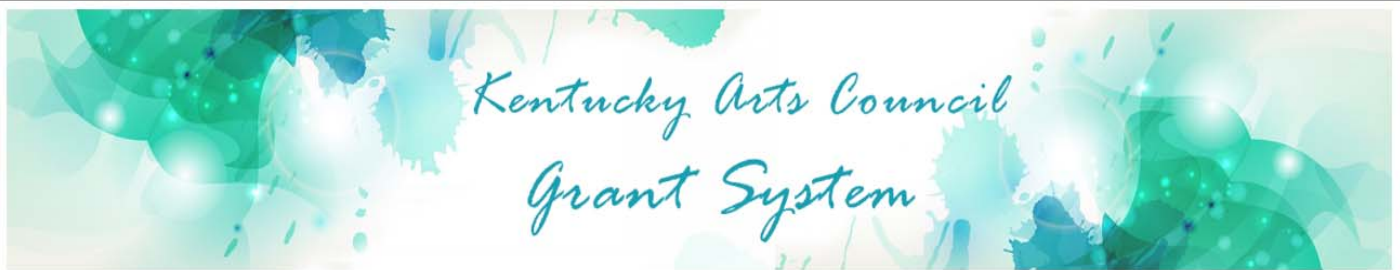


## GoSmart – Getting Started

1. For new users, click on the application link, then "create new profile".



### Welcome to the Kentucky Arts Council's online grant management system

All grant applications, support material and final reports must be submitted through this grant portal. We strongly encourage all applicants to read through the grant guidelines on our website at <http://artsCouncil.ky.gov> and to review this year's grant requirements, submission deadlines and general policies.

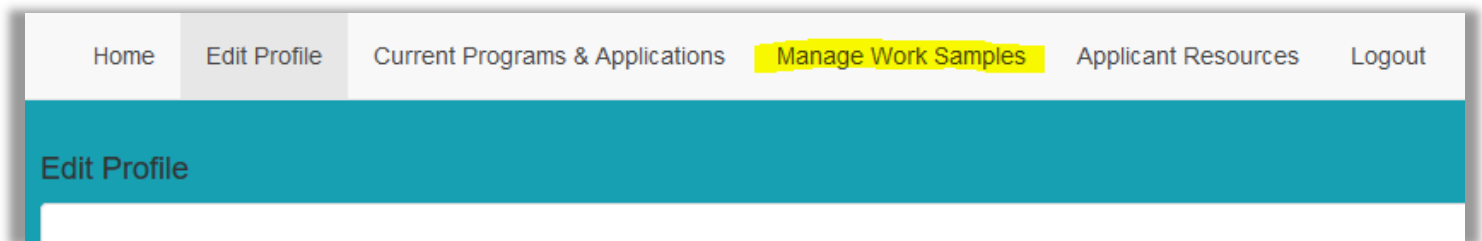
#### Account Information

- You must create an account or sign in to your existing account to apply for a grant.
- Click the **Login** tab and enter your login name and password.
- If you are a new user, you must create a new profile. Scroll to the bottom of the **Login** screen and click the link next to "New to the site?" or [Click Here to create a new profile.](#)

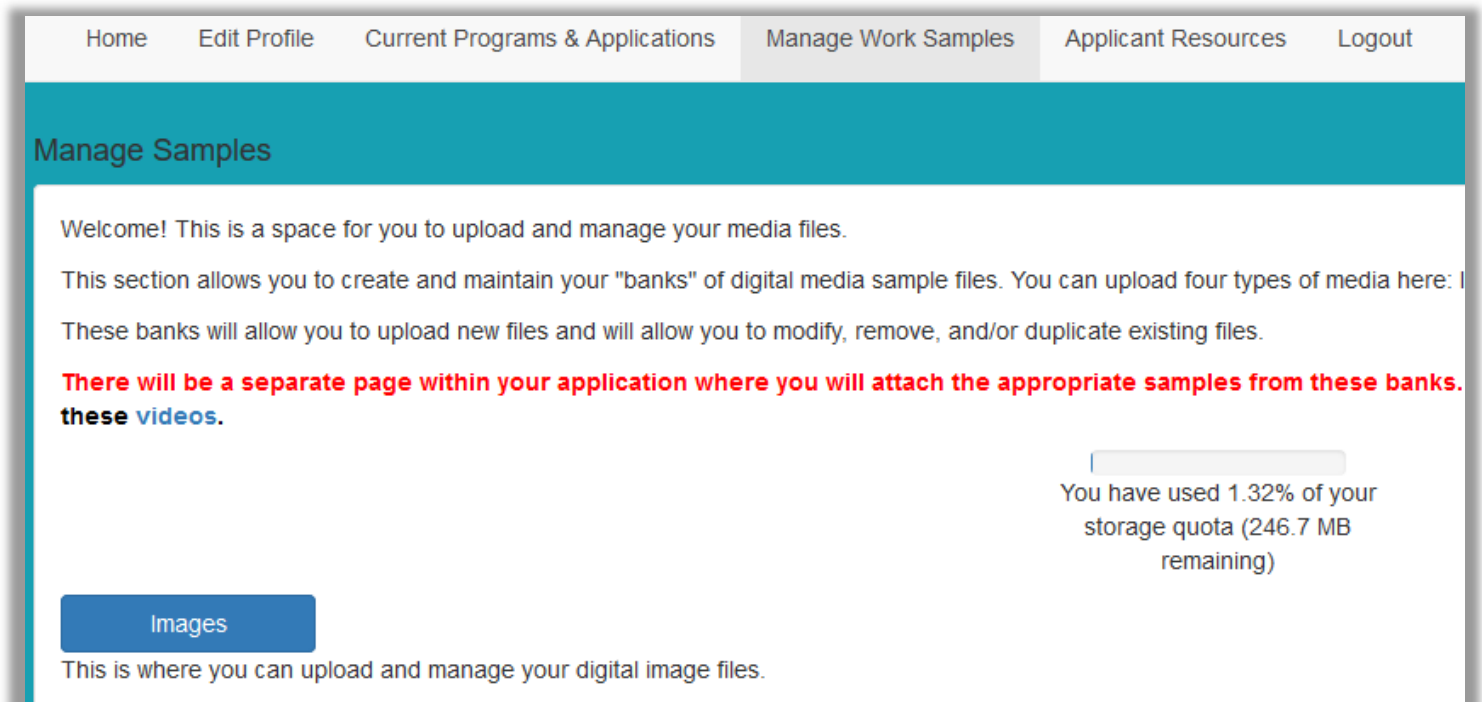
2. **Agree** to the terms and complete a **Profile**. Information on your Congressional, House and Senate districts can be found in the program [Guidelines](#).

<b>* Congressional District</b>	<input type="text"/>
	<i>For At-Large Districts enter "00"</i>
<b>* State House District</b>	<input type="text"/>
<b>* State Senate District</b>	<input type="text"/>
<b>Web Address</b>	<input type="text" value="http://"/>
<i>* Denotes a required field</i>	
	<input type="submit" value="Submit"/>

- Once your Profile is complete, click on **Manage Work Samples** at the top of the page.



- Click on **Images** and start uploading your work samples images to the Image Bank. You will be able to access and attach your images from the Image Bank once you begin the application.



- Click on **Image File** to browse and upload images from your device. The image title should begin with a number to identify the medium entry (see [Guidelines](#)). Applicants can submit an entry for up to three different mediums per application.

You must complete the following fields for each **Image File** that is uploaded:

- **Image Title**
- **Artist Name #1**
- **Year Completed**
- **Retail Price**
- **H x W x D**
- **Artwork Description** (list only the medium)

**IMAGE FORM** You will use this form to upload your digital samples and/or enter descriptive data about your samples. requirements for this system.

This is NOT your application. You will be asked to make your sample selection within your applications. You will be asked to provide data for your samples. Note: We recommend you answer the questions on your sample upload form as completely as possible. You must check with your agency regarding data requirements. The GO Smart system does not check for data requirements.

All bold fields are required

\* **Image File**  No file selected.

To upload a digital image click Browse to find your image on your computer or disk. Select the image.

**No Digital Image File**

\* **Image Title**

- After you have uploaded images for all your medium entries, you can access the application by clicking on **Current Programs and Applications** at the top of the page. Then, scroll down to **Kentucky Crafted 2020** and start your application.

Home Edit Profile **Current Programs & Applications** Manage Work Samples Applicant Resources Logout

Active Programs

## Kentucky Crafted Application Tips

Once you begin the application you must **Save** each page before moving on or your work will be lost. You can Save and comeback to your application prior to submitting the final version. Once submitted, your application will not be available for editing.

It is important that applicants access and read the program [Guidelines](#) to help navigate through the application.

### **Applicant Information Page:**

Per the Guidelines, you must apply for a **DUNS** number and a **KY Tax Account** number, or provide proof of your current KY Tax Account number. If you do not have either number at the time of applying, those fields can be left blank.

Business Name	<input type="text" value="KY Arts Council"/>
County	<input type="text" value="Franklin"/>
Alternate Phone	<input type="text" value="502-892-3120"/>
Artistic Partner	<input type="text" value="Program Directors"/>
<b>DUNS Number</b>	<input type="text" value="000000"/>
<b>Kentucky Sales and Use Tax Account Number</b>	<input type="text" value="000000"/>
	<input type="button" value="Save Work"/>

## Introduction Page:

You are required to include **Marketing Copy** with your application. If your application includes more than one medium entry, you have the option to include a Marketing Copy for each additional medium entry.

### Marketing Copy - Entry #1

Describe your work including the unique qualities or "features." The goal of this brief statement should be to promote and sell your work to the public.

Each box will count the characters, but will not spell-check or format the text. The character count includes spaces and punctuation.

*(1000 Characters)*

Character Count: 0 out of 1000

**Additional Entries (optional)**

Artists creating work in more than one medium may include up to three entries within this application.

## Work Samples Page:

Upload work sample images to your application by clicking **Attach Images**. Once you have uploaded all your images for all medium entries, you can then sort the order by changing the **Sort Order** number for each image and clicking **Re-Sort Samples**. For multiple medium entries, sort images so they are grouped by the entry number.

### Images

You must attach at least 5 Images. You have attached 8 of them to this application. File size must not exceed 250.00 MB.




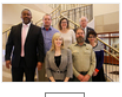
**Attach Images**

You have 8 Images in your bank. Click the Image Bank button if you would like to upload additional items. You will be taken to your Manage Work Samples page and you will need to return to this application to attach your new samples.

Image Bank

### Sample Sort Order

Arrange the order your samples will be viewed by setting the Sort Order for each sample and then clicking **Re-Sort Samples**

 <b>Sort Order</b> 1 Title 1_DEAN GUITAR Artist 1 Dave Blevins Created 19 Dimensions 38 x 16 x 3 <a href="#">detail view</a>	 <b>Sort Order</b> 2 Title 1_DEAN GUITAR2 Artist 1 Dave Blevins Created 18 Dimensions 38 x 16 x 3 <a href="#">detail view</a>	 <b>Sort Order</b> 3 Title 1_DEAN GUITAR3 Artist 1 Dave Blevins Created 18 Dimensions 38 x 16 x 3 <a href="#">detail view</a>	 <b>Sort Order</b> 4 Title 1_GROUP PHOTO Artist 1 Dave Blevins Created 18 Dimensions 8.5 x 11 x 1 <a href="#">detail view</a>
---	--	---	--