

## **Winnipeg Arts Council Grants for Individuals – FAQ for Online Applications 2019**

The Winnipeg Arts Council is piloting an online application process for this grant program in 2019. We expect there to be a learning curve and we will provide assistance and collect feedback wherever possible. If you are having issues with the system, please review the questions below. If you require more assistance, please contact us. We ask that you get in touch well in advance of the deadline to give us time to address and troubleshoot your issue.

### **How do I create a profile?**

Go to <http://winnipegarts.gosmart.org> and follow the steps

### **Is my profile valid for any other funder?**

No – this system is unique to the Winnipeg Arts Council.

### **Should I create an Individual or an organizational profile?**

At this time, we are only using the site for individuals.

### **Why does it ask me for a Legal name and primary contact?**

Legal name is required for documentation; primary contact is the name you wish us to use in correspondence/recognition.

### **Do I have to have my profile approved before I can apply?**

No. the Winnipeg Arts Council does not pre-screen applications. Applicants who are deemed ineligible will have their applications removed from the competition. If you are unsure whether you meet the eligibility criteria, please contact the Program Manager.

### **Can I still submit a paper application?**

In 2019 we will accept online applications as well as hard copy applications. Paper applications for the next deadline must be received by the Winnipeg Arts Council office by the end of the business day on September 10, 2019. Online submissions can be received as late as 11:59 pm.

### **Can I submit part of the application on paper and part of it online?**

No. Applicants must select one method or the other.

### **Will this system change the way the applications are assessed?**

No. The Winnipeg Arts Council will continue to run the jury process the way it always has.

### **Do I have to complete my application in one sitting?**

No. You can log in and out as many times as you like prior to the deadline, provided you haven't hit the "final submission" button. We recommend preparing the narrative parts of the application in a word processing program and then copying them into the Go Smart system.

### **Do I have to save my work?**

Yes! There is a prompt (in red) and a save work button (blue) at the bottom of each page. If you don't save your work before you leave a page, you will lose what you have done on that page.

### **Can I see what my application looks like?**

Yes. At the bottom of each page there is a "View PDF" button. You can open this at any time to see your entire application to that point. You can print or save a copy of the PDF document. We recommend using the "open in new tab" option in your browser so you don't lose your place in the application itself.

### **Do I submit my support material online?**

Yes. Applicants will upload images, audio, video, and documents to a *Work Samples Bank* associated with their profile, and then connect the samples to their application.

### **How much storage do I have?**

Each profile is allowed to store up to 250 MB of data in their *Work Samples Bank*. If you have large video files, we recommend a program like [Handbrake](#) to reduce the file size.

### **What information do I need to enter? Why does it ask me for the price of my support material?**

The Go Smart system is used by a variety of different granting agencies across North America and contains some fields asking for information that we don't use at the Winnipeg Arts Council. You only need to provide description information that will be relevant to the assessors. So \*do\* include things like the dimensions of your work and the year it was created, but don't worry if you don't feel some of the other fields are relevant (such as price). Only the information you provide within the system will be shared with the assessors.

### **How will I know if my application has been received?**

You will receive an email confirmation at the address associated with your profile once you click the final submission button. If you don't receive one, please check your spam folders and then contact the Winnipeg Arts Council.

### **Once I have submitted it, can I change my application?**

Once you click the final submission button, your application is locked.

### **Is there tech help available?**

On the right-hand side of the menu bar there is a "Tech Tips" option. This contains a number of helpful suggestions. You can also get to this page by [clicking here](#).

### **I'm having an issue that is not addressed here.**

Please contact the Program Manager, Dominic Lloyd. 204-943-7668 or [dom@winnipegarts.ca](mailto:dom@winnipegarts.ca).

