How to navigate the system, including how to update your details

Contents

Navigating your user account

Once you have an account in Grantium, you can manage all the applications you have made with Arts Council England from that account since 27 January 2016. If you do not yet have an account, please see the guidance document, How to create your user account and applicant profile.
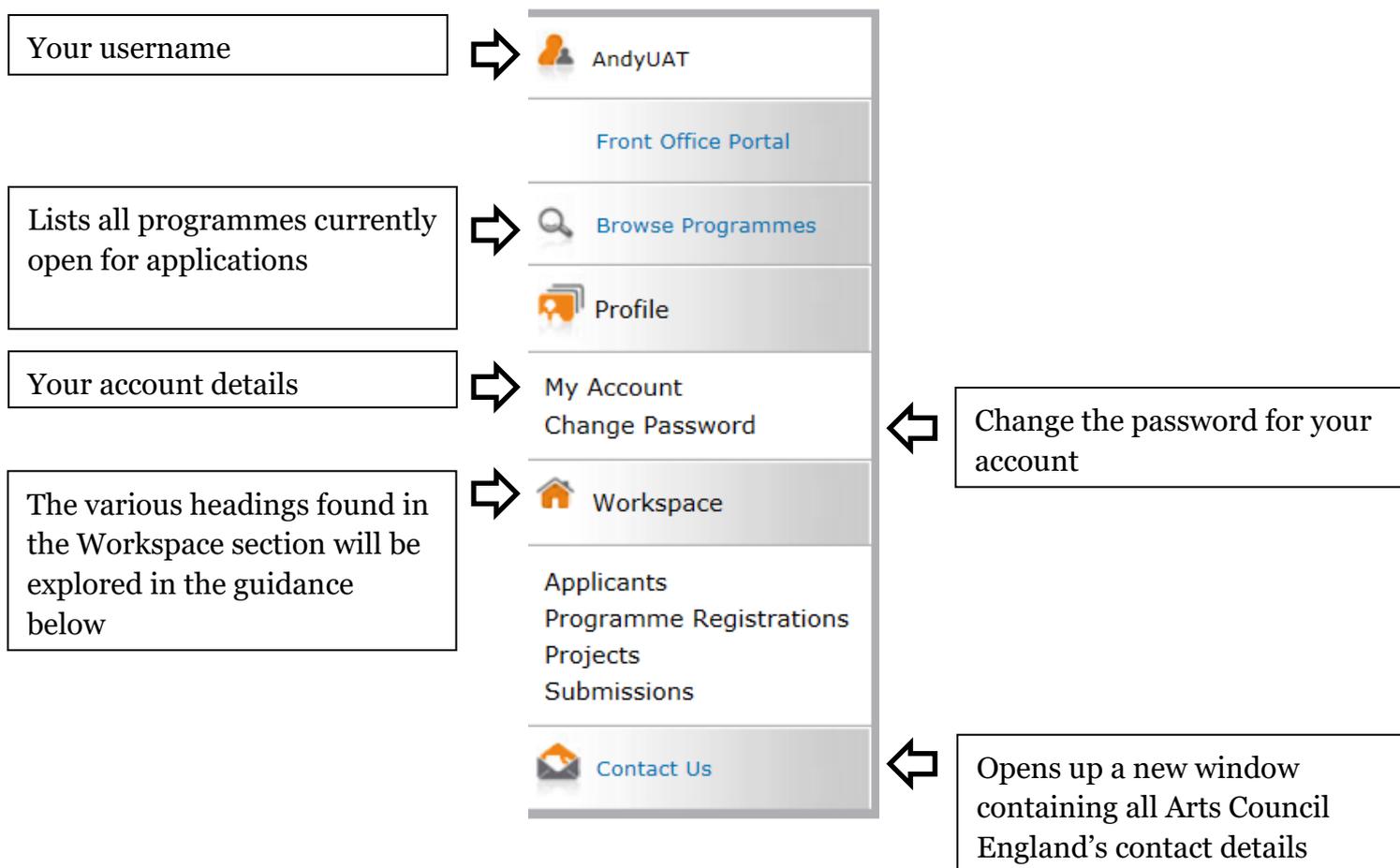
When you log in with your account details, you will see a screen that looks like this:

As well as providing you with some information, there is a navigation pane on the left of this screen. This is what it looks like up close:

Your username	→	**AndyUAT**
		Front Office Portal
Lists all programmes currently open for applications	→	Browse Programmes
		Profile
Your account details	→	My Account
		Change Password	←	Change the password for your account
The various headings found in the Workspace section will be explored in the guidance below	→	Workspace
		Applicants
		Programme Registrations
		Projects
		Submissions
		Contact Us	←	Opens up a new window containing all Arts Council England's contact details

The links under the Workspace subheading are how you will manage any projects or grants you have with Arts Council England. The headings are:

Applicants
Programme registrations
Projects
Submissions

Applicants

Applicants shows any applicants your user account is linked to.

The screen will only show one applicant at a time. If you are linked to multiple applicants, you can select the one you want to view from the dropdown at the top of the screen.

For help in creating an applicant, please read the guidance document, **How to create your user account and applicant profile**.

To view a list of the other users who are linked to this applicant, click the **Registrants** icon . If you want to link another user to this applicant, please read the guidance document, How to give another person access to the applicant you've created.

The **Parent** icon will show you a list of other applicants which are linked with your applicant. This is an internal function for Arts Council England and is only really relevant to universities and local authorities.

To view the contact details of the applicant, click the **Open** icon . If you want to amend any of the contact details within, please read the How to update your details section of this guidance.

Programme Registrations

Programme Registrations lists all the funding opportunities that are open for applications.

Again, this screen will only show details for one applicant at a time. If you are linked to multiple applicants, you can select the one you want to view from the dropdown at the top of the screen.

To register an applicant for a funding programme, first ensure you have the correct applicant selected, then click the **Register** icon. This will take you to a notification page which will let you know you have now registered your applicant for that funding programme. This means that you will be able to access the eligibility questionnaire and application form for that programme.

To find out more information about a funding programme, click the **View** icon on the relevant line. This will take you to a page with information about the selected funding programme. From this page, you can begin an application by clicking **Apply Now**.

Projects

Projects lists all the projects you have ever created on the system.

Again, this screen will only show details for one applicant at a time. If you are linked to multiple applicants, you can select the one you want to view from the dropdown at the top of the screen.

Use the filters to filter by open or closed projects, or by different programmes.

Clicking the **Edit** icon 🔍 allows you to view and edit the project header only. It will allow you to change the project name, however, we advise that you do not do this as it may become confusing if a project has its name changed part way through its life.

> **A note on naming your projects**
>
> The **Projects** screen can start to look confusing if you have a number of projects with similar names. So if you request funding for an annual event which always has the same name, or if you have to resubmit an application for a project, please make sure the projects are named in a clear way that allows you to see the project you want to work on.

Submissions

Submissions lists everything you have submitted to us for each of your projects. This includes **eligibility questionnaires**, **application forms**, **offer acceptances**, **payment requests** and **reports**.

Again, this screen will only show details for one applicant at a time. If you are linked to multiple applicants, you can select the one you want to view from the dropdown at the top of the screen.

If you have a number of projects, it might be useful to use the filters to show the submissions relating to one specific project. To do this, select the relevant project from the dropdown and click **Filter**.

The **Start Date** and **End Date** shown on this screen relate to the programme itself and are not specific to your project so you can ignore these.

The **Date Submitted** shows you when a particular submission was completed and submitted to Arts Council England. If there is no date shown in this column, this means the submission still needs to be worked on and submitted.

To continue working on a submission, click the **Open** icon 🔓. This will take you directly into the submission where you can continue to work on it.

To view a submission that has already been completed, click the **Open** icon 🔓. This will take you directly into the submission. You will not be able to amend anything, but you will be able to click through it and review everything within it.

How to update your details

By using the system to make an applicant profile and/or make an application, you are agreeing to keep your own details up to date by maintaining your **Applicant profile**. What you enter into the system is Arts Council England's only record of your contact details so you need to update any changes yourself.

To make changes, log in to the system. Click **Applicants** in the navigation bar on the left side of the screen.
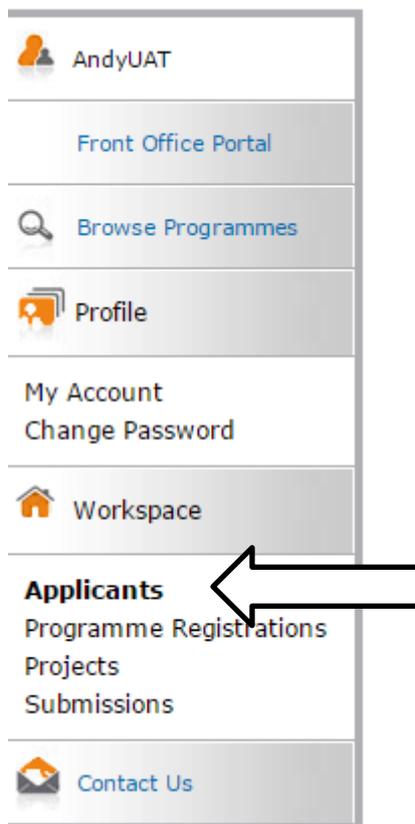
On the next screen, select the relevant applicant from the dropdown at the top of the screen:

Next, click the **Open** icon 📂.

The next screen is titled **Applicant Details** and is the first screen of your applicant profile. To make changes, you will first need to go to the **Submission summary** by clicking the link in the navigation bar on the left of the screen.

On the **Submission summary** screen, click **Edit**. This opens up all the sections of the applicant profile for editing.

Submission summary				
Complete	**Page**	**Last Updated**	**Last Updated By**	**Mandatory**
✔	Applicant details	28/09/2015		Yes
✔	Address information	28/09/2015		Yes
✔	Contact information	28/09/2015		Yes
✔	Financial background	28/09/2015		Yes
--	Financial attachments	No Input Required		No
✔	Other attachments	28/09/2015		Yes
✔	Monitoring information	28/09/2015		Yes
✔	Declaration	28/09/2015		Yes

Back	Next

Export to PDF

Get PDF Viewer

Edit

This e.Form has been marked as complete

You will now be able to go into each section of the **Applicant profile** and make any changes you need to.

When you have finished making changes, save them and return to the **Submission summary.**

Submission summary

Complete	Page	Last Updated	Last Updated By	Mandatory
✔	Applicant details	28/09/2015		Yes
✔	Address information	28/09/2015		Yes
✔	Contact information	28/09/2015		Yes
✔	Financial background	28/09/2015		Yes
--	Financial attachments	No Input Required		No
✔	Other attachments	28/09/2015		Yes
✔	Monitoring information	28/09/2015		Yes
✔	Declaration	28/09/2015		Yes

Back   Next

Export to PDF

Get PDF Viewer

Complete

This time, click **Complete** to close off all sections of the form again and save any changes you have made.

This completes the process.

FAQs

I forgot my user name – what can I do to get it?	Please contact Customer Services (details below)
I forgot my password – what can I do to get it?	Click on 'Forgot your password?' on the log on screen. You will be prompted to enter your email address. Details will be emailed to you about how to access your account.
What are the implications of giving another user access to my applicant profile?	Any user given access to an applicant profile will have access to all information stored there. This includes contact details, any previous applications and any previously submitted conditions. They will also be able to write and submit applications, and request payments and submit conditions due on any open grant. (though we may not be able to accept these submissions if the user is not authorised to submit them).

Further information and support

If you have any questions about the information contained in this document or require some assistance, please contact our Customer Services team on:

Phone: 0845 300 6200, 0161 934 4317

Textphone: 020 7973 6564

Email: enquiries@artscouncil.org.uk

Website: www.artscouncil.org.uk