



## Using the Grants Management System

The Maine Arts Commission **Grants Management System (GMS)** is set up to accept applications from artists and organizations seeking grant support. It is also the environment in which applications are reviewed. In order to use the GMS a person needs to have a **User Account** with the agency.

**For GMS access you will need to create a USER ID and a PASSWORD. If you forget your PASSWORD you can do a password reset through email. If you forget your USER ID you will need to contact the agency. Do not create multiple accounts for yourself or for your organization. You can open a free account, or log into an existing account at: <https://mainearts-grants.maine.gov/account/login>**

### **Applicant Use**

Applicants who use the GMS for applications or submitting Final Reports are encouraged to prepare portions of their materials before logging onto the system. The application questions that will be asked within the GMS can be found on the agency website, so applicants can construct their answers offline and then copy and paste them into the appropriate fields. Applicants should note that as long as the final **Submit** button is unchecked, they can return to the GMS and make edits to their applications or their Final Reports. Applicants should be sure to check **Submit** prior to the deadline or their application may not be considered for review. A list of an applicant's applications can be found on the upper right of the screen, after logging in.

### **Some important things for applicants to know about the GMS include:**

- The GMS system times-out after 90 minutes of inactivity, so be sure to save your work as you go.
- There are character limits to the questions, so write your answers with those in mind.
- Applicants must upload support materials in the proper format either as 'document' or 'media'.
- To submit online materials, you must put the URL(s) in a PDF and upload it as a 'document'.
- If you want a copy of your application, choose the 'Save as PDF' option in the print dialogue box.

### **Reviewer Use**

Reviewers using the GMS have several options for how they view the applications. After logging into the GMS, a reviewer must go to the **Active Grants Page** and select **My Grants to Review** on the upper right of the page. They can then click on **Review Application** for a package of materials. From there they have the option to either review the materials within the GMS environment or export the application package as a PDF (to review offline or print out). No matter how a reviewer chooses to access the materials, they should be prepared to consider all of the application; including all support materials. Reviewers should also be prepared to make notes and to score the applications in the GMS (highest number= best score). Scores can be entered by selecting the blue **View Scoring** button (which is best opened in a new tab or new window). Reviewers can change their notes and scores at any time before the conclusion of the in-person meeting. Reviewers are expected to come prepared to discuss their evaluations at the in-person meeting which is often open for the applicants to observe.

### **Some important things for reviewers to know about the GMS include:**

- Reviewers should be able to discuss applications in relation to both strengths and challenges.
- Reviewers should make sure to include opinions about the support materials in their evaluation.
- Using the **Previous** and **Next** links in the GMS application pages help navigate the materials.
- When scoring from 1 to 7, use '4' as a starting norm and rate higher or lower based on quality.