

**smARTDE Information For Individual Artists**

**LOGGING IN:**

**If you have used smARTDE in the last 90 days:**

- Go to: <https://smartde.smartsimple.com> and enter your email address and password
- Be sure to whitelist this domain (<https://smartde.smartsimple.com>) with your email provider (so that emails sent from the system do not go into your junk mail folder).
- Save the link (<https://smartde.smartsimple.com>) to your favorites or bookmarks in your browser so that you can easily return to the site.

**If you have applied for Division grants in the past, but have not used smARTDE in the last 90 days:**

- Go to: <https://smartde.smartsimple.com> and click on “Forgot Password” and then enter your email address and submit.
  - If your email address is in our database, an email will be sent to you with a link that will direct you to set a password (be patient, sometimes there are delays in the delivery of emails due to internet or server traffic).
    - If you do not see the email, check your junk or spam folder.
- Be sure to whitelist this domain (<https://smartde.smartsimple.com>) with your email provider (so that emails sent from the system do not go into your junk mail folder).
- Save the link (<https://smartde.smartsimple.com>) to your favorites or bookmarks in your browser so that you can easily return to the site.
- Note: If you are both an Individual Artist and an Organization Contact for a Division-funded grant, you will need two unique login emails, one for each account. If you need an additional email address but do not have one, you can easily create one for free with Gmail, Outlook, Yahoo, or possibly your internet provider.

**If you are a first-time applicant to the Division:**

- Go to: <https://smartde.smartsimple.com> and click on the “Register” button under “New to the System?”
- Select “Individual Artist” and review the criteria. If you meet the criteria, click on the acknowledgment statement and click submit.
- Complete the fields and submit to create an account. Fields with an (\*) are required.
- You will get a popup message thanking you for registering and instructions to check your email for a message from [smARTDE@smartsimple.com](mailto:smARTDE@smartsimple.com) with directions for setting your password and accessing your account.

- Be patient, sometimes there are delays in the delivery of emails due to internet or server traffic.
- If you do not see the email, check your junk or spam folder.
- Be sure to whitelist this domain (<https://smartde.smartsimple.com>) with your email provider (so that emails sent from the system do not go into your junk mail folder).
- Save the link (<https://smartde.smartsimple.com>) to your favorites or bookmarks in your browser so that you can easily return to the site.
- Note: If you are both an Individual Artist and an Organization Contact for a Division-funded grant, you will need two unique login emails, one for each account. If you need an additional email address but do not have one, you can easily create one for free with Gmail, Outlook, Yahoo, or possibly your internet provider.

## **FINDING THE APPLICATIONS:**

- When you log in, you will see a home page (portal) with information and opportunities.
- Click on Opportunities and select the type of grant you want to apply for.
  - Only the applications that are currently open, and for which you are eligible, will be showing.
- After you select “Apply Now,” a new application is created. Be sure to “Save” applications frequently once they’re created, especially before logging out. When you log out and back in, the application will be found under “Applications in Progress.”
- Your grant application history is available under “Approved/Declined” applications.
  - Many of the application fields will be blank since that data was not stored in our old database.
  - If you applied for a Fellowship in 2018, your panel comments are available under the “Award Info” tab.
- After you submit your application, it will appear under “Submitted Applications” until a decision has been made.

## **INDIVIDUAL ARTIST FELLOWSHIP APPLICATION:**

- “Apply Now” creates a new application. If you log out and back in, the application will be found under “Applications in Progress.” Just be sure to save any application in progress before logging out, so you don’t lose any information.
- A link to the guidelines are the top of the page under the application number. Read them along with the directions in the blue box before starting.
- Click on Save Draft at the bottom before beginning the application. If you do not Save Draft, you will not be able to complete the application.
- At any point, you can create a PDF of the Application and the information entered to date by clicking on the PDF of Form button.

- Under the PDF button, there are 3 tabs – ARTIST PROFILE, WORK SAMPLE, SUBMISSION CONSENT – that need to be completed (required fields have an asterisk).
- Click on the words ARTIST PROFILE, WORK SAMPLE, SUBMISSION CONSENT to navigate between the tabs and complete the application.
- In the ARTIST PROFILE, the contact information under your name is not editable from the application. To edit this information, click on the circle with your initial in the upper right-hand corner of the screen and select “Contact Profile.”
  - We hope that our records are as accurate as possible, but sometimes there can be errors with data import. Please add missing information and fix any errors.
- You need to select the “Applicant Discipline” for the WORK SAMPLE instructions and upload fields to appear.
- For all work sample uploads except literature, you must click on “Edit Metadata” after the files are uploaded to add information about the samples. An application will be considered incomplete without accompanying metadata for work samples.
- SUBMISSION CONSENT is a legal document that outlines what you agree to if awarded a grant. In order to submit a grant, you must check the box to agree. This form will become your contract, if awarded a fellowship.
- Once done, click on Submit. The system will generate error messages if you have forgotten any required field. If you click on the error message, it should take you directly to that field. Once all errors are corrected, click on Submit again.
- If successful, you will see a popup message that says you have successfully submitted your application. You will also get an email confirming submission, along with a PDF of your application.
- To log out (or change your password), click on the circle in the upper right and select from the dropdown menu.
- NOTE: Visual artists applying for a 2020 Fellowship will be asked if they want to be considered for a Mezzanine Gallery exhibition and should not submit a separate Mezzanine Gallery application.

## **ARTIST OPPORTUNITY GRANT APPLICATION:**

- “Apply Now” creates a new application. If you log out and back in, the application will be found under “Applications in Progress.” Just be sure to save any application in progress before logging out, so you don’t lose any information.
- A link to the guidelines are the top of the page under the application number. Read them along with the directions in the blue box before starting.
- Click on Save Draft at the bottom before beginning the application. If you do not Save Draft, you will not be able to complete the application.

- At any point, you can create a PDF of the Application and the information entered to date by clicking on the PDF of Form button.
- Under the PDF button, there are 5 tabs – ARTIST PROFILE, PROJECT INFORMATION, FINANCIAL, SUPPORT MATERIALS, STATEMENT OF ASSURANCES – that need to be completed (required fields have an asterisk).
- Click on the words ARTIST PROFILE, PROJECT INFORMATION, FINANCIAL, SUPPORT MATERIALS, STATEMENT OF ASSURANCES to navigate between the tabs and complete the application.
- In the ARTIST PROFILE, the contact information under your name is not editable from the application. To edit this information, click on the circle with your initial in the upper right- hand corner and select “Contact Profile.”
  - We hope that our records are as accurate as possible, but sometimes there can be errors with data import. Please add missing information and fix any errors.
- Once done, click on Submit. The system will generate error messages if you have forgotten any required field. If you click on the error message, it should take you directly to that field. Once all errors are corrected, click on Submit again.
- If successful, you will see a popup message that says you have successfully submitted the application. You will also get an email confirming submission, along with a PDF of your application.
- To log out (or change your password), click on the circle in the upper right and select from the dropdown menu.

## **MEZZANINE GALLERY APPLICATION:**

- “Apply Now” creates a new application. If you log out and back in, the application will be found under “Applications in Progress.” Just be sure to save any application in progress before logging out, so you don’t lose any information.
- A description of the Gallery program is at the top. Read this along with the directions in the blue box before starting.
- Click on Save Draft at the bottom before beginning the application. If you do not Save Draft, you will not be able to complete the application.
- At any point, you can create a PDF of the Application and the information entered to date by clicking on the PDF of Form button.
- Under the PDF button, there are 4 tabs – ARTIST PROFILE, ARTISTIC INFORMATION, IMAGE UPLOAD, SUBMISSION CONSENT – that need to be completed (required fields have an asterisk).
- Click on the words ARTIST PROFILE, ARTISTIC INFORMATION, IMAGE UPLOAD, SUBMISSION CONSENT to navigate between the tabs and complete the application.

- In the ARTIST PROFILE, the contact information under your name is not editable from the application. To edit this information, click on the circle with your initial in the upper right-hand corner and select “Contact Profile.”
  - We hope that our records are as accurate as possible, but sometimes there can be errors with data import. Please add missing information and fix any errors.
- Once done, click on Submit. The system will generate error messages if you have forgotten any required field. If you click on the error message, it should take you directly to that field. Once all errors are corrected, click on Submit again.
- If successful, you will see a popup message that says you have successfully submitted. You will also get an email confirming submission, along with a PDF of your application.
- To log out (or change your password), click on the circle in the upper right and select from the dropdown menu.
- NOTE: Visual artists applying for a 2020 Fellowship will be asked if they want to be considered for a Mezzanine Gallery exhibition and should not submit a separate Mezzanine Gallery application.

#### **QUESTIONS ABOUT THE APPLICATIONS?**

- Notes menu on the left allows you to send an email to a Division staff person.
  - Click on Notes
  - Click on the plus sign (+)
  - Be sure the dropdown says “Note to DDOA”
  - Type your message and click on Save. Your message will be sent to a staff person.
  - Click on Main in the left menu to go back to your application.