New Hampshire State Council on the Arts
How to Use the Online Application System
Cultural Facilities Grant Program

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 grant 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 grant program, and links to detailed guidelines and the budget form.

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 five (5) parts to the online application. They appear in the following order:

- Applicant Data
- Grant Request Information
- Facility Data and Accessibility Assurances
- Document Uploads
- Certification (electronic signature)

Applicant Data

In this section you will enter the applicant's information. This should be the legal name of the organization that will be receiving the grant award check. If an applicant is applying in partnership with another organization, please include the information for the lead organization only in this section.

Grant Request Information

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In this section please enter the grant request information such as title, dates, demographics, and other important information. In the Project Summary area, please title/summarize your project with one clearly stated phrase or sentence.

Facility Data and Accessibility Assurances

Each grantee is required to assure that they are in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA). This section asks a series of questions relating to the facility and accessibility.

Document Uploads

The following documents should be uploaded in this area:

- Narrative Questions
- Budget Form
- Copy of Lease and Letter from Building Owner
- Images and Renderings
- Qualifications and Resumes
- Bids
- Organizational Work Samples
- Year-End Organizational Financial Statement
- List of Current Board
- Two Year Facility Plan
- Historic Resources Correspondence
- Summary of Capital Campaign Plan
- Letters of Support

We recommend that all files be in PDF format and that you zip up the files if uploading more than one. Please click here for video tutorials. Once your materials are ready, click "Add Files" and follow the instructions to upload. The system works similar to attaching a document to an email or uploading a photo to Instagram.

Certification

This section serves as your electronic signature. Check the "Agree" box to certify your application and type your name and title into the areas provided.

How do I submit my application?

When your application is completely filled out, all supplemental 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 an 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.

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What happens if I accidently submit my application before I'm ready?

Once you submit your application, it can't be reopened or altered. Please contact the program's Grant 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 materials will not be included. You can request a full copy of your application, including all the supplemental materials, from the Coordinator.

What can I do if I can't bundle files 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.

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 https://www.nhsl.dncr.nh.gov/services/library-directory.

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 supplemental materials via this system. Don't worry, Submittable will walk you through the steps.

Can I submit drafts for staff review?

Yes. Grant coordinators will accept drafts of the narrative questions and budget forms for review **no later than two weeks before the grant deadline**. Drafts should be emailed to coordinators and clearly titled. Please see the grant 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.