

Winnipeg Arts Council

GoSmart Online Application FAQs



The following pages outline some of the basic questions our users have when accessing the GoSmart system. You may find the answers here but we also encourage you to contact the Winnipeg Arts Council for help with submitting your application.

How do I create a profile?

Go to 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?

To apply for an Individual Artist grant or a Professional Research & Development grant you need an individual profile. To apply for a Project grant as either an organization or an artist collective you need an organizational profile, so you may require two profiles on the system.

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 WAC office.

What do 501(c)3 and FEIN/TAX ID and mean when setting up my profile?

When you set up your profile, you will be asked to provide some information which is not applicable: a 501(c)3 incorporation date (all profiles) and a FEIN/TAX ID number (organizations only). These are used by American arts funders who use GoSmart. Leave the 501(c)3 incorporation date field blank and under Tax ID enter “00-0000000.”

Can I still submit a paper application?

All applications must be submitted using the GoSmart website. Applicants who do not have reasonable access to a public internet source such as a public library should contact the Winnipeg arts council at least four weeks prior to the deadline to enquire about alternative application methods.

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 GoSmart 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 GoSmart 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?

No. 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.