

Online System

How

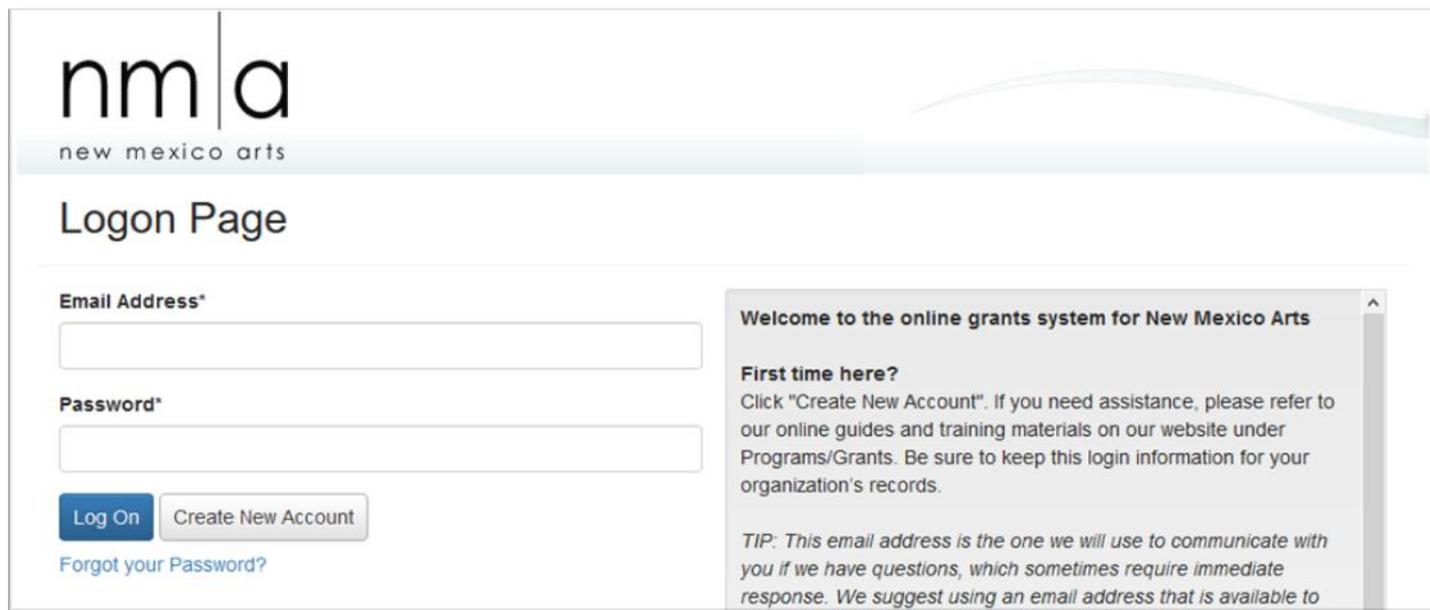
- Logon Page -
<https://www.grantinterface.com/Home/Logon?urlkey=nmarts>
- Password
- Panelist Dashboard/Your Applications to review
- Evaluation Form
- Documents and Artistic Samples
- Scoring
- Saving
- Logging Out

Access the System

- New Mexico Arts has provided you with log on information along with the link to the page.
- For panelists who are also applicants or who have served as panelists recently, your login and password will be the same for both of your roles.

Logon Page

- Access the online system via the Logon page. We suggest you bookmark the page in your browser for ease of access.



The screenshot shows the logon page for the New Mexico Arts online grants system. At the top left is the logo for 'nm|a new mexico arts'. Below the logo is the title 'Logon Page'. There are two input fields: 'Email Address*' and 'Password*'. Below the password field are two buttons: 'Log On' and 'Create New Account'. A link 'Forgot your Password?' is located below the 'Log On' button. On the right side, there is a grey box with a scroll bar containing the following text:

Welcome to the online grants system for New Mexico Arts

First time here?
Click "Create New Account". If you need assistance, please refer to our online guides and training materials on our website under Programs/Grants. Be sure to keep this login information for your organization's records.

TIP: This email address is the one we will use to communicate with you if we have questions, which sometimes require immediate response. We suggest using an email address that is available to

Password

Panelists who are also applicants or who have an existing panelist account will not need to create a new password. You will use your existing password.

When logging in for the first time with the temporary password supplied by NM Arts, you will be prompted to enter a new password. Enter your new password and enter it again to confirm it. Finally, click the “Reset Password” button.

Password

Changing Your Password

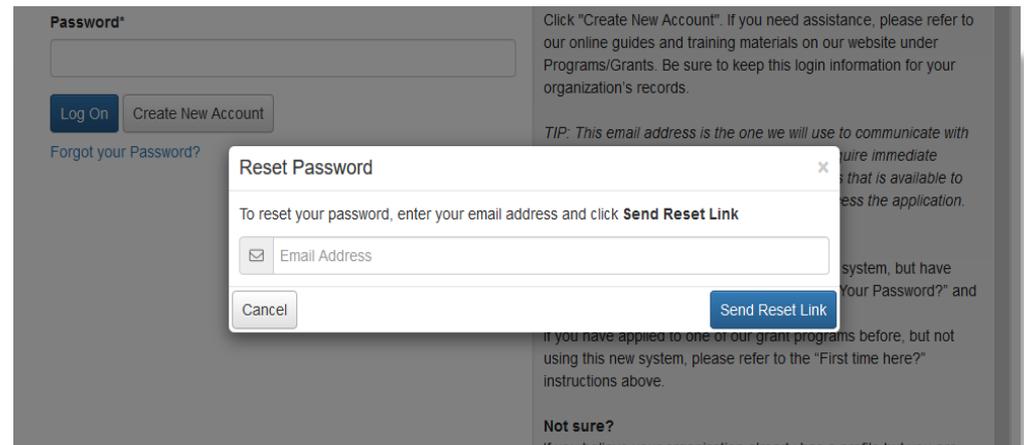
You may change your password at any time. Click on your name at the upper right-hand corner of the screen. select “Edit my Profile.” Click on “Change Password” at the bottom right-hand corner of the User Profile page. Complete the Change Password pop-up window and click “Save Password.”

Forgot Your Password

If you forget your password, click on the “Forgot Your Password” link on the Logon Page, enter your email address, and you will be sent a link to reset your password.



A pop-up window titled "Change Password" with a close button (X) in the top right corner. The window contains the following text: "Passwords must be at least six characters long and may contain capital or lowercase letters, numbers, or any of the following special characters: !@#\$\$%&*()_". Below this text are two input fields: "Password*" and "Confirm Password*". At the bottom of the window are two buttons: "Cancel" and "Save Password".



A screenshot of a login page with a "Forgot your Password?" link. A pop-up window titled "Reset Password" is open over the link. The pop-up contains the text: "To reset your password, enter your email address and click **Send Reset Link**". Below this text is an input field with an envelope icon and the label "Email Address". At the bottom of the pop-up are two buttons: "Cancel" and "Send Reset Link".

Panelist Dashboard

- When logged in you will see the **Panelist Dashboard**.
- On the **Dashboard** you will see the list and number of applications for your review.
- Dashboard displays “Pending” in red, “Draft” in orange, and “Complete” in green

Panelist Dashboard



Shared Documents

Role (Panelist) ▾

Dashboard

Your Evaluations **24**

Pending **24**

Quick Search

Filter **0**

| FORM | PROCESS | ORGANIZATION | APPLICANT FIRST NAME | APPLICANT LAST NAME | PROJECT | SCORE | |
|--|-------------------|---|----------------------|---------------------|--|-------|---------|
| FY25 Annual Cycle Panelist Evaluation Form | FY25 Annual Cycle | Casa Barelas | Jesús | Rowendolas | FY25 Casa Barelas | | Start ⓘ |
| FY25 Annual Cycle Panelist Evaluation Form | FY25 Annual Cycle | Basement Films Inc | Bryan | Konefsky | FY25 Basement Films Inc | | Start ⓘ |
| FY25 Annual Cycle Panelist Evaluation Form | FY25 Annual Cycle | Concordia Santa Fe, Inc. | Laura | Eberhardt | FY25 Concordia Santa Fe Inc | | Start ⓘ |
| FY25 Annual Cycle Panelist Evaluation Form | FY25 Annual Cycle | Authentic Native Arts Association, Inc. | Sara | Chadwick | FY25 Authentic Native Arts Association Inc | | Start ⓘ |
| FY25 Annual Cycle Panelist Evaluation Form | FY25 Annual Cycle | Duke City Repertory Theater | Amelia | Ampuero | FY25 Duke City Repertory Theater | | Start ⓘ |

Dual Roles

- If you are both a Panelist and an Applicant, you will be directed to the Panelist Dashboard by default when you log in.
- If, during the panel period, you need to access your Applicant Dashboard, simply click on "Role (Panelist)" on the upper right and select "Applicant". You may then view your current and past applications.



Assigned Applications

Your Applications to Review

On your **Dashboard** is the list of applications assigned for your review.

In order to view the **application** and complete the **evaluation form**, click the word next to the status buttons on the right-hand side of the list: **Start** , **Continue** , or **Update** .



- **Start/Pending:** A red exclamation indicates the evaluation has not been reviewed.



- **Continue/Draft:** An orange exclamation indicates the evaluation still has questions to be answered.



- **Update/Complete:** A green checkmark indicates the evaluation questions have all been answered. You will also see the score listed once you have completed a review.

Evaluation Form

- The **Evaluation Form** is on the left and the **Application** on the right. Change the size of the split screen by hovering your cursor over the dotted line separating the two forms until a line with two arrows on either side appears. Click and hold the line moving the cursor to the right or left to adjust the form to your desired size.
- At the top of the Evaluation page is the Applicant and Organization Contact information.
- If you'd like a pdf copy of the Evaluation Form, click on the "**Evaluation Packet**" button.
- If you'd like a pdf of the completed Application, click on the "**Application Packet**" button.
- You may collapse question groups at any time by clicking on the arrow to the left of the section title.

Evaluation Form

Contact Info Request \$ Award Details Documents 1 Comments 0 GuideStar Charity Check

Applicant:
Ms. Maud Beenhouwer
mbeenh@alma.org
505-425-1100
PO Box 410000
Albuquerque, NM 87195 USA

Organization:
ALMA
410000
505-425-1100
PO Box 410000
Albuquerque, NM 87195 USA

Your Evaluation

Evaluation Packet

- > Reference Documents & info
- > Conflict of Interest
- > Artistic Quality and Creativity

Artistic Quality and Creativity*
35 points maximum.

| | | | | | | | | | | | | | |
|-----|---|---|---|---|---|---|---|---|---|---|----|----|----|
| N/A | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
|-----|---|---|---|---|---|---|---|---|---|---|----|----|----|

View Application

Document Viewer Application Packet

- > Applicant Information
- > Authorizing Official Information
- > Program Description
- > Key Personnel
- > Artistic Samples

Review the **Evaluation Criteria & Scoring Guide** for your grant category by clicking on the appropriate link in the **Required Forms & Reference Documents** section of the **Evaluation Form**. Please use the specific criteria to evaluate the **Application**. You might print the **Evaluation Criteria & Scoring Guide** for easy reference.

Documents & Artistic Samples

- Use the **Document Viewer** to see a list of uploaded files for the application.
- Or click on the “eye”  icon next to each file name. This will display the list of uploaded documents, including text and images.
- Click on the document name to view the document or image within the Document Viewer.
- You can download a document by clicking on the “download”  icon next to the file.

Documents & Artistic Samples

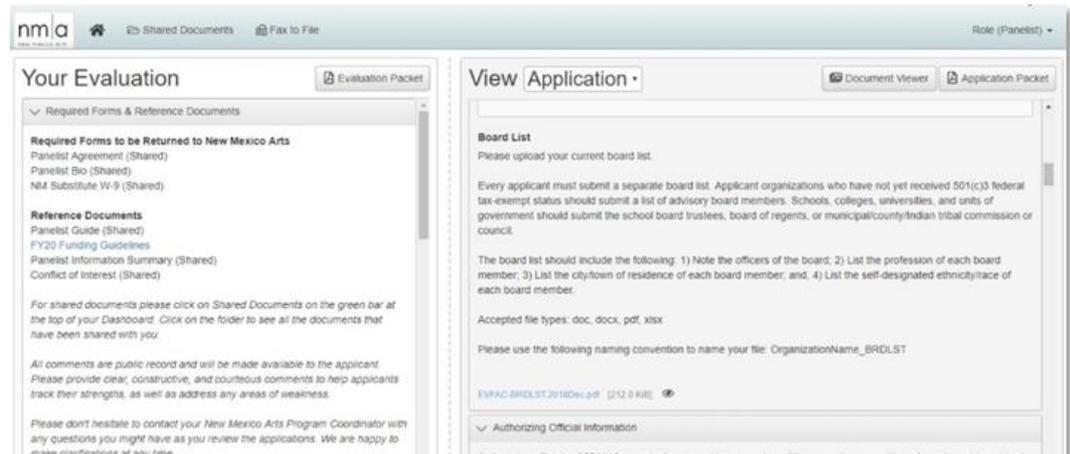
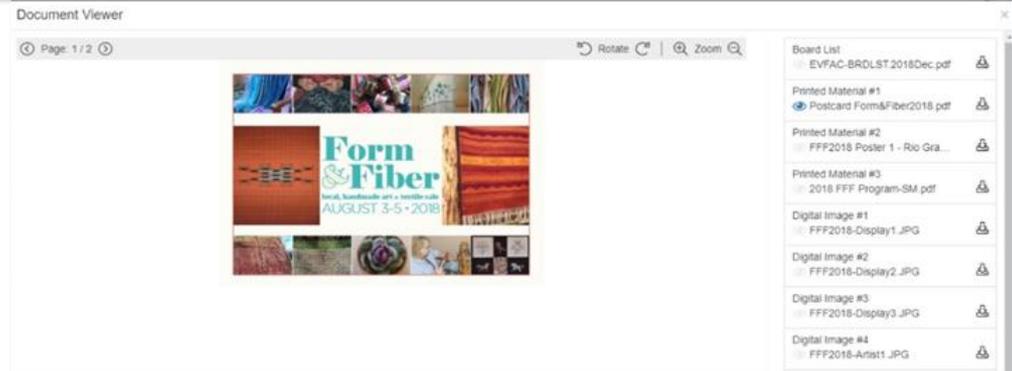
View Printed Materials and Digital Images using the Document Viewer

You can read the artistic sample descriptions in the “Artistic Samples” section of the application.

Audio and Video artistic samples are provided via links.

Read the description in the text box. Click on the web  icon to review video and audio samples.

We have checked the links, contact us if you encounter difficulties.



Documents & Artistic Samples

Printed Material/Digital Image #1

Please provide a short (250 character) description and upload your first printed material/digital image.

Color studies for one of the Valle de Oro sculptures: an exploration of color and design during the design phase of the project.

[Color studies.jpg](#) [54.6KIB] 

Audio/Video Sample #1 Short Description

¡Globalquerque! 2022 Reel

Audio/Video Sample #1 Link

Please provide a link to your first audio and/or video sample.

 <https://youtu.be/UykyMcAz1c>

Scoring

- Select a numeric score for each scoring section.
- Add comments in the text box in each section. Please note character limits.
- Add up your scores for the three sections and enter the number in the “Total Score” section.
- An* asterisk indicates a required field and must be completed to complete your **Evaluation**.

Your Evaluation Evaluation Packet

Artistic Quality and Creativity

Artistic Quality and Creativity*

35 points maximum.

| | | | | | | | | | | | | |
|-----|----|----|----|----|----|----|----|----|----|----|----|----|
| N/A | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 | 35 | | |

Comments - Artistic Quality and Creativity

1,000 characters left of 1,000

> Community Support, Representation, and Benefit

> Administrative Ability

Total Score

Total Points Awarded*

Add up each category and enter the total points awarded here. 100 points maximum.

(The minimum score required to be considered for funding is 65.)

#

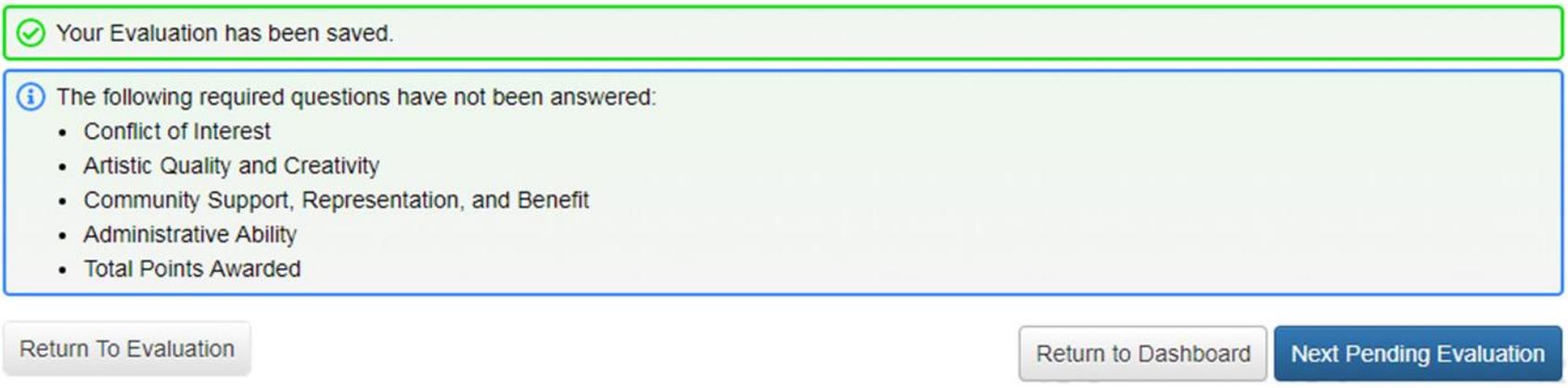
Save

Saving

- The **Evaluation** will not be complete until the “Save” button at the bottom of the evaluation is selected.
- The system will auto-save every 100 characters typed, when a radio or score button is pressed, or every time you click out of a field. A green border will appear around the form fields for a couple seconds when auto-saved is activated.
- Note there is still a “Save” button at the bottom of the form. You may save an incomplete Evaluation and return to it later.
- When you click “Save” you are taken to a Confirmation Page, which indicates your “Save” was successful.
- Comment text box responses that are longer than the set limit will be saved, but an error message will appear. The Evaluation will not be complete until the length of the response has been decreased to meet the character limits.

Saving

- When the Evaluation Form is saved by clicking on the “Save” button, the system will list any questions that have not yet been answered.
- Click the “Return to Evaluation” button to return to the saved Evaluation.
- Click the “Return to Dashboard” button to return to the Dashboard and list of Applications.
- Click the “Next Pending Evaluation” button to move to the next Evaluation.



✓ Your Evaluation has been saved.

ⓘ The following required questions have not been answered:

- Conflict of Interest
- Artistic Quality and Creativity
- Community Support, Representation, and Benefit
- Administrative Ability
- Total Points Awarded

Return To Evaluation Return to Dashboard Next Pending Evaluation

Saving

When the **Evaluation Form** is completed and saved, the system will confirm the form has been saved.

 Your Evaluation has been saved.

[Return to Dashboard](#)

[Next Pending Evaluation](#)

From the Confirmation Page, click “Return to Dashboard” to return to the Dashboard and list of Applications.

Or click the “Next Pending Evaluation” button to move to the next incomplete Evaluation.

Log Out

Log out of the system by clicking on your name in the top right-hand corner of your screen and click on **Sign Out**.



Note: The system will automatically logout after 90 minutes of inactivity. A “time out” warning message will appear at 80 minutes.