

Artsmark Submission Guidance

1. **Download** the [Statement of Commitment](#) or [Statement of Impact](#) Word template from our website. Read our [Statement of Commitment](#) or [Statement of Impact](#) guidance to help you.

***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, using the Word template provided. Remember to keep within the word limit for each question. We are unable to accept additional evidence or information such as images, media, hyperlinks or weblinks.

***Don't forget** - Goldsmiths are on hand to support you every step of the way. For information about their support offer, visit our webpage [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** – Please 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*
5. **Copy and paste your answers** to each question from the draft Word template into the online form. Confirm your Headteacher and Chair of Governors' approval at the bottom of the form.

***Important** – You are unable to save the online form and return to it, so make sure you draft your answers using the Word template provided before you submit 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.