

Registering as a Grant Applicant in smARTDE

What is smARTDE?

- The grants management portal for the Delaware Division of the Arts (DDOA) is used by applicants (artists and non-profits, schools, units of government, and colleges/universities), grantees, external grant reviewers, volunteer on-site evaluators, Division staff, and Delaware State Arts Council members. It is the only way to submit a grant application for consideration.
- See [these instructions](#) for how to log in and apply once you have registered.

Submit the registration form only if you are:

- ✓ an **Individual Artist** who wants to apply and ***you are certain you are not*** in smARTDE; OR
- ✓ a Contact for an eligible **Organization** (**non-profit, school, government unit, or university**) and ***you are certain that organization is not*** in smARTDE.*

To register:

1. Click “Register” on the lower left of the [smARTDE](#) homepage.
2. Select a category.
3. Agree to the eligibility criteria (if you or your organization do not qualify, you should not register. [Email DDOA](#) to see if you selected the wrong category).
4. Complete all required fields (denoted with *).
5. Click “submit” to create your account.
6. Check your inbox to find the link to set your login password.
7. Log in and confirm that your registration is correct by clicking on the first initial of your first name at upper right of your login homepage and selecting from the drop-down.

*For **Contacts for Organizations** only:

- If your organization is already in smARTDE, but you yourself are not, [email DDOA](#) to have your account created and password sent to you.
- The system allows multiple users (e.g., employees, volunteers, board members, etc.) to login separately and edit applications and registration information for themselves and their organization.
- Additional contacts must [email DDOA](#) to have accounts created.
- Only the Primary Contact sees the Submit button in the application.

NOTE: If you want to apply as **BOTH** an **Individual Artist** AND a **Contact for an Organization**, you must register twice for different categories with a separate email address for each registration.

Individual Artists

1. If you are **unsure** about whether you already have a record in smARTDE, [email DDOA](#) first (do not click “register” until you know).

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If registration is necessary:

2. Complete steps 1-6 above.

Organizations

Non-profits, units of government, and universities only

1. [Email DDOA](#) if you are **unsure** about whether your organization already has a record in smARTDE (do **not** click “Register” until you know). Your organization may be in smARTDE even if it has never applied or it has been many years since it has.

If registration is necessary:

2. Complete steps 1-6 above, keeping in mind that:
 - There are two distinct sections of the form – the first about the organization and the second for basic information about the individual completing the form (to be known as the “Preparer” on future applications).
 - The IRS lookup button auto-populates certain parts of the form. If that information is not up to date, you still need to use it for the registration but can edit it later after the registration goes through.
 - The [Unique Entity Identifier \(UEI\)](#) is now a requirement for organizations.
 - **If your organization does not have a UEI** (and you have checked internally that it has never applied for one), then you must apply for a UEI directly through the federal government’s System for Award Management website linked within the form (it can take a few weeks).
 - **NOTE:** Even though the UEI field is denoted as “required” on the form, *organizations without a UEI can leave the field blank* and submit a registration while waiting for a UEI. It can be added to the organization’s smARTDE record later. However, if a grant is awarded, DDOA will not release funds until the UEI is assigned.

Public Schools

- **IMPORTANT:** Do **not** click “Register.” All Delaware public schools are already in smARTDE. Instead, [Email DDOA](#) to be added as a contact and receive a login.

Charters and Private Schools

1. [Email DDOA](#) to verify that your school in fact does not have a record in smARTDE (most do). Do **not** click “Register” until you are sure.

If registration is necessary:

2. Complete steps 1-6 above, keeping in mind that:

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- There are two distinct sections of the form – the first about the school and the second for basic information about the individual completing the form (to be known as the “Preparer” on future applications).
- The NCES lookup button auto-populates certain parts of the form. If that information is not up to date, you still need to use it for the registration but can edit it later after the registration goes through.
- The [Unique Entity Identifier \(UEI\)](#) is a now a requirement for all schools.
 - **If your school has never applied for a UEI**, then you must apply for one directly through the federal government’s official System for Award Management website linked within the smARTDE registration form (this can take a few weeks to process).
 - **NOTE:** Even though the UEI field is denoted as “required” on the form, *schools without a UEI can leave the field blank* and still submit a registration while waiting for a UEI. It can be added to the organization’s smARTDE record later. However, if a grant is awarded, DDOA will not release funds until the UEI is assigned.

For charter school UEI’s only:

- If you are **unsure** whether your charter school has one, contact the Division first (the Division has a list of UEIs for most Delaware charters) or check with your school’s administration to see if they have a UEI already on file before beginning the process of obtaining one.

For private schools UEI’s only:

- If you are **unsure** whether your private school has one, first check with your school’s administration to see if they have a UEI already on file before beginning the process of obtaining one.