

## Artsmark Submission Guidance

*Applies from 6 September 2021*

1. **Download** the Word template [Statement of Commitment](#) or [Statement of Impact](#) from our website. Read our [Statement of Commitment guidance](#) and [Statement of Impact guidance](#) resources to help you. We've recently updated our guidance recognising the impact Covid-19 may have on your plans.  
  
***Remember,** the Artsmark framework is designed for whole school engagement, so make sure you have the support and involvement of your SLT and colleagues in preparing your submission.*
2. **Write and finalise your draft** offline. Remember to keep within the word limit for each question and we can't accept additional evidence or information such as images, media, hyperlinks or weblinks.  
  
***Don't forget,** your regional Bridge organisation offers a range of support which we encourage you to access. They can help you in planning and writing your submission. Find your Bridge's contact details [here](#).*
3. **Get approval** from your Headteacher and Chair of Governors, or where those positions don't exist, persons with equivalent levels of responsibility. Once they have approved your finalised document, you are ready to submit online.  
  
***Remember,** we no longer accept submissions via email. You must use your unique web link (see below) to submit.*
4. **Access your unique web link.** A unique submission web link will have been emailed to you. The link takes you to an online version of the Statement of Commitment or Statement of Impact, personalised for your setting, so please don't share your link externally. You'll see your setting name and DfE number have already been entered for you at the top of the online form.  
  
***Can't find your link?** Don't worry, we can resend your link on request if you've lost it, just email [artsmark@artscouncil.org.uk](mailto:artsmark@artscouncil.org.uk)*
5. **Copy and paste your answers** to each question from your draft Word document into the online form. If you've exceeded the word count or included any media or graphics you won't be able to submit the form until these errors are corrected. Confirm your Headteacher and Chair of Governors' approval at the bottom of the form.  
  
***Important:** you can't save the online form and return to it, so make sure your prepared answers are complete before entering online.*
6. **Click Submit!** You'll be redirected to a completion page confirming that your form has been submitted. We will send an email to confirm we've accepted your submission within five working days.