

## Artist Support Grant – Application Instructions for GoSmart

*These instructions are taken from the GoSmart New Applicant Tutorial and modified to reflect this specific application. You may access the original document [here](#) for further details, including step-by-step screenshots. For any questions, please contact Sydney Steen at [Sydney.Steen@ncdcr.gov](mailto:Sydney.Steen@ncdcr.gov).*

### Step 1: Register

- Access the GoSmart home page [here](#).
- 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."
- Agree to the terms, answer the questions on the registration page, and Save to create your profile.
- You can always update any information on your profile. Once logged in, click Edit Profile in your navigation bar to access and edit your registration information.
- Use the retrieval tools on the Login page if you forget your username or password.
- **Important: You must login with the same username and password in order to access the application. Save your login information!**

### Step 2: Begin Application

- Navigate to the Current Programs & Applications tab to begin working on your application.
- In the text field in the top right corner of the page that says "Invitational Password," input the code ASG21 and press OK.
- Artist Support Grant 2021-2022 should appear as the first program listed.
- Click the START link to begin working on the form. (You may also save and continue later by clicking on EDIT once the application is started.)

### Step 2: Work on Saved Draft and Submit

- Navigate to the Current Programs & Applications tab and scroll to Artist Support Grant 2021-2022.
- Navigate through the form by using the Table of Contents or by using the Previous and Next buttons at the bottom of the page.
- 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.
- 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.
- Use the View PDF button at the bottom of any page to view your application exactly as admin and panelists will view your application.
- Submit your application item on the final page of the table of contents.

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### Uploading Work Samples

- Work sample selection is a two-stage process. You must first add the sample to your Media Library. After you add to your library and return to your application, you **MUST** click the "Make Selection" button under the bank button in order to attach samples to your application.
  - o [Work Sample Web Tutorial](#)
- For digital video submissions, we strongly recommend using the [Web Link Collection Form](#) as opposed to video uploads. You can then upload this form as a PDF to your Written Documents bank and attach to your application.
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- Applicants must attach an inventory list with the following descriptions for the applicable discipline:
  - Dance and Performing Arts: Documentation of up to three recorded performances. Videos uploaded may not exceed a total time of ten minutes.
    - o Description: include date and location of performance, title of piece, names and roles of key people, including directors, choreographers, lead performers/actors, etc. A short summary may also be included.
  - Music: Documentation of up to three recorded performances, live or studio. Audio or video uploaded may not exceed a total time of ten minutes. o Description: include date and location of performance, title of piece, names and roles of key people, including directors, choreographers, lead performers/actors, etc. A short summary may also be included. o Composers and songwriters should also submit scores, lyrics, and/or lead sheets, as appropriate.
  - Writing: Fiction, creative nonfiction, and playwrights may submit no more than 12 pages each of one to two manuscripts. Poets may submit five to seven poems. Playwrights may also submit documentation of a recorded performance or staged reading of their plays (videos, clip not to exceed five minutes.)
  - Visual Art and Craft: Up to 15 images of your work. o Description: date of completion, medium, and dimensions. o Time-based work can be documented with video, up to five minutes.
  - Film: Documentation of one or more completed films. (Video clips not to exceed five minutes.) o Description: include date and location of performance, title of piece, names and roles of key people, including directors, choreographers, lead performers/actors,

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etc. A short summary may also be included.

- For video and audio work samples: please note that due to file sizes, YouTube and Vimeo links are preferred for video. Do not upload MP4s directly to the application. Please indicate if the work sample is professionally mastered.