New Hampshire State Council on the Arts
How to use the Online Application System
Governor's Arts Awards

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 nomination form?

The website for the online form is https://nharts.submittable.com. You can also find links from our website. We strongly recommend that you complete your nomination 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 form?

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. Click on "Governor's Arts Awards Nomination."

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 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 and a link to detailed guidelines.

Can I save my nomination?

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

What are the nomination components?

There are several parts to the online nomination. They appear in the following order:

- Nominee Information
- Award Category
- Narrative
- Letters of Support
- Support Materials
- Work Samples
- Nominator Information

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Nominee Information

Please enter the nominee's information. It is important to include complete contact information.

Award Category

Please choose the category from the dropdown list.

Narrative

This is the place to upload your narrative. Please consult the nomination guidelines for details on this section. The narrative should be one document, which can be uploaded in MS Word, RTF or PDF format. The system works similar to attaching a document to an email or uploading a photo to Facebook or Twitter.

Letters of Support

Upload two to five **current** letters of support here. Files may be in MS Word, RTF or PDF format. If uploading more than one letter, we prefer that you bundle the files into one ZIP file, named with the nominee's name. Please click here for video tutorials. The system works similar to attaching a document to an email or uploading a photo to Facebook or Twitter.

Support Materials

Please read the guidelines carefully and upload support materials here. The limit is ten (10) files, so we strongly recommend that you bundle all of your files together as a zip file and name the file with the nominee's name. Please click here for video tutorials. The system works similar to attaching a document to an email or uploading a photo to Facebook or Twitter.

The following file types will be accepted in this section: DOC, DOCX, PDF, JPG, MP3, WMA, MP4, WMV, MOV, and ZIP.

Work Samples

Work Samples must be accompanied by a Work Sample Index indicating the subject, location, and date of each sample. If providing URLs, please type them into a document and include viewing instructions.The limit is ten (10) files, so we strongly recommend that you bundle all of your files together as a zip file and name the file with the nominee's name. Please click here for video tutorials. The system works similar to attaching a document to an email or uploading a photo to Facebook or Twitter.

The following file types will be accepted in this section: DOC, DOCX, PDF, JPG, MP3, WMA, MP4, WMV, MOV, and ZIP.

Nominator Information

Please type your contact information in this area of the application.

How do I submit my nomination?

When your form is completely filled out and all supplemental materials are uploaded, your nomination is ready to submit. When you are ready, click on the "Submit" button. Your nomination will be submitted and the system will send you a confirmation email. If you cannot submit your nomination, you probably haven't answered all of the required questions. Any question or field with a red asterisk next to it is required.

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What happens if I accidentally submit my nomination before I'm ready?

Once you submit your nomination, you cannot reopen or alter it. Please contact Ginnie Lupi at ginnie.lupi@dcr.nh.gov or 603-271-8418.

Can I print out my nomination?

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

What can I do if I can't bundle the support materials or work samples together as a zip file?

Please remember that there is file limit for supporting materials and work samples. 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 ginnie.lupi@dcr.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 supplemental materials via this system. Don't worry, Submittable will walk you through the steps.

What if I have more questions?

Please call or email Ginnie Lupi at ginnie.lupi@dcr.nh.gov or 603-271-8418 if you have questions about using the online system. You can also visit the Submittable Help Desk for answers to your questions.