

## **What you need for your online submission with SmartyGrants**

Have pen and notepad ready and make sure you write down your submission number.

### **Please note**

When you have registered an account with SmartyGrants once, you will use the same username and password for any additional applications you may create in the future by using SmartyGrants system.

### **Get ready before you start your submission.**

Please ensure you complete all \* **required fields**. Not completing the fields marked with an \* is very often the reason users cannot submit the form.

### **What you need to do:**

Let your parent or guardian and if possible, your teacher know that you are planning to submit a work for Draw 2020.

Take a picture (mobile phone image is fine) of your Student ID and load it to your computer.

Ask your parents if you are allowed to sell your work and let them know that they have to give permission.

### **You will need to know**

#### **\* required fields**

The title or your Artwork

The year your work was completed

Medium used

The size of your artwork h x w in cm (we don't have size restrictions this year)

Artist Price if you wish to sell your work, please type NFS if you do not wish to sell your work

## **Artwork Images**

### **Please have up to three images ready for submission**

Images must be in JPEG format. Images should be no less than 300dpi with a file size of no less than 2 MB and not larger than 5MB.

2 detailed images of the work

1 image in its entirety (the whole image).

Where possible, please provide this image cropped so that no background is visible.

Where images with visible backgrounds are supplied, the gallery will crop these so that only the artwork is visible.

Check out our website for hints on how to take a photo of your work

### **Name each image file before you upload**

Files must be clearly named with artist's surname and first initial followed by title, medium and dimensions (h x w) of the work for example:

**SurnameFI\_Titleofwork\_medium on paper\_140x160cm**

### **Who took the photos**

**\* required field**

Please ensure you complete this mandatory section

## **SUBMITTING YOUR APPLICATION**

You will find a **Review** and **Submit** button at the bottom of the Navigation Panel.

You need to review your application before you can submit it.

Once you have reviewed your application you can submit it by clicking on 'Submit' at the top or bottom of the screen or on the navigation panel. You will not be able to submit your application until all the compulsory questions are completed and there are no validation errors.

*Once you have submitted your application, no further editing or uploading of support materials is possible.*

When you submit your application, you will receive a confirmation email with a copy of your submitted application attached. This will be sent to the email you used to register. If you do not receive a confirmation of submission email then you should presume that your submission has NOT been submitted.

Hint: also check the email hasn't landed in your spam or junk email folder

### **Trouble completing your submission ?**

Check the Smarty Grants Help Guide and FAQ

Please contact us at [gallery@noosa.qld.gov.au](mailto:gallery@noosa.qld.gov.au) if something goes wrong with your application.