**Grantium Guidance for Designation Applicants**

The Designation application portal is now live on [Grantium](https://www.artscouncil.org.uk/funding/our-new-application-portal-grantium).

[Click here to access the application portal](https://www.artscouncil.org.uk/funding/our-new-application-portal-grantium).

The individual within your organisation responsible for submitting the application form will need to ensure that they have a validated user profile on Grantium, and that this is linked to your organisation’s Applicant profile.

You can do [this step](https://www.artscouncil.org.uk/sites/default/files/download-file/How_to_create_and_manage_your_account_and_applicant_profile_Mar2018.pdf) now. Please note: it takes 5 days for Arts Council England to validate your profile. You will not be able to begin your application until this step is complete.

The [published Grantium Guidance](https://www.artscouncil.org.uk/welcome-grantium#section-3) will assist you in making your application.

You should also refer to the [Designation Scheme Guidance](https://www.artscouncil.org.uk/supporting-collections-and-archives/designation-scheme#section-2) for Applicants for specific guidance before making your Stage 1 Designation application.

The Designation Stage 1 application form will ask you questions about your collection on the following criteria:

• National significance

• Collection context

• Collections research potential

All text boxes in Grantium have a character limit, which is listed for each question. Please stick to this character limit as any additional text won’t be saved.

If you need help with setting up your applicant and user profiles or if you have any questions whilst making your application using Grantium please contact [Arts Council England’s enquiries team](https://www.artscouncil.org.uk/contact-us) who are experienced at supporting new users to Grantium.