

Thanks for your interest in applying for a New Jersey State Council on the Arts Individual Artist Fellowship. Mid Atlantic Arts administers the application submission, review, and post-award process on behalf of the New Jersey State Council on the Arts through an ongoing partnership and we are also available to assist artists with the application.

This video will give you a basic introduction to the SmartSimple application software and provide a high-level overview of how to apply.

As always, the first step in applying is carefully reviewing the program guidelines which outline the eligibility requirements and also let you know what you need to submit in the application.

Once you've confirmed your eligibility and prepared your work sample materials, go to [midatlanticarts.smartsimple.com/](http://midatlanticarts.smartsimple.com/).

You must have a SmartSimple account and be logged in in order to access the application. If you have an existing account, but can't remember your information, click the "Forgot Password?" link below the login fields to regain access to your account. A link where you can reset your password will be sent to the email associated with your account.

Keep in mind that this is only the third year we have been using this system so unless you applied to the Fellowships the last two summers or for another opportunity at Mid Atlantic Arts as an individual artist in the past year, you will most likely need to create a new account. If you have applied for an organizational grant through the Mid Atlantic Arts SmartSimple system in the past year, you will also need to create a new account as an individual artist.

To create your account, click the register button under the login fields to get started.

Applicants for the Individual Artist Fellowship program must register as Individual Artists in order to have access to the New Jersey Fellowships application. Select "Individual Artist" to continue.

On the next page, enter your information and provide an email address for your account. We strongly recommend registering your Individual Artist account with a personal email address, rather than a business email. This is especially important if your business email is associated with an organization that may apply for grant funding through Mid Atlantic Arts in the future.

Once you submit your registration, you'll receive an email from SmartSimple prompting you to log in and set your account password. The link in the email will take you back to the SmartSimple website where you can set your password to finish activating your account.

After you set your password, you'll be directed back to the login page where you can enter the credentials for the account you just created.

From this page, you can update your profile information and change your password, start a new application, access your in-progress application, or check the status of a submitted application.

To access the Fellowship application, click the Funding Opportunities button under Available Applications.

The next page will display any opportunities that are currently open to individual artists at Mid Atlantic Arts. Other grant applications may also be listed on this page. Click the Apply Now button under the New Jersey State Council on the Arts Individual Artist Fellowship opportunity to start your application.

Clicking Apply Now will generate your new application. Before you begin entering information, click the Save Draft button at the bottom of the page to save a copy of the application draft to your account. You must click Save Draft in order to have access to all of the necessary fields.

The application itself is divided into three tabs: Applicant Information, Work Samples, and consent.

The first section of the application is for Applicant Information. Nothing on this tab will be shared with panelists. On the applicant information tab, select the category in which you are applying.

Some of the information you provided when registering for your SmartSimple account will carry over into this tab of the application. This information will be listed under the Profile information header. If you need to edit any of the information in your profile, click the My Profile link provided in the instructions box. Your account profile should pop up as a new tab or window which can be closed as soon as you have completed making changes to your profile information. Once you save the changes in your account profile, save the application draft to update your Profile Information section.

Complete the remaining information in the Applicant Information section as prompted.

The Work Samples tab will require different information depending on the category to which you are applying. Remember that all information included in the Work Samples tab must be kept anonymous as it will be shared with the panelists. In addition to providing their work samples, applicants will also have the option to provide a panel statement on this tab.

No matter what category you are applying to, you will be prompted to upload a work sample or samples (depending on the category-specific requirement) by clicking the upload icon. Most categories collect work samples with a media library function which allows you to upload multiple files into your application at once. Click the browse button to locate the files on your computer, select the desired files, then click Open. Once your work samples are uploaded, close the upload file window.

Your work samples will now be added to your media library. You can preview images by clicking on the thumbnails. If you are submitting video or audio files as part of your category requirements, please note that the upload may take several minutes to process for preview depending on the length and size of the file.

The application will also collect specific information about each work sample upload. To edit this information in the media library, click the Edit Metadata button, complete the fields as prompted, and click save.

Click the Save Draft button to update the information displayed in the application.

At the bottom of the Work Samples tab, you will also be asked two questions that are intended to help verify that you have completed all of the necessary fields and that the information submitted in this tab of the application is anonymous.

Finally, applicants must agree to the terms and conditions of the program by certifying the information in the Consent tab.

If you have a question or need technical assistance as you are completing your application, click on the Notes tab on the left-hand side of the page and add a new note by clicking the button with the plus sign. Write a message to Mid Atlantic Arts and click save to share a note with staff. When we respond, you will be notified by email and our message will be saved alongside your application in the system for easy reference. Click the Main tab to return to the application form.

After you've completed all required fields and reviewed your application carefully, click the Submit button at the bottom of the page. If you've missed a required field or if other errors are found, you will see a red error box at the top of the page and should make the appropriate corrections to the application. If everything is verified, the application will confirm that you are ready to submit and may complete the submission process.

After submission, you will receive an automatically-generated confirmation email along with a copy of your submitted application. You can also access your application record by logging into your SmartSimple account and clicking the Submitted button in the My Applications section, then clicking open. Please note, however, that you will not be able to make any changes to the application after submission.

We hope this has been a helpful introduction to the SmartSimple Individual Artist Fellowship application. For more applications assistance resources, please visit the Mid Atlantic Arts website. Please also feel free to contact Mid Atlantic Arts Staff for additional assistance. Links and information will be listed in the YouTube description box for this video.

Thank you again for your interest and we look forward to receiving your application soon.