

**New Hampshire State Council on the Arts**  
**How to use the Online Application System**  
Arts Education Roster

The [New Hampshire State Council on the Arts](#) uses an online application system through a web-based platform called [Submittable](#). Detailed instructions are found throughout the online application system. The following are additional guidelines on how to use the system.

**Where can I find the online application?**

The website for the online application is <https://nharts.submittable.com>. You can also find links from our [website](#). We strongly recommend that you complete your application using either [Google Chrome](#) or [Mozilla Firefox](#). If you don't have one of these browsers, please click the links to download.

**How do I start the online application?**

When you go to the [online application system](#), you will see NHSCA's logo at the top of the page and below it a list of grants and opportunities. Find the opportunity you are applying for and choose it by clicking on it.

If you have not already created a free account, the system will prompt you to fill out the requested user account information. After you fill out the form and click "Create Account and Continue," you will be taken back to your chosen application. If you already have an account, log in with your user name and password to start an application.

You will then see a brief set of guidelines detailing your chosen opportunity, and a link to our website for detailed guidelines and more information.

**Can I save my application?**

Once you start an application, you can save it at any time. Click the "Save Draft" button at the bottom of the application to save your work. The Submittable system is very stable, but we recommend that you save your application every 15 minutes just in case. Once your application is saved, you can continue working on it or sign out of the online application system. **Your application will remain active for 21 days from your last log in.** It's important to remember that saving the application is not the same as submitting it. You will still need to submit your application in order for it to be received.

**What are the application components?**

There are six (6) parts to the application, in the following order:

- Applicant Information
- Education
- References
- Codes
- Documents Upload
- Certification (electronic signature)

*Applicant Information*

Enter your contact information and answer the questions in this section.

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*Education*

This section asks for all of your educational information. Please fill it out completely even if this information is included on your resume/CV.

*References*

Please complete this section listing information for three professional references. Please fill it out completely even if this information is included on your resume/CV.

*Codes*

Effective advocacy for public arts funding requires accurate data. The National Endowment for the Arts and the National Assembly of State Arts Agencies have established codes that help track trends in public arts funding. Please choose the appropriate code for your primary arts discipline. If you have questions on how to apply these codes, please contact the program administrator.

*Documents Upload*

Each opportunity requires that you upload certain documents. **Please read the guidelines carefully** and have all required documents ready before you begin the application.

*Certification*

This section serves as your electronic signature. Check the “Agree” box to certify your application.

**How do I submit my application?**

When your application is completely filled out, all required materials are uploaded and you’ve agreed to the Certification, your application is ready to submit. When you are ready, click on the “Submit” button. Once you do so your application will be submitted and the system will send you a confirmation email. If you cannot submit your application, you probably haven’t answered all of the required questions. Any question or field with a red asterisk next to it is required.

**What happens after I submit my application?**

All applications will be reviewed by Arts Council staff for eligibility, completeness, and accuracy, with further review by a peer panel. Applicants may be contacted by telephone or email to clarify and/or request additional information prior to the review panel dates.

**What happens if I accidentally submit my application before I’m ready?**

Please contact the program coordinator listed in the guidelines.

**Can I print out my application?**

Yes! After you have submitted your application, the confirmation email will include a link to your application. Follow the link back to the online application system and print your application through your web browser’s printing function. Please note that your uploaded documents will not be included.

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**What can I do if I can't bundle documents together as a zip file?**

If you can't zip up your files, please consider merging the print materials to create a single PDF. In most document and image programs you can export, save as, or print to PDF. You can also insert images into MS Word documents and save the documents as PDFs. If you do not have Adobe Acrobat, there are a number of free programs available that will merge PDFs into a single document. Please contact Ginnie at [virginia.lupi@dncr.nh.gov](mailto:virginia.lupi@dncr.nh.gov) or 603-271-8418 if you have questions.

**What if I don't have internet access?**

There are a number of options available. The first option is to visit one of the many public libraries located throughout the state. All public libraries have computers and free internet access. You can see a list of them at <http://pierce.state.nh.us/libdir>.

**Can I use my mobile device such as a phone or tablet?**

Yes, Submittable fully supports mobile devices. The only thing that's different is the process for uploading files. You will need to create a [Dropbox](#) account (it's free) and upload documents via this system. Don't worry, Submittable will walk you through the steps.

**Can I submit drafts for staff review?**

Yes. The program coordinator will accept drafts of the narrative questions for review **no later than two weeks before the deadline**. Drafts should be emailed to coordinators and clearly titled. Please see the guidelines for draft deadlines.

**What if I have more questions?**

For questions about the grant program you're applying to, please contact the coordinator listed at the top of the grant guidelines. If you have questions about using the online application, please visit Submittable's help page at <https://www.submittable.com/help/submitter>. Additionally, visit the main grants page on the Arts Council's website for grant writing tips and other helpful information.