

If you are a new applicant to this granting system, please use the technical guides below to:

- Register
- Apply for grants
- Manage your work samples and attach them to applications
- Complete application processes
- Find additional help

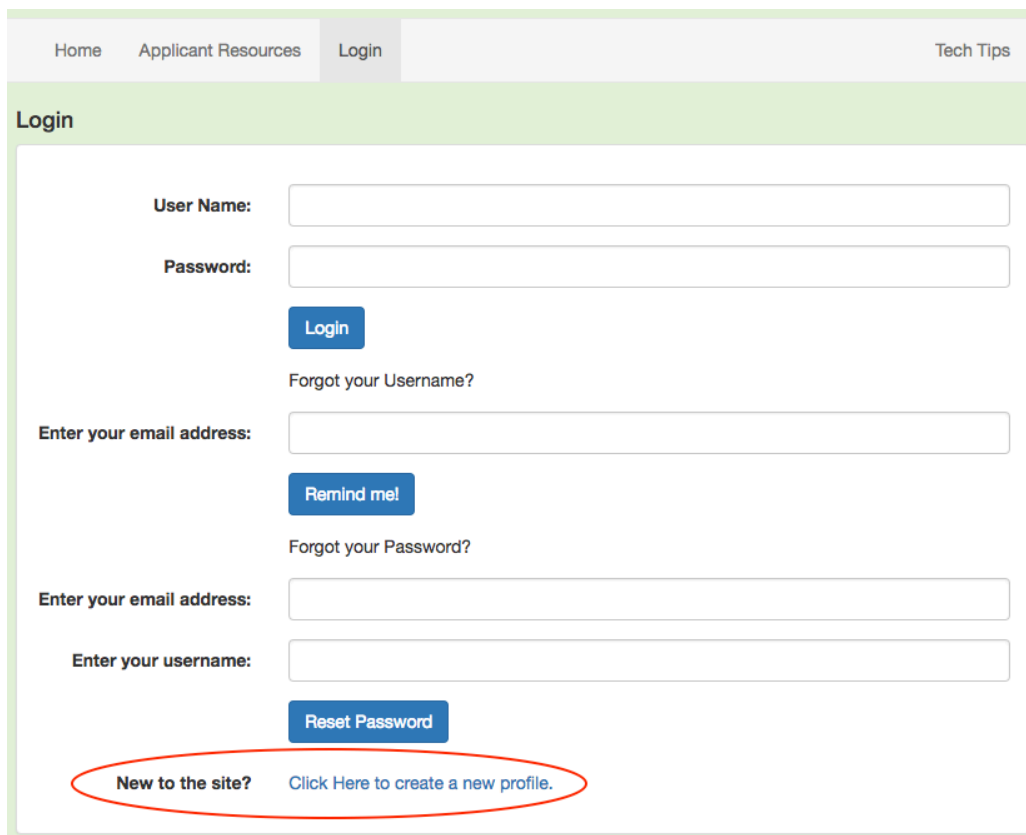
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\*If you are viewing this document in a web browser, you may need to open or download it as a PDF for the Table of Contents and other links to work.

## REGISTER

In order to utilize our online granting system, you will need to register. You will be able to access our home page when you first navigate to our site; however, if you leave the home page, you will be prompted to register or login. You will be able to view custom navigation pages, such as Applicant Resources shown below, but you will not be able to edit your profile, access applications, or manage your work sample portfolio until you log in.



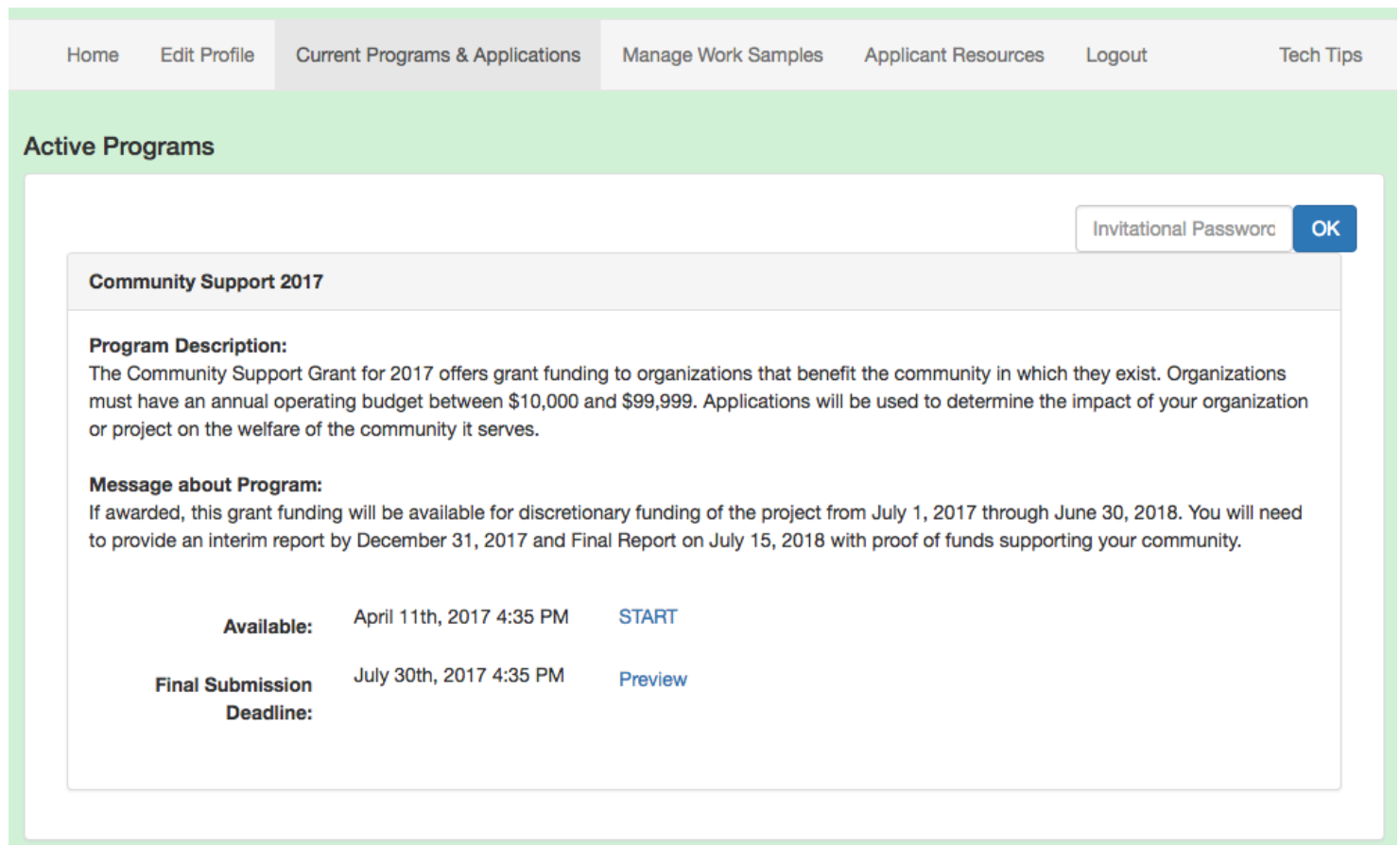
The screenshot shows a web interface with a navigation bar at the top containing 'Home', 'Applicant Resources', 'Login', and 'Tech Tips'. Below the navigation bar is a 'Login' section. It contains two sets of login fields. The first set has 'User Name:' and 'Password:' labels, followed by input boxes, a 'Login' button, and a 'Forgot your Username?' link. The second set has 'Enter your email address:' labels, followed by input boxes, a 'Remind me!' button, and a 'Forgot your Password?' link. At the bottom of the login section, there is a 'Reset Password' button and a link that says 'New to the site? Click Here to create a new profile.' This link is circled in red.

1. Navigate to our new GO Smart portal at: [sanantonio.gosmart.org](https://sanantonio.gosmart.org)
2. Locate and click the link at the bottom of the Home or Login page that says "New to the site? Click Here to create a new profile."
3. Agree to the terms, answer the questions on the registration page, and **Save** to create your profile.
4. If you want multiple people to work on a single application, they will all need to **login with the same username and password**.
5. You can always update any information of your profile *except your user type and username*. Once logged in, click **Edit Profile** in your navigation bar to access and edit your registration information.
6. Use the **retrieval tools** on the Login page if you forget your username or password.



## BEGIN AN APPLICATION

When you are ready to work on an application, you will use your **Current Programs & Applications** tab to find the appropriate application(s).



Home Edit Profile **Current Programs & Applications** Manage Work Samples Applicant Resources Logout Tech Tips

### Active Programs

Invitational Password

**Community Support 2017**

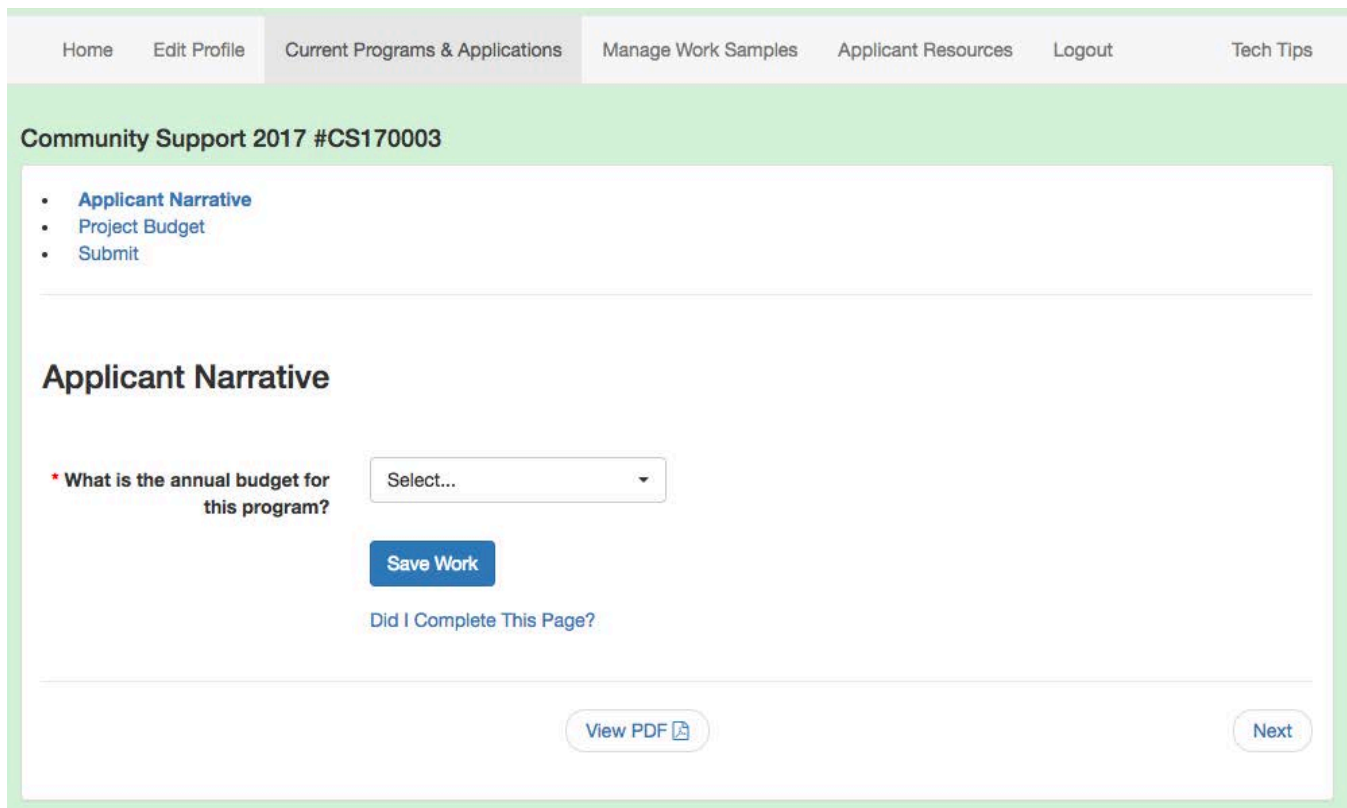
**Program Description:**  
The Community Support Grant for 2017 offers grant funding to organizations that benefit the community in which they exist. Organizations must have an annual operating budget between \$10,000 and \$99,999. Applications will be used to determine the impact of your organization or project on the welfare of the community it serves.

**Message about Program:**  
If awarded, this grant funding will be available for discretionary funding of the project from July 1, 2017 through June 30, 2018. You will need to provide an interim report by December 31, 2017 and Final Report on July 15, 2018 with proof of funds supporting your community.

<b>Available:</b>	April 11th, 2017 4:35 PM	<a href="#">START</a>
<b>Final Submission Deadline:</b>	July 30th, 2017 4:35 PM	<a href="#">Preview</a>

1. Navigate to the **Current Programs & Applications** tab to begin working on your application(s).
2. Scroll through your list of available applications, noting the **name** of the grant program in the gray bar along the top of each box (such as Community Support 2017 in the example above).
3. Learn more about the program by reading the included **description** and/or **message**.
4. If the application is currently available to you, click the **START** link to begin working on the application, or in some cases to begin the Intent to Apply or Eligibility form. If it is not yet available, you can click on the Preview link to view a read-only version.

## WORK ON AN EXISTING APPLICATION



Home Edit Profile Current Programs & Applications Manage Work Samples Applicant Resources Logout Tech Tips

Community Support 2017 #CS170003

- Applicant Narrative
- Project Budget
- Submit

### Applicant Narrative

\* What is the annual budget for this program?

[Save Work](#)

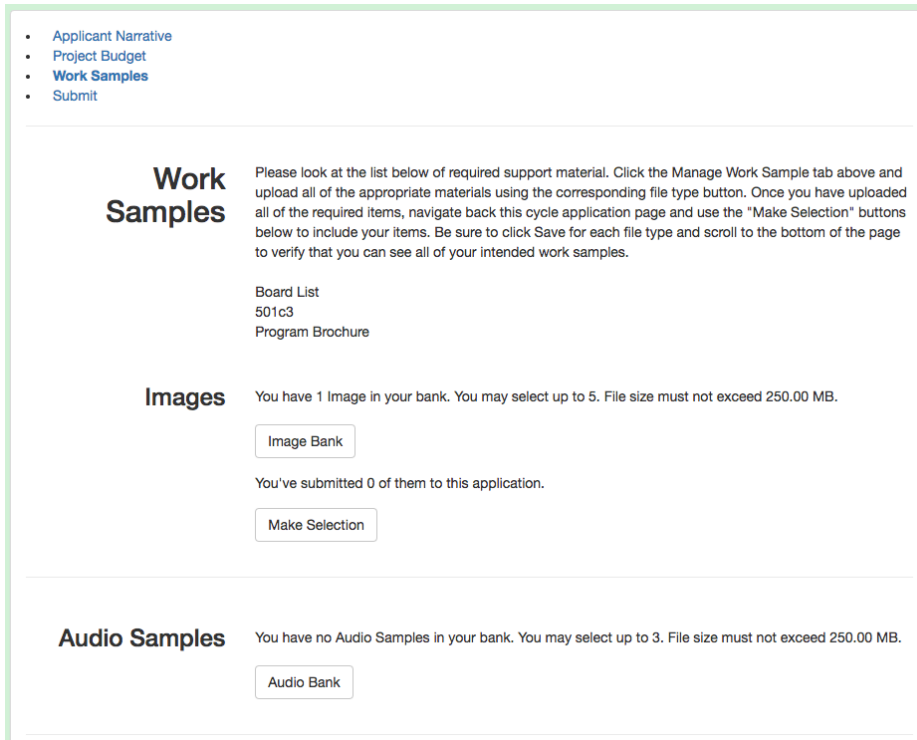
[Did I Complete This Page?](#)

[View PDF](#) [Next](#)

1. Navigate to your grant program from the Current Programs & Applications tab. Select **START** or **EDIT** for the application item you want to work on. You can work on Intents to Apply, Applications, Interim Reports, and/or Final Reports. *Alternatively, we may create corresponding items such as Reimbursement Requests or Invoices that will be listed as separate programs on the Current Programs & Applications tab. We will provide you with the name of these items if you should be looking for them.*
2. Navigate through the item by using the **Table of Contents** OR by using the **Previous** and **Next** buttons at the bottom of the page. *Your application will look different than the short example above.*
3. Click **Save Work** at the bottom of **EVERY** page before clicking Previous, Next, or the title of a different page in the Table of Contents.
4. Where available, click the "**Did I complete This Page?**" link at the bottom of any page to check if any required item was not answered.
5. Use the **View PDF** button at the bottom of any page to view your application exactly as admin and panelists will view your application.
6. **Submit** your application item on the final page of the table of contents. Once you submit the item it becomes Read-only and can only be edited upon request to us.

## WORK SAMPLES PAGE

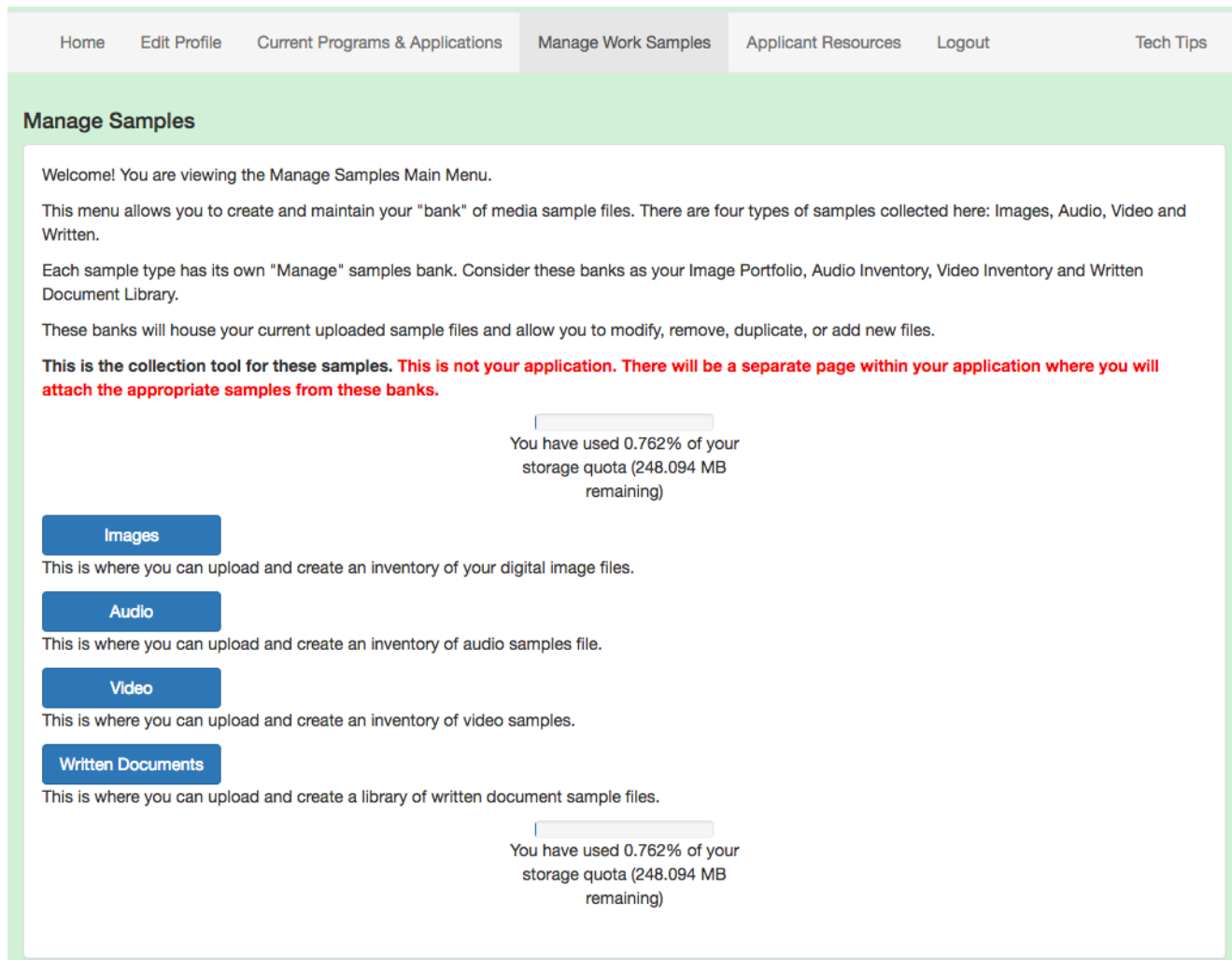
One of the pages within your application may give you the opportunity to use an **Image Bank** and/or **Make Selection** button, as shown in the example below. If you see these buttons you are on a **Work Samples** page. In order to utilize this page, you will need to use your Manage Work Samples tab to upload items that you will then attach to this page. Within the application, this page may be called Work Samples or something else such as Support Materials, Media Attachments, etc.



1. If you have not yet uploaded items to your Work Sample bank, you can click Image Bank button and follow the steps of the [MANAGE WORK SAMPLES](#) guide.
2. When you are ready to attach files from your Work Samples bank to the appropriate application, navigate to **Current Programs & Applications**.
3. START or EDIT the Program and find the **Work Samples page** (remember this might have a different name).
4. Click the **Make Selection** button for the corresponding file types.
5. **Check the box** next to the desired item(s).
6. Click **Save** then **Close Window** and ensure that the item(s) appear at the bottom of the Work Samples page.



## MANAGE WORK SAMPLES



Home Edit Profile Current Programs & Applications **Manage Work Samples** Applicant Resources Logout Tech Tips

### Manage Samples

Welcome! You are viewing the Manage Samples Main Menu.

This menu allows you to create and maintain your "bank" of media sample files. There are four types of samples collected here: Images, Audio, Video and Written.

Each sample type has its own "Manage" samples bank. Consider these banks as your Image Portfolio, Audio Inventory, Video Inventory and Written Document Library.

These banks will house your current uploaded sample files and allow you to modify, remove, duplicate, or add new files.

**This is the collection tool for these samples. This is not your application. There will be a separate page within your application where you will attach the appropriate samples from these banks.**

You have used 0.762% of your storage quota (248.094 MB remaining)

**Images**

This is where you can upload and create an inventory of your digital image files.

**Audio**

This is where you can upload and create an inventory of audio samples file.

**Video**

This is where you can upload and create an inventory of video samples.

**Written Documents**

This is where you can upload and create a library of written document sample files.

You have used 0.762% of your storage quota (248.094 MB remaining)

1. After learning which materials you should attach to your application, navigate to your **Manage Work Samples** tab. If you are on a Work Samples Page, you can click the "Image Bank" button.
2. If you don't know your work sample requirements, navigate to your cycle application Work Samples page or review other guidelines as provided by us, the granting agency.
3. Click the buttons (shown in the example above) of the **file type** you would like to upload to your Work Samples Portfolio.
4. Review our **guidelines and direction** in these sections.
5. **Upload the files** you would like to include in any of your applications
6. Follow the steps of the "[WORK SAMPLES PAGE](#)" guide to attach items to your application.

## TROUBLESHOOT WORK SAMPLES TAB

When using the Work Sample tab, you may run into some questions with regards to the tool. After you have uploaded items to any of the file-type banks, you will see a handful of options and messages.

### Image Bank

Image Bank:

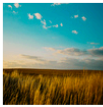
Please upload your necessary Image support material files to this bank by using the tool below.

To get to your application click [Current Programs & Applications](#).

You currently have 8 of 10 possible Images

You have used 83.155% of your storage quota  
(84.225 MB remaining)


[Click to Add Images](#)



title: FIELD GRASS  
file size: 1.906 MB

Permission granted for marketing use.

[detail view](#) [modify](#) [remove](#) [duplicate](#)



title: FLOWER OF DATABASES  
file size: 0.817 MB  
dimensions: 36" x 36" x 2"  
completed: 2015  
description: See the use of flower?

Permission granted for marketing use.

[detail view](#) [duplicate](#)

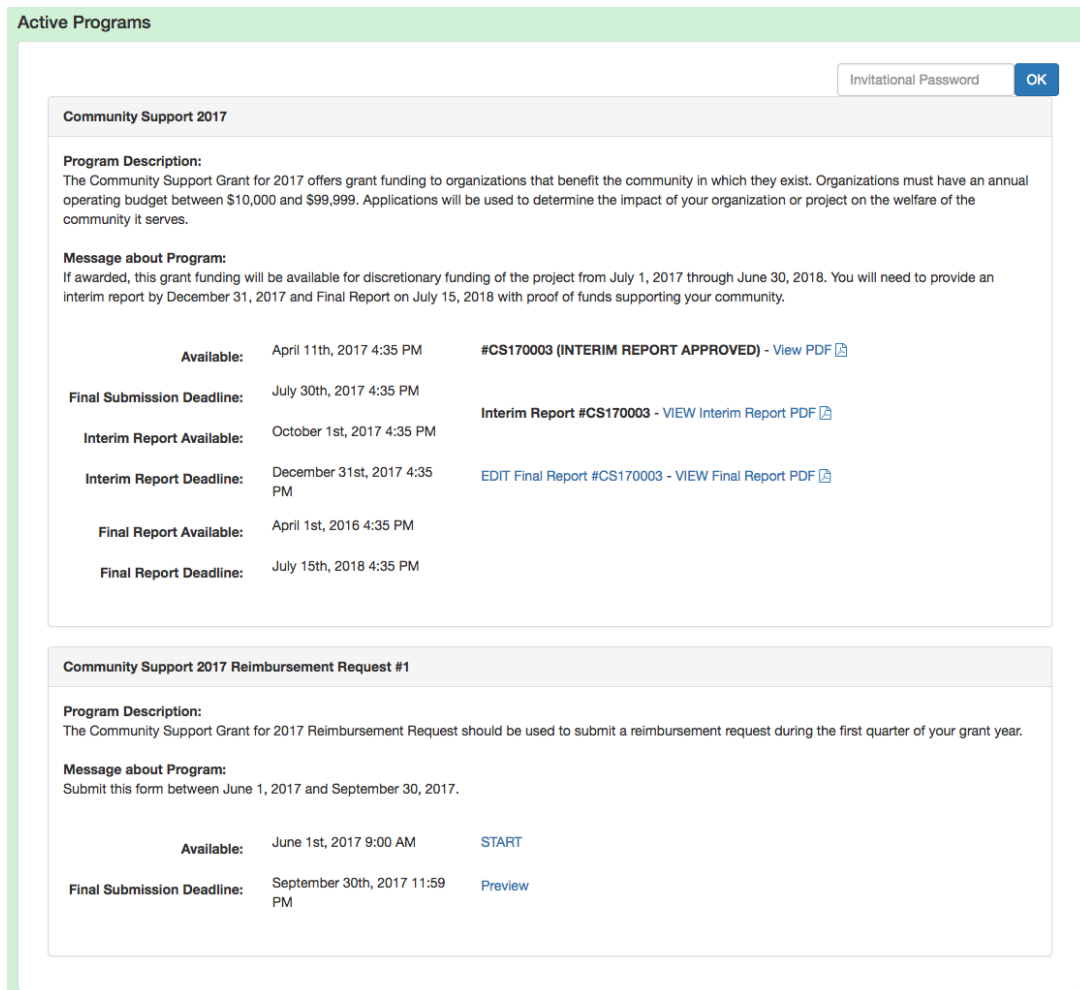
Note: This sample is committed.

1. Use the **Detail** View button to review information you included when you uploaded the item
2. Click **Modify** to edit and save any changes to an existing file
3. Click **Remove** to delete an existing file from your Work Sample Bank. This will **free up space** to upload additional items.
4. If **Modify and Remove are not available** and you see that the sample is **committed** (as in the right example), this indicates that the item is currently attached to an application that is In Progress. If you need to modify or remove the item, you will need to either **submit** the In Progress application or **detach** the item from the In Progress application.
5. Alternatively, you can **duplicate** the committed item, **update** the details, **change** the name, **save** and **attach the modified duplicate** to the appropriate application(s) on a Work Samples page.



## NEXT STEPS

If you are instructed to submit additional reports or forms after submitting your application, follow the steps below to find the appropriate items.



The screenshot shows a web interface titled "Active Programs". At the top right, there is a field for "Invitational Password" and an "OK" button. The main content is divided into two sections:

**Community Support 2017**

**Program Description:**  
The Community Support Grant for 2017 offers grant funding to organizations that benefit the community in which they exist. Organizations must have an annual operating budget between \$10,000 and \$99,999. Applications will be used to determine the impact of your organization or project on the welfare of the community it serves.

**Message about Program:**  
If awarded, this grant funding will be available for discretionary funding of the project from July 1, 2017 through June 30, 2018. You will need to provide an interim report by December 31, 2017 and Final Report on July 15, 2018 with proof of funds supporting your community.

<b>Available:</b>	April 11th, 2017 4:35 PM	<a href="#">#CS170003 (INTERIM REPORT APPROVED) - View PDF</a>
<b>Final Submission Deadline:</b>	July 30th, 2017 4:35 PM	<a href="#">Interim Report #CS170003 - VIEW Interim Report PDF</a>
<b>Interim Report Available:</b>	October 1st, 2017 4:35 PM	
<b>Interim Report Deadline:</b>	December 31st, 2017 4:35 PM	<a href="#">EDIT Final Report #CS170003 - VIEW Final Report PDF</a>
<b>Final Report Available:</b>	April 1st, 2016 4:35 PM	
<b>Final Report Deadline:</b>	July 15th, 2018 4:35 PM	

**Community Support 2017 Reimbursement Request #1**

**Program Description:**  
The Community Support Grant for 2017 Reimbursement Request should be used to submit a reimbursement request during the first quarter of your grant year.

**Message about Program:**  
Submit this form between June 1, 2017 and September 30, 2017.

<b>Available:</b>	June 1st, 2017 9:00 AM	<a href="#">START</a>
<b>Final Submission Deadline:</b>	September 30th, 2017 11:59 PM	<a href="#">Preview</a>

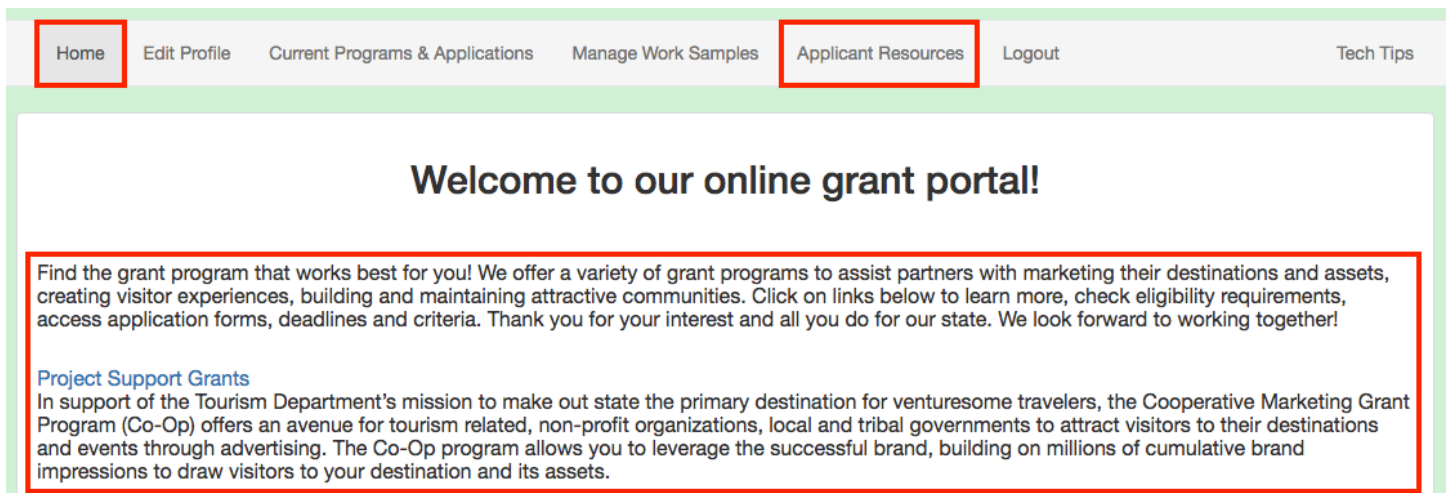
1. **Watch for communications** from us regarding a possible award, necessary follow-up reports and other items.
2. If you are awarded or invited to work on follow up items such as interim or final reports, **return to your Current Programs & Applications tab**, locate the cycle and click START or EDIT on the available cycle item, such as the Final Report in the top example above.
3. Alternatively, we may create an **associated program**, such as Community Support 2017 Reimbursement Request #1 in the bottom of example above. Locate this associated program (we will instruct you as to the associated name) and click START or EDIT to work on and submit the appropriate item.





## HELP AND GUIDANCE

We have customized our Home page (generic example shown below) to include information you may need when filling out our application(s). We may have also created custom navigation pages, such as Applicant Resources. These pages may include additional guidance regarding the way you should use our site.



Home Edit Profile Current Programs & Applications Manage Work Samples Applicant Resources Logout Tech Tips

### Welcome to our online grant portal!

Find the grant program that works best for you! We offer a variety of grant programs to assist partners with marketing their destinations and assets, creating visitor experiences, building and maintaining attractive communities. Click on links below to learn more, check eligibility requirements, access application forms, deadlines and criteria. Thank you for your interest and all you do for our state. We look forward to working together!

[Project Support Grants](#)  
In support of the Tourism Department's mission to make our state the primary destination for venturesome travelers, the Cooperative Marketing Grant Program (Co-Op) offers an avenue for tourism related, non-profit organizations, local and tribal governments to attract visitors to their destinations and events through advertising. The Co-Op program allows you to leverage the successful brand, building on millions of cumulative brand impressions to draw visitors to your destination and its assets.

1. Follow any **guideline or rules** as set forth in these areas, shown in the example above.
2. If there is no additional help language or navigation pages, navigate to the Current Programs & Applications tab to **begin working on your application(s)**.

For additional information and assistance while using the GO Smart site, please contact us at [stephanie.torres@sanantonio.gov](mailto:stephanie.torres@sanantonio.gov).