

Helpful Tips for Applying and Signing Contracts in Smart Simple

1. The Smart Simple system houses most or all of the Columbus Arts Festival application processes. This system:
 - a. Houses performing artist and food vendor applications, and all contracts
 - b. Collects food vendor COIs and all tax, payment and ACH information
 - c. Sends invoices, direct payments and email communications
2. The direct link to the Columbus Arts Festival applications is: <https://gcac.smartsimple.com/welcome/ArtsFest/>
3. If you are applying for an open call application or completing an agreement form, you will first need to register. Once you complete your registration, you will be able to view the opportunities on your dashboard, as well as any action items.

The screenshot shows the login page for the Columbus Arts Festival Online Application/Form System. The page has a teal header with the logo. On the left, there is a 'Login' section with an 'Email' input field, a 'Password' input field, a teal 'Login' button, and a 'Forgot Password?' link. Below this is a link to 'Visit our website'. On the right, there is a 'Welcome' message and a 'Register Here' button highlighted with a red circle.

COLUMBUS arts FESTIVAL

Login

Email

Password

Login

[Forgot Password?](#)

To learn more about us

[Visit our website](#)

Welcome to the Columbus Arts Festival Online Application/Form System!

The Columbus Arts Festival, presented by American Electric Power and produced by the Greater Columbus Arts Council (Arts Council), brings the best in fine art and fine craft to Columbus each June. Performance stages featuring music, dance, theater and spoken word can be found throughout the festival, and hands-on arts activities, work by local artist collectives and a wide selection of quality food and beverages round out Columbus' favorite outdoor summer event.

This online system is used to accept festival applications from performers/vendors, as well as accept contracts, forms, and payments (as needed).

You must register to access the Columbus Arts Festival system. If you have applied for GCAC grants in the past, you may already have a username and password – please use the same information to log in to the right. If you need to register please select "Register Here" to begin the registration process.

[Register Here](#)

The screenshot shows a 'Contact Information' form. It has a title bar with an information icon and the text 'Instructions: Please enter your contact information below and click submit.' The form contains several input fields: 'First Name', 'Last Name', 'Company/Organization Name, if applicable', 'Address', 'Address 2', 'City', 'State' (a dropdown menu with 'Ohio' selected), 'Zip Code', 'Phone', 'Cell Phone', and 'Email'. A teal 'Submit' button is at the bottom.

Contact Information

i Instructions
Please enter your contact information below and click submit.

* First Name

* Last Name

Company/Organization Name, if applicable

* Address

Address 2

* City

* State
Ohio

* Zip Code

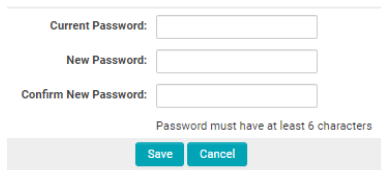
* Phone

Cell Phone

* Email

Submit

- Once you have registered, you must check your email for your temporary password. Once you log in with your temporary password, you will be prompted to change it to a password of your choosing.



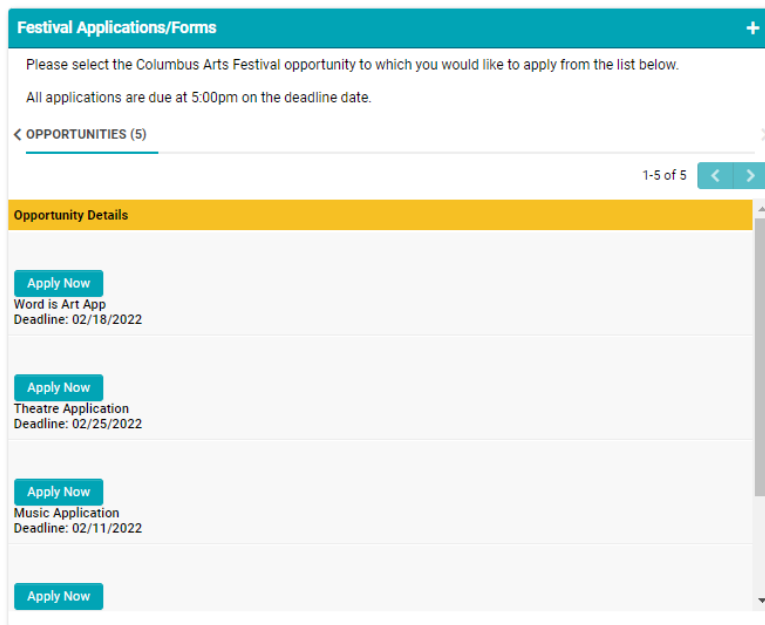
Current Password:

New Password:

Confirm New Password:

Password must have at least 6 characters

- The email address you used to complete a registration will be your permanent login, so please keep this information on hand for future applications and forms. If you are filling out an application or form on behalf of multiple groups, you must register twice and use two different email addresses. This process is in place for tax and payment purposes.
- If you or your organization already have a Smart Simple profile for the purposes of applying to GCAC grants, you may use that profile and login to apply *on behalf of yourself or the same group* for the Columbus Arts Festival.
 - To view Columbus Arts Festival applications after logging in, select the “Columbus Arts Festival” tab at the top right of your dashboard. You can move back and forth from GCAC grants and Columbus Arts Festival applications through your same login.
- Navigate to the “Festival Applications/Forms” section to the left of your dashboard to begin filling out a form. Once you have finished submitting a form, you’ll be able to review it on the right side of your dashboard.



Festival Applications/Forms +

Please select the Columbus Arts Festival opportunity to which you would like to apply from the list below.

All applications are due at 5:00pm on the deadline date.

< OPPORTUNITIES (5) >

1-5 of 5 < >

Opportunity Details

Word is Art App
Deadline: 02/18/2022

Theatre Application
Deadline: 02/25/2022

Music Application
Deadline: 02/11/2022

- You are able to save a draft of your progress if you are not able to complete filling out a form in one sitting. Just remember to finish the form and submit by the deadline relevant to the application. If the deadline passes and you have only saved a draft, we cannot guarantee that we will be able to consider your application for the upcoming Columbus Arts Festival.
- If the application you are filling out asks for an uploaded file, you must click “Save Draft” in order to see the upload button. We recommend hitting “Save Draft” as soon as you start an application.

Promotional Photo

Please upload a promotional photo as a jpg or png file. If selected to perform, the image you submit with your application will be used for promotional purposes.



← BACK

Save Draft

Submit Application

10. Once you have submitted an application for the Columbus Arts Festival, you will not see a confirmation onscreen, but you will receive an email with your application summary. You are also able to view your application summary onscreen after submitting the application.



Your application/form has been submitted. An email confirmation will be sent shortly - no additional action is needed at this time.

Application Summary

INFORMATION

APPLICATION

SCHEDULING/AVAILABILITY

UPLOADS

CERTIFICATION

11. You can access your application summary at any time in the system. However, if you would like to make changes before the application's deadline passes, you will need to contact us at festival@gcac.org so we can make requested changes to your application.