

New Hampshire State Council on the Arts
How to Use the Online Application/Submission System
Percent for Art

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 instructions 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 program 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 program, and links to detailed instructions 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 Percent for Art application components?

There are two different applications for the Percent for Art program – one for site-specific commissions and one for existing artwork.

Site-Specific Commissions Application:

- Artist Information
- Site-Specific Commission Proposal
 - Artist Statement and Images
- Previously Completed Commissions
- Budget
- Certification (electronic signature)

Existing Artworks Application:

- Artist Information
- Existing Artworks for Purchase
 - Artist Statement and Images
- Budget
- Certification (electronic signature)

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Artist Information

In this section you will provide your name and full contact information. You'll also provide your resume, artist statement, and website and [Creative Ground](#) Profile URLs.

Site-Specific Commission Proposal (Site-Specific application only)

In this section you will upload a written statement addressing the artwork concept, including proposed location, and attach up to five concept drawings/designs, materials images, etc.

Previously Completed Commissions (Site-Specific application only)

Please provide a URL for images of previously commissioned artworks that demonstrate your body of work. If your images are not online, you may upload 3 – 10 images.

Existing Artworks for Purchase (Existing Artworks application only)

In this section you will upload images of your artworks available for purchase. No more than 10 artworks may be submitted, and up to 2 images may be attached for each artwork (one full image and one detail or alternate view). After you attach an image, a dialog box will open where you can type in the artwork's title, medium, size, year made, price, desired location and an optional explanation of the work.

Budget

You will upload your completed budget form in this section of the application.

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 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, please review your application for missing information.

What happens after I submit my application?

All proposals will be reviewed by Arts Council staff for eligibility, completeness, and accuracy, with further review by a Site Selection Committee. 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?

Once you submit your application, it can't be reopened or altered. Please contact the program's Coordinator, listed on the Request for Proposal.

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 supplemental materials will not be included. You can request a full copy of your application, including all the supplemental materials, from the Coordinator.

Can I submit more than one application?

Yes, but the system will only let you work on one submission at a time. Once you've submitted one proposal, you can work on another one.

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

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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?

For questions about the program, please contact the coordinator listed on the Request for Proposal. Please call or email Ginnie Lupi at ginnie.lupi@dcr.nh.gov or 603-271-8418 if you have questions about using the online application. You can also visit the Submittable Help Desk for answers to your questions. Additionally, visit the main grants page on the Arts Council's website for grant writing tips and other helpful information.