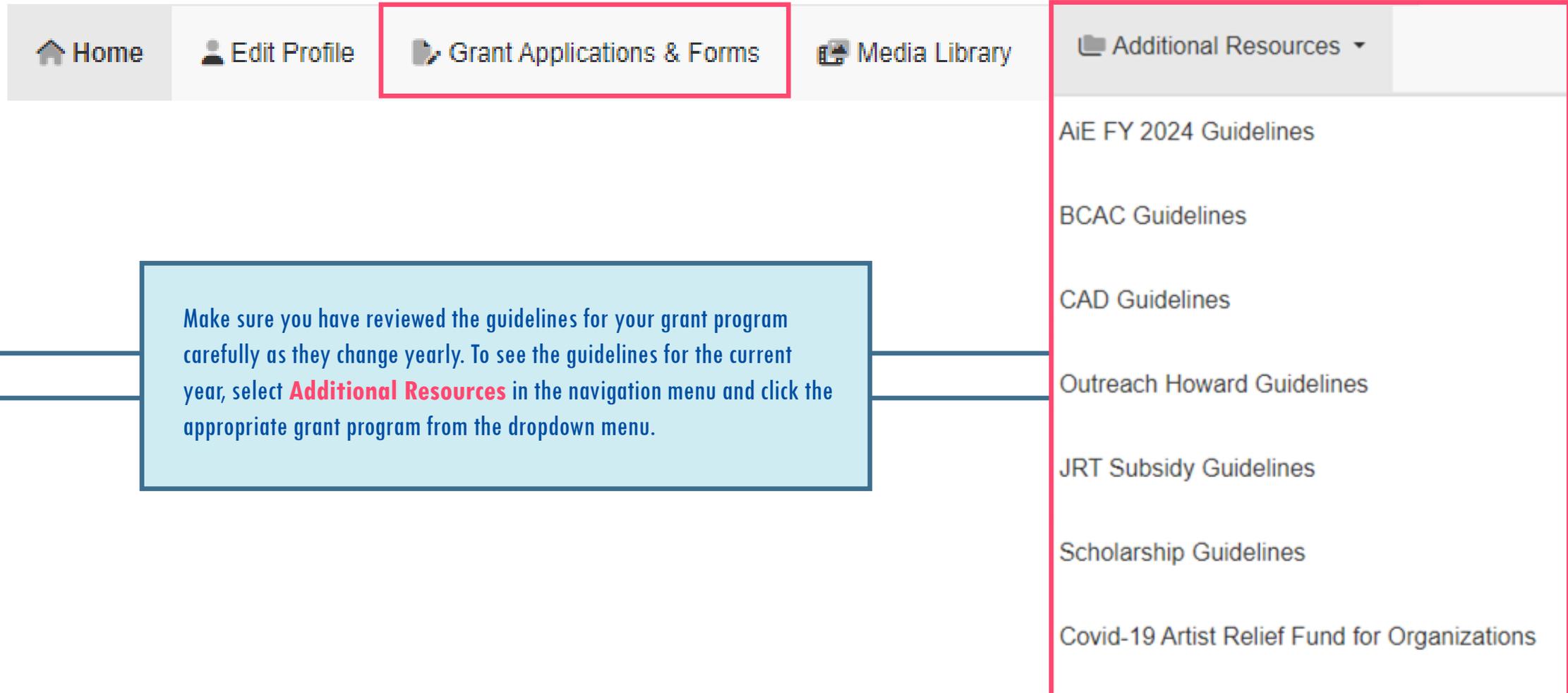
- Individual
 Organization

- You will also need the Congressional District, State House District, and State Senate District of your school or organization when creating your account.

You can **find** the Congressional District, State House District, and State Senate District of your school or organization by entering the address on the [Maryland General Assembly website](#).

Navigating GoSmart

- Once you are logged in, you will see a list of current active grant programs under the **Grant Applications & Forms** tab.
- You can also edit your profile and upload content to the media library from the main menu bar.



The image shows a navigation menu with five items: Home, Edit Profile, Grant Applications & Forms, Media Library, and Additional Resources. The 'Grant Applications & Forms' item is highlighted with a red box. The 'Additional Resources' item is also highlighted with a red box and has a dropdown menu open, listing several grant programs: AiE FY 2024 Guidelines, BCAC Guidelines, CAD Guidelines, Outreach Howard Guidelines, JRT Subsidy Guidelines, Scholarship Guidelines, and Covid-19 Artist Relief Fund for Organizations. A blue callout box points to the 'Additional Resources' dropdown menu.

Home Edit Profile Grant Applications & Forms Media Library Additional Resources ▾

- AiE FY 2024 Guidelines
- BCAC Guidelines
- CAD Guidelines
- Outreach Howard Guidelines
- JRT Subsidy Guidelines
- Scholarship Guidelines
- Covid-19 Artist Relief Fund for Organizations

Make sure you have reviewed the guidelines for your grant program carefully as they change yearly. To see the guidelines for the current year, select **Additional Resources** in the navigation menu and click the appropriate grant program from the dropdown menu.

Navigating GoSmart

- All the grants HCAC is currently accepting applications for will be listed in the **Grant Applications and Forms** tab.
- Scroll down to the grant you are interested in applying for to start or edit your application.

Home Edit Profile **Grant Applications & Forms** Media Library Additional Resources

Grant Applications & Forms Add invite-only password

Community Arts Development Grant Program FY 2024 - OPERATING

Community Arts Development Grant Program FY 2024 - OPERATING

Program Description:
NOTE: OPERATING GRANT APPLICANTS ONLY. PROJECT AND OPERATING GRANTS ARE SEPARATE APPLICATIONS.
The Community Arts Development Grants fund day-to-day activities for county arts organizations, as well as arts-related projects for new arts organizations or non-arts groups based in the county. The JRT Subsidy Program assists community arts groups by partially underwriting theatre rental fees at The Jim Rouse Theatre for the Performing Arts.
PLEASE READ THE GUIDELINES CAREFULLY AS THEY CHANGE YEARLY.

Dates & Deadlines		Actions	View
Available	● Feb 1, 2023 12:00 am EST	START	Preview
Final Submission Deadline	● May 10, 2023 11:59 pm EDT		

Community Arts Development Grant Program FY 2024 - OPERATING

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Dates & Deadlines		Actions	View
Available	● Feb 1, 2023 12:00 am EST	START	Preview
Final Submission Deadline	● May 10, 2023 11:59 pm EDT		

This image is just an example. Active programs and the order in which they are listed may differ when you log in.

Navigating GoSmart

In the grant program box, you will see one of two options depending on whether you are beginning a new application or editing an existing application.

- If you are beginning a new application, click  to begin filling in your information or  to view the entire application.

Community Arts Development Grant Program FY 2024 - OPERATING

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Dates & Deadlines	Actions	View
Available • Feb 1, 2023 12:00 am EST		
Final Submission Deadline • May 10, 2023 11:59 pm EDT		

- If your application is already in progress, you will only have the option to click  when you open GoSmart.

Actions	View
Application: #AIE0003 	Status: <i>In Progress</i> 

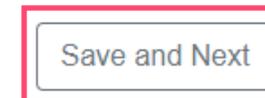
You can view the PDF of your application by clicking **Application PDF** in the view column. You are also able to access a PDF version in the application portal.

Navigating GoSmart

- You can navigate the application using the menu on the left or by using the  and  buttons at the bottom of the page. You can fill in the application in any order and one section does not need to be completed before moving to the next.
- It is good practice to draft your narrative answers in a word document and cut and paste them into the application.
- You may view the PDF version of your application at any time in the application process by clicking  [View PDF](#) at the bottom the page. This PDF is what the review panel will look at to evaluate your proposal along with your attached documents.

You **MUST** click  before leaving each page or all edits on the current page **will be deleted**.

All pages in your application will have this navigation panel at the bottom. Again, you **MUST** click  every time you navigate to a different page, **or you will lose any changes you have made**.



Accessing the Media Library from the Main Menu

The **Media Library** is how you upload images, audio, video, and documents to your GoSmart account. Once these files have been uploaded to your account, you will attach them to your grant application.

- You can access the **Media Library** through the main menu bar at any time.
- Any media you have uploaded to your account for previous applications will still be available in the **Media Library** unless you remove it.

Home Edit Profile Grant Applications & Forms **Media Library** Additional Resources ▾

Media Library

Welcome! You are at the Manage Samples Main Menu.

This menu allows you to create and maintain your "bank" of samples (work samples, artistic documentations, supplemental materials, and proposal documents). There are four types of samples collected here: Images, Audio, Video and Written.

Each sample type has its own "Manage" samples bank. Consider these banks as your Image Portfolio, Audio Inventory, Video Inventory and Written Document Library.

These banks will list existing samples and allow you to modify, remove, enlarge, duplicate samples, or add new samples. You can use these banks to maintain your work samples that may be requested by the Arts Agency. This is the collection tool for these samples. **This is not your application. There will be a separate selection tool within the actual application.**

You have used 0 MB of your 500 MB storage quota.
(499 MB remaining)

Images
This is where you can create an inventory of digital images.

Audio
This is where you can create an inventory of audio samples.

Video
This is where you can create an inventory of video samples.

Documents
This is where you can create a library of written samples. The system only accepts Adobe PDF (.pdf) or Microsoft Word (.doc) documents.

Uploading media is **NOT** the same as attaching media to your grant application.

Accessing the Media Library from Your Application

You can also access the media library through your application.

- In the **Support Materials/Work Samples** section, you will be asked to attach images, audio, video, and/or documents to support your application.
- Under the **Support Materials/Work Samples** section, select the type of media you wish to upload.
- Click **Upload New Media File** and you will be redirected to the image upload form. From there, the upload process is the same as when you access the **Media Library** from the main menu bar.

Table of Contents
Applicant Information
Funding Sources
Project Information
Project Narrative
Project Budget - Expenses
Project Budget - Revenue
In-Kind Donations
Support Materials/Work Samples
Certification & Signature
Submission Page

Attach Image

- You may attach up to 10 image file(s).
- You have attached 0 image file(s).
- Image file size must not exceed 500.00 MB.

Upload New Media File

No files have been uploaded to your library of this media type yet.

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

Attach Audio

- You may attach up to 10 audio file(s).
- You have attached 0 audio file(s).
- Audio file size must not exceed 500.00 MB.

Attach Video

- You may attach up to 10 video file(s).
- You have attached 0 video file(s).
- Video file size must not exceed 500.00 MB.

Attach Document

- You may attach up to 15 document file(s).
- You have attached 2 document file(s).
- Document file size must not exceed 500.00 MB.

This Table of Contents is just an example. The categories in this menu may differ when you log in.

Uploading Media

- Click on the type of media you want to upload to GoSmart. We will use **Images** as an example. Click  then click  to navigate to the image upload form.
- Click  and select the file you want to upload from your computer.
- Please name your file with the following convention: **School Name_Fiscal Year_Document Content (ex: Cradlerock_FY24_Budget)**.
- Include any necessary information the  drop-down menu. Then click  to finish.

Use this form to upload your media file(s) to your library. You may be asked to attach this and/or other files within your application(s). **Uploading here does NOT attach this file to your application.**

Refer to your granting agency's guidelines for specific requirements with regards to your media files. Some granting agencies may require some or all of the data requested below. Click 'Show Additional Fields Below' if you have been required to provide additional information about your media file. The GO Smart system does not check these requirements.

All fields with an asterisk are required. See the Tech Tips if you are having trouble uploading your file(s).

IMAGE FORM

* Image File  No file chosen
Allowable Image Files: JPG, JPEG

* Image Title
Limited to 60 characters including spaces.



Permit to use for marketing/promotional use.



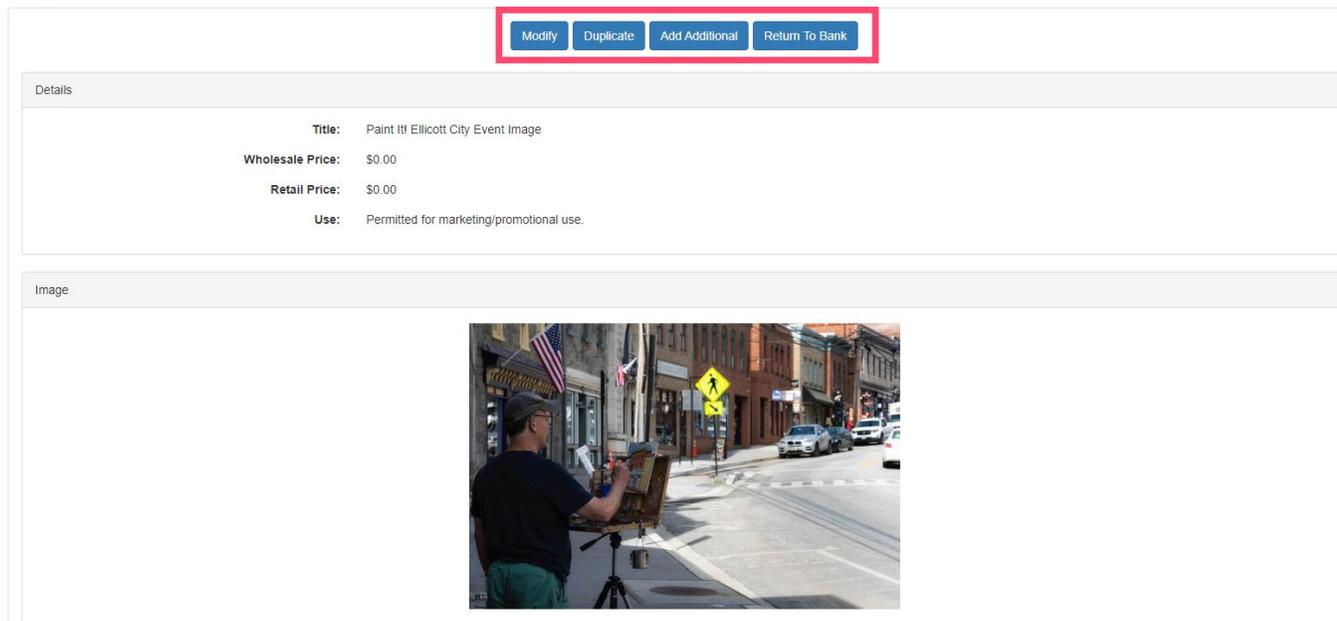
(only click once and please be patient if you are uploading files)

Uploading Media

After you click [Upload File](#), the **Image Bank** will show you details of the file you have just uploaded.

- You can choose your next step from the menu at the top of the **Image Bank**. [Add Additional](#) will allow you to add another image. [Return To Bank](#) will allow you see all the images you have uploaded to your GoSmart account.
- To switch the type of media you are uploading, click **Media Library** from the main menu bar and you will be redirected to the main **Media Library** upload page .

Image Bank:



The screenshot displays the 'Image Bank' interface. At the top, a menu bar contains four buttons: 'Modify', 'Duplicate', 'Add Additional', and 'Return To Bank', which are highlighted with a red box. Below this is a 'Details' section with the following information:

Title:	Paint It! Ellicott City Event Image
Wholesale Price:	\$0.00
Retail Price:	\$0.00
Use:	Permitted for marketing/promotional use.

Below the details is an 'Image' section showing a photograph of a person painting on a street scene.

- If you have accessed the media library from your grant application, you will also see a button to return to your application in the Image Bank menu.



Attaching Media to Your Application

Once you have uploaded your media, you must attach the media to your application.

- Return to the **Support Materials/Work Samples** section of your application and select the type of media you want to attach.
- You will now see your uploaded media listed on the page. Check the box(es) next to the media you want to attach to your application., then click **Save**

The screenshot shows a web interface for attaching documents. At the top left is a blue button labeled "Attach Document". To its right is a grey box containing instructions: "You may attach up to 15 document file(s).", "You have attached 0 document file(s).", and "Document file size must not exceed 500.00 MB." Below this is a main panel with a green button "Upload New Media File" at the top. The panel contains the text: "Attach existing files from your library by checking the box(es) below. Detach selected files by unchecking the box". There are two file entries, each with a document icon, a "detail view" button, and a checked checkbox. The first entry is "Attach AIE EXAMPLE DOC 1 to application #AiE0003" with file size 0.012 MB and permission granted for marketing use. The second entry is "Attach AIE EXAMPLE DOC 2 to application #AiE0003" with the same file size and permission. At the bottom of the panel is a blue "Save" button. A grey footer bar contains the text: "You must click 'Save' to save your selection. Preview all selected media at the bottom of this page." and a close button (X).

You **MUST** click Save at the bottom of the attachment panel or your documents will not be attached to your application.

Sorting Media

Once you have attached your media, you will be able to see all your attachments in the **Attached Media** panel at the bottom of the page.

- Choose the order in which your media will be viewed in your final application PDF by selecting a number in the sort order drop-down menu, then click **Re-Sort Files** to save your changes.

Attached Media

STOP: If your uploaded files are not appearing here, you need to click the "Attach Document" button and assign files to your application.

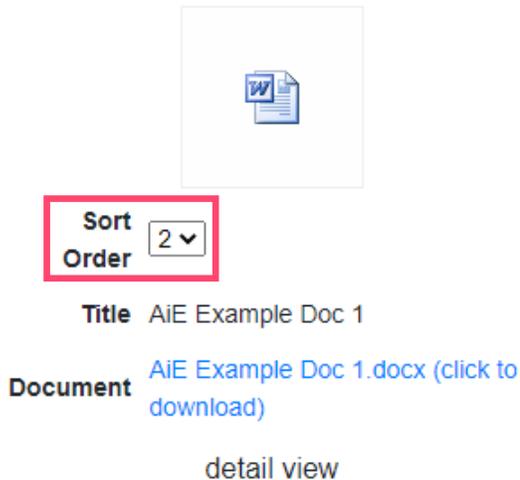
Change the order in which your media files will be viewed by setting the Sort Order for each file and then clicking Re-Sort Files.

Re-Sort Files



Sort Order 1

Title Ellicott City Event Image

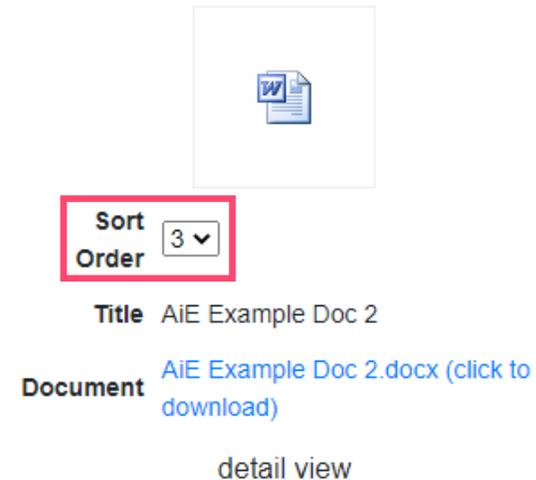


Sort Order 2

Title AiE Example Doc 1

Document [AiE Example Doc 1.docx \(click to download\)](#)

detail view



Sort Order 3

Title AiE Example Doc 2

Document [AiE Example Doc 2.docx \(click to download\)](#)

detail view

Removing Media from Your Application

- To remove media from the application, return to **Support Materials/Work Samples** and select the type of media you would like to remove.
- Uncheck the box(es) of the media you want to remove from your application, then click **Save**
- The files you unchecked will no longer appear in the **Attached Media** panel at the bottom of the page. Files will still be available in your **Media Library**. You will need to return to the **Media Library** to edit or remove files from GoSmart.

Attach Document

- You may attach up to 15 document file(s).
- You have attached 2 document file(s).
- Document file size must not exceed 500.00 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 type="checkbox"/>	Attach AIE EXAMPLE DOC 1 to application #AiE0003 <ul style="list-style-type: none">• File Size: 0.012 MB• Permission granted for Howard County Arts Council marketing use.
<input checked="" type="checkbox"/>	Attach AIE EXAMPLE DOC 2 to application #AiE0003 <ul style="list-style-type: none">• File Size: 0.012 MB• Permission granted for Howard County Arts Council marketing use.

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

You **MUST** click Save at the bottom of the attachment panel or your documents will not be removed from your application.

Editing Media

To edit, modify, or remove media, you must return to the **Media Library**.

- If the media is attached to your application, you will not be able to make any changes. It will appear in the media library like this:



Title: PAINT IT! ELLICOTT CITY EVENT IMAGE
File Size: 0.231 MB

Details

Duplicate

Note: This file is committed.

- Return to **Support Materials/Work Samples** to detach your media. Then return to the **Media Library**. Your file should now appear in the media library with an expanded menu:



Title: PAINT IT! ELLICOTT CITY EVENT IMAGE
File Size: 0.231 MB

Details

Modify

Duplicate

Remove

You will have to reattach your media to your application once you have finished making changes in the **Media Library**.