

Teaching Artist Roster

Online Application Collaborator Instructions



Who is added as a collaborator?

- Artists who are working with an organization on the application submission. Collaborators may review, edit, and submit the online application.

SmartSimple Online Applications

MSAC receives applications using SmartSimple. SmartSimple is a secure, online grants management system. An account is required to access the online application.

To **CREATE** a SmartSimple account, follow these steps:

1. Click on the blue **Register** button on the Go to the [MSAC SmartSimple Portal](#).
2. Fill out the registration form as prompted. Click **Submit** when the form is complete.
3. Open your email to receive the link to set your account's password

To **BEGIN** a grant application, follow these steps:

1. The rostered artist or organization logs into their [SmartSimple account](#)
2. Click **Grantee Home** in the upper right corner
3. Click **Opportunities**
4. Click **Apply Now** next to the opportunity of interest (e.g. Arts in Education Teaching Artist Roster)
5. The MSAC teaching artist opens the grant application with a unique ID number.
6. Click **Save Draft** to return to it later. Click **Submit** when the application is complete.

To **ADD** a collaborator to a grant application, follow these steps:

1. Email MSAC staff with the following information: Application ID number, collaborator name and email associated with their SmartSimple account.
 - a. Staff contact: Lizzie Morales, elizabeth.morales@maryland.gov
2. MSAC staff will respond when the collaborator has been given access to the application.
 - a. The collaborator will find the application in their **In Progress** folder on the SmartSimple dashboard.