Hawai`i State Foundation on Culture and the Arts
Culture Fellowship
GO SMART ONLINE INSTRUCTIONS

GO Smart User Information:

Operating System

GO Smart advises that you use Windows XP or later for PCs. For Macintosh users, use Mac OS X or later. To check which operating system that you have on a PC, right-click on My Computer (usually found on the desktop). A system properties window will appear. Under the General tab, you will find the operating system for your computer. On a Mac, go to the Apple menu and select "About This Mac".

Mobile Capability

All elements of GO Smart can be accessed from your mobile device, but you must have a working data connection.

Browsers for GO Smart

- Use Chrome, Safari, or Firefox for an optimal experience.

- Internet Explorer is not recommended.

- Older AOL browsers are incompatible with GO Smart Online grant system and will not allow you to correctly submit an application. If you use AOL, you may still access the Internet through AOL. Once you are connected to the Internet, minimize the welcome screen window and open Chrome, Safari, or Firefox to access GO Smart Online grant system.

Pop-up Windows

- Pop-up windows are used to provide additional and supplemental information for a website. Many users disable these windows to avoid unwanted advertisements. Disabling pop-up windows will block some elements of GO Smart from performing properly. You must allow pop-up windows to appear in order to use GO Smart successfully. If you have installed "pop-up blocker" software, spy ware with "pop-up blocking" features, or additional toolbars with blocking capabilities you must disable these features and allow pop-up windows. When working in a pop-up window during the application process, you can close the windows when you have finished and return to the application. To do so, close the window by clicking on the "X" in the upper right hand corner of the pop-up window (upper left hand corner for MAC users).

Cookies

- Cookies must be enabled to work with GO Smart. All browsers have cookies enabled by default. If you find you are unable to login with a correct username and password, check your browser's cookie settings. To check your browser's cookie settings, google your [browser name] + "cookie settings" (i.e. "Safari cookie settings") and follow any steps that are provided.

Copy and Paste

- It is advisable that you craft your narrative text responses for grant application questions in a word processor (such as Word) before copy and pasting the text into GO Smart. Use the document to edit your text and count characters. Save the document for your records.

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Formatting

- Most formatting created in Microsoft Word, such as bold, italicize, underline, or indent will not transfer into GO Smart. Bullets will become dashes. We recommend reviewing the PDF of your application before submitting so that you can verify the appearance of your responses.

Hawai`i GO Smart Online – Login: (*see snapshot below*)

https://hawaii.gosmart.org/login.php

On this page, you can:

- ==Login== with your Username and Password that you already have, OR

- If you forgot your password, and you click ==Remind Me==, the email that you registered with will receive a message. OR

- ==Reset== your Password, OR

- ==Create a new profile== - for individuals that have never used GO Smart online application (see below).

- If you do not remember whether you are registered, or you think you changed your email, we can check for you, email us at – SFCAartistgrants@hawaii.gov

Creating a New GO Smart Profile

If this is the first time that you are applying for an SFCA grant via the GO Smart online application system, you must create an online profile. Follow the steps bellow.

1. Navigate to the GO Smart portal at the URL that was provided above.

Hawai`i State Foundation on Culture and the Arts
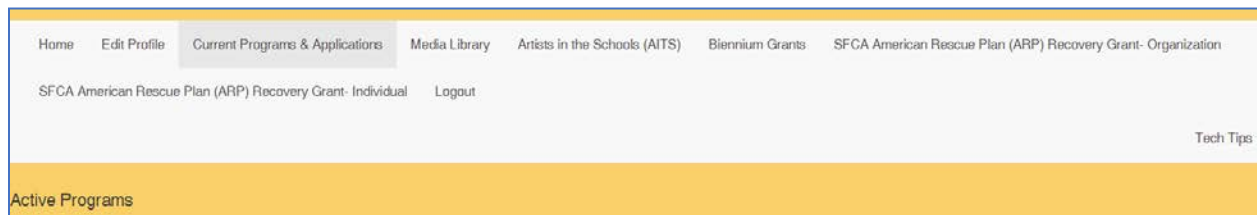Culture Fellowship
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2. Locate and click the link at the bottom of the Home or Login page that says **"New to the site? Click Here to create a new profile."**
3. Agree to the terms, answer the questions on the registration page, and **Save** to create your profile.
4. You can always update any information of your profile. Once logged in, click **Edit Profile** in your navigation bar to access and edit your registration information.
5. Use the **retrieval tools** on the Login page if you forget your username or password.

Congressional and State Districts

- This information is required in your GO Smart Applicant Profile when you register for your login.

- This data is used to provide SFCA with an overview of areas served statewide with arts and culture, by districts. For Congressional Districts:
https://www.govtrack.us/congress/members/HI#representatives
Hawai'i has two congressional districts.

  o The 1st District encompasses urban Honolulu and its immediate suburbs - District 1 is Representative Ed Case

  o The 2nd District includes the rest of O'ahu and all other islands - District 2 is Representative Kaiali`i Kahele

  o Both Senators serve the entire state

- For State Senate and House Districts: https://www.capitol.hawaii.gov/findleg.aspx

Once You Are Logged In:

GO Smart will take you to the Active Programs, which is a list of all the current application or final report cycles. On the GO Smart menu bar, you will see 'Current Programs & Applications', and below that 'Active Programs'.

Scroll down to <mark>Culture Fellowship FY2023</mark>

Click <mark>START</mark> to begin your application

GO Smart Application Sections

- Within the GO Smart system, applicants are presented with a series of questions and requests for information. Some of these questions and requests require applicants to use check boxes and drop-down selection screens and others require a narrative response.

- There is one (1) main GO Smart profile page, and it is the page where you filled in your registration information. This information stays in the system and can be updated as needed. This information is necessary when SFCA reports to the NEA.

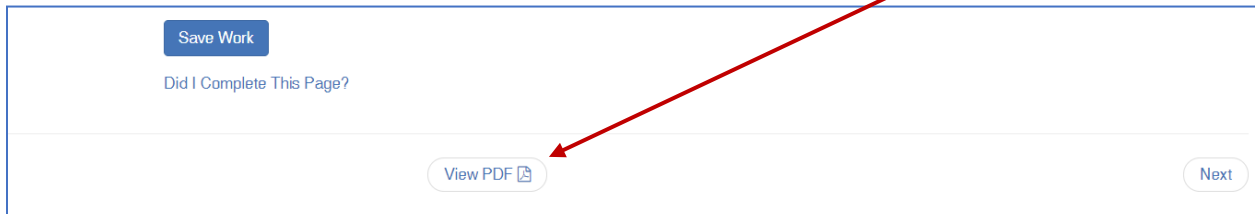- Then, there are nine (9) sections for this application.

- **Save your application as you work** AND view your application PDF at any time. Make sure to save your work as you complete your entries. If you would like to see what the application will look like or download the draft/final application, click on 'View PDF' on the bottom of the page you are working on.

Helpful Hints

Here are some general suggestions to help applicants navigate the GO Smart application process:

- GO Smart "times out" if an applicant remains on one page for an extended period of time. To avoid losing work, save often using the "Save Work" button at the bottom of each page.
- Applicants must use the TAB key or MOUSE to move from question to question. When an applicant hits "enter," the system will save the page, but will not move to the next question.
- Narrative responses are limited to a maximum character (not word) count, including spaces. Applicants will be notified on each question if the maximum character count has been exceeded.
- Formatted text is not accepted by GO Smart; applicants cannot bold, italicize or underline text or change font style or size.
- Do not use Hawaiian diacritical marks. GO Smart cannot handle it – the automated substitutions are unintelligible.
- Many of the Questions require that you answer them. Click "Did I Complete This Page?" at the bottom to check on the page you were working on.
- If you would like to see or have a PDF of your application in progress, click on "View PDF" at the bottom.
- To move to the next section of the application, click "Next" on the bottom right of the page.

Once the application is submitted, applications cannot be revised.

FOR TECHNICAL HELP

See **Tech Tips** on the GO Smart menu bar or visit https://www.gosmart.org/tech-tips/