



FY2018 Guide to Support Material

See also [Tips for Using Grants Online \(GO\)](#) for help attaching online support material.

All support materials must be submitted as an electronic attachment within the application. Applicants for performing disciplines (dance, music, and theater) as well as performers applying to be on the Missouri Touring Performers directory must provide supporting video.

Off Year Applicants do not submit support material.

Three Keys to Presenting Materials for Maximum Impact

Contact your program specialist for more information.

1. **Be strategic.** Choose limited items that address specific criterion, and be current and relevant to the application. It should add detail or verification that is not included in the application or required attachments. The materials should add understanding to the application.
2. **Be brief.** Limit amount to a 15 minute read. Panelists have limited time to review applicants. Less material can be more easily absorbed.
3. **Be focused.** Put your content and links in a *single* PDF file so that the panelist will review your material in the order you determine. This will help lead the panelist to the conclusion you desire. Start by creating or saving pages (see *Converting various file types to PD*, below) that contain images with captions, links to web-based content, and other material in order of criteria. Save the file as a PDF. Merge separate PDF documents with <http://pdfmerge.com> into a document with a specific name: fiscal year, organization (abbreviated) and content. For example: FY16DanceGroup-SupportMaterial. Sample of single PDF support file.

Examples of Support Material Items

Consider which items make the most sense for your proposal. This is not a comprehensive list and may apply to any criteria. You need not include the full document, an excerpt may be sufficient.

- Work samples
 - Audio
 - Photographs with captions
 - Publication
 - Catalog
 - Video
- Program, playbill, season brochure, newspaper/magazine article, newsletter
- Sample evaluation and/or assessment tool (e.g., audience survey, comment card, rubric, etc.)
- Summary of research, evaluation or survey responses/results
- Map with demographic profile of your target audiences
- Educational materials
- Marketing plan
- Sample promotional material
- Excerpts from media coverage or reviews
- Strategic or fundraising plan
- Annual Report
- Letters of support or excerpts from individuals that have a connection with your program

Managing File Size Limits

There are size limits for each file type and total for each applicant (500MB). Uploads are cumulative across multiple applications and grant cycles.

| File Type | Maximum File Size | Maximum Number | | |
|-----------------|-------------------|----------------|----------------|----------|
| | | Discipline | Arts Education | Off Year |
| Documents (pdf) | 10 MB | 25 items | 10 items | 8 items |
| Audios (MP3) | 10 MB | 5 items | 0 items | 0 items |
| Images (jpg) | 5 MB | 10 items | 0 items | 0 items |
| Videos (MP4) | 100 MB | 5 items | 0 items | 0 items |

There are several ways to manage your file and total size limits. As you begin a new fiscal year, you can view your total files and sizes on the application attachment page (see sample below)

Folder Name: Application ADS-2018

Folder Size: 0.00 MB

User Storage: xx.00 MB out of 500MB Used, xxx.00 MB Available

The GO grant system will compress files on upload. If it cannot be compressed to the size limit, it will not upload. You can make the PDF file size smaller using these free websites:

<http://convert.neevia.com> or <http://compress.smallpdf.com>. You could minimize the file size by embedding the link in the document so that the linked file is on a different server.

File Formats

Please use .pdf file format, except for the board list which must be an Excel spreadsheet (xls andxlsx). Alternative file formats include: .doc and .docx. For support material, you may use MP3 (audio), .jpg (images), and MP4 (videos).

Additional Notes on Video:

- Videos must be greater than or equal to 480x360 resolution and 12 frames per second.
- The final file size of the video file will be less than the original file size. The system will create three versions of the video to be streamed for slow, normal, and fast internet connections.

Creating Digital Support Material with Your Smartphone

1. Download one of the many free document scanner applications for your smartphone. If you do not personally have a smartphone, someone in your organization likely will.
 - **For Android:** *CamScanner* or *Scan to PDF* are free.
 - **For iPhone:** *PaperBox* or *InstaPDF* are free.
2. Open the application. Your phone camera will take a picture of the document and automatically save it to a pdf.
3. You may transfer the saved pdf by backing up your phone to your PC or attaching it to an email and sending it.

Converting Files for Support Material

We advise applicants to test all Support Material for upload in advance of the application deadline.

Converting various file types to PDF

You can convert your word and excel documents to PDF using a variety of software (many are free):

- Microsoft Word and Excel 2007 have a Save as option to PDF. With excel, make sure that you have set your print area first (under page layout tab).

- You can download free software from [CNET](http://www.cnet.com) or software's website. They enable you to convert your files from various formats to PDF as well as many other functions that you might find useful.
 - PDF-XChange Editor <http://www.tracker-software.com>
 - Nitro Reader <http://www.nitropdf.com/pdf-reader>
 - Foxit Reader <https://www.foxitsoftware.com/products/pdf-reader>
 - Many file formats can be converted using these free web-based software: PDF Convert <http://www.freepdfconvert.com> or PDFescape <https://www.pdfescape.com>.

Converting Audio Samples to MP3

iTunes: Importing songs into iTunes is the easiest way to convert them.

1. Download [iTunes](http://www.apple.com/itunes/).
2. Open iTunes and import files you currently have.
3. With the files on your computer or connected via CD, MP3 player, or other portable device, click File, and Import from iTunes menu bar.
4. Browse your computer to find files you want to import and click "Open."
5. To upload the file to your online application.
6. This step depends on your computer.
 - **For Windows Users:** From the Start Menu, open My Documents Folder, open My Music folder, open iTunes library and browse to the file you want. You may be able to rename the file here to something appropriate for the online grant application.
 - **For Mac Users:** From the Viewer, open the Music folder, open the iTunes folder and browse to the file you want. You may be able to rename the file here to something appropriate for the online grant application.

Windows Media Player: You need to have a computer with a CD disc reader and media player, such as Windows Media Player. The following are instructions to create an MP3 file from an Audio CD.

1. Place CD in your computer's CD drive.
2. Once your computer recognizes the CD it will launch an action window. Select Rip Music from CD using Windows Media Player. Click OK.
3. This will launch Window's Media Player in Rip mode.
4. Select the tracks you want to rip. You can rip more than one track. A maximum of three audio tracks are allowed.
5. Go to the Rip Menu and check the following: Format is selected to MP3.
6. Go to Rip Menu and select more Options: This will launch the Options Window. Please note where the Rip Music will be located once the Media Player rips the music. You will need to know this location when you are ready to retrieve the MP3 file for upload. If you do not want to use the Window's default location click change and select a different location.
7. Once you have checked your settings, Click Start Rip to start the rip process. You can select multiple files to rip.
8. The system will let you know that Rip is in progress, and when you see the Ripped to Library, you will know that the file has been ripped as an MP3.

Converting Video Samples to MP4: Video files take much longer to upload than image files.

- To save video from a DVD into a video file visit HandBrake at <http://handbrake.fr/downloads.php>.
- Media converter is a free online audio and video converter available at <http://www.mediaconverter.org>. See page 5 of [Tips for Using Grants Online \(GO\)](#) for instructions.