



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

Contents

Navigating your user account.....	3
Applicants	5
Programme Registrations.....	6
Projects	7
Submissions.....	8
How to update your details	9
FAQs	13
Further information and support	13

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](#).

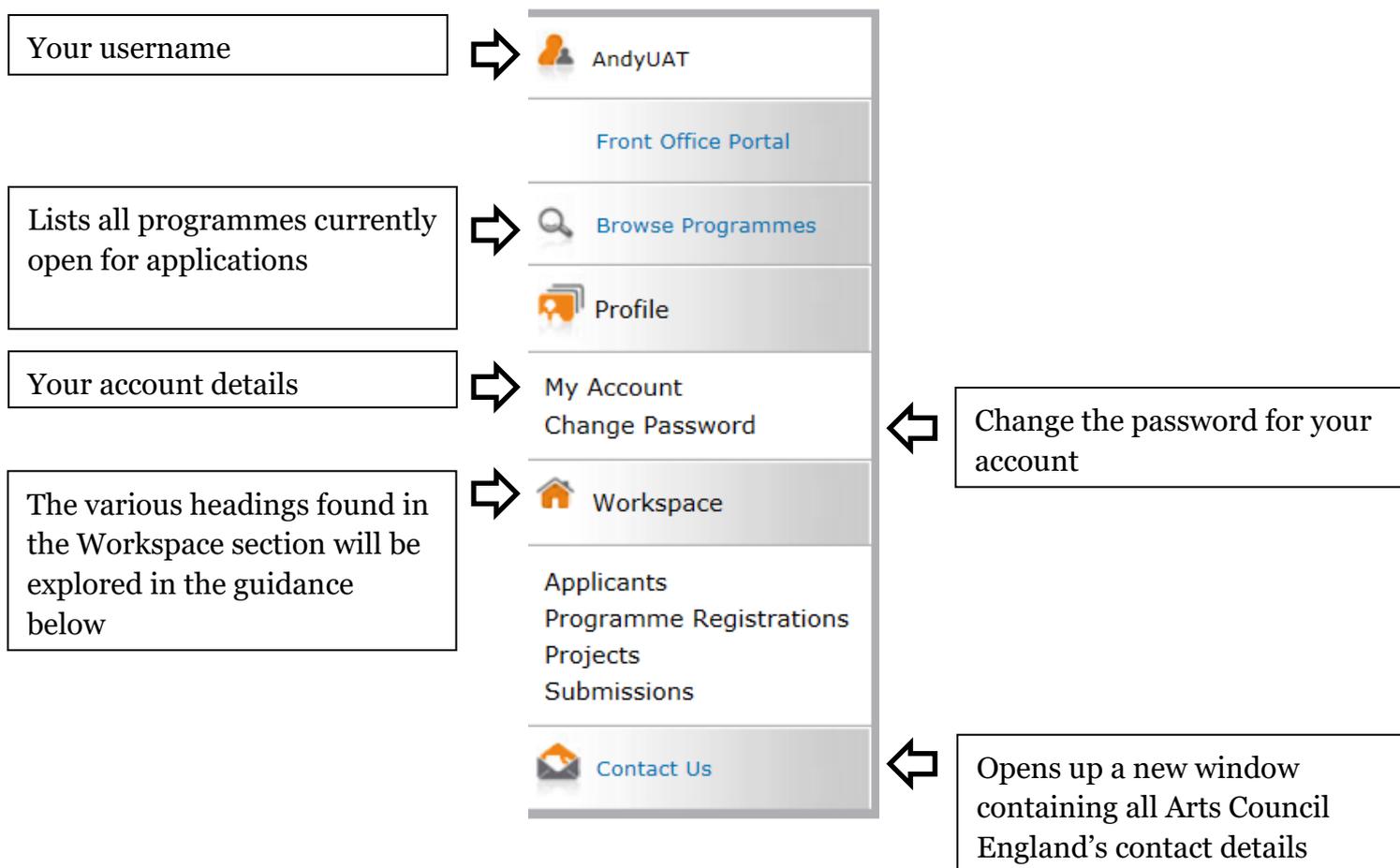
When you log in with your account details, you will see a screen that looks like this:

The screenshot shows the user account page for Andytest. The header includes the Arts Council England logo and the tagline 'Championing, developing and investing in the arts and culture in England'. A 'Logout' link is in the top right. A left-hand navigation menu lists: Front Office Portal, Browse Programmes, Profile, My Account (Change Password), Workspace, Applicants, Programme Registrations, Projects, Submissions, and Contact Us. The main content area is titled 'Welcome to Arts Council England's Grants for the arts portal' and contains several sections of text and links:

- Welcome to Arts Council England's Grants for the arts portal**
Here you can create an applicant profile, update your contact information and make applications to Grants for the arts. There is fuller guidance on how to do this in the [how to apply guidance](#).
- To begin an application you need to create an applicant profile.** The applicant is the person or organisation to whom we will make a grant if your application is successful. An 'applicant' can be the name of the organisation you work for, your artist name (for example, a stage name) or the name under which you practice your artform, or even just the same name as the one you used to create your user profile if you are an individual that only uses one name.
- To create a new applicant profile**
If your applicant does not yet have an applicant profile, you should create one by clicking [browse programmes](#) here or in the left menu bar. On the next screen click the register icon next to the funding opportunity you would like to apply for (Grants for the arts).
(If you are in the process of creating an applicant profile and are returning to continue working on it, select [applicants](#) here or in the left menu bar. On the next screen click the open icon beside the relevant applicant name.)
- Validating your applicant profile**
Once you have submitted your applicant profile it will need to be validated by us before you can begin your application. This can take up to **ten working days** so please bear this in mind when you think about applying. Once your applicant profile has been validated we will send you a confirmation email.
- If you want to link your user profile to an existing applicant**
If the organisation or individual you are applying on behalf of already has an applicant profile (which has been created by another user) you will need to get your user account linked to this existing applicant before you can make an application on their behalf. Please read our [guidance](#) on doing this or contact us using the [contact us](#) link here or in the left menu bar.
- Making an application**
Once your applicant profile has been validated, you can begin an application. Click [browse programmes](#) here or in the left menu bar. Click **View** on the far right of the screen next to Grants for the arts. This will take you to the Apply for funding screen. Click **Apply Now** at the bottom of the screen to begin your application.
If you want to continue working on an existing application click [submissions](#) in the left menu bar. On the next screen, click the open icon in the Actions column next to the relevant document.
Throughout the application any items marked * must be completed.
Any free text boxes have a strict word limit. Please stick to this word limit as any additional text will be automatically deleted.
There is fuller guidance on making an application in the [how to apply guidance](#).
If you would like to contact us, click [contact us](#) here or in the left menu bar of the Front Office home screen for contact information.

The footer contains the National Lottery logo and the text 'Page Generation Time: 0.235s'.

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:



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.

Applicant: ↩

Applicant Name	Applicant Number	Number of Projects	Last Submission	Children	Registrants	Parent	Open
The Group	56994579	7	03-Dec-2015				

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.

Programme Name	Applicants Registered	Start Date	End Date	Register	View
Grants for the arts	5	01-Jan-2009	01-Jan-2019		

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.

Project Name	Project Number	Programme Name	Applicant Name	Applicant Number	Step Status	Edit
Flight	GFTA-00003416	Grants for the arts	The Group	56994579	In Progress	
Keeping the Beat	GFTA-00002683	(UAT 4) Grants for the arts	The Group	56994579	In Progress	
Open Studio	GFTA-00002485	(UAT 4) Grants for the arts	The Group	56994579	In Progress	
The Great Exhibition	GFTA-00003417	Grants for the arts	The Group	56994579	In Progress	
The Journey	GFTA-00002930	(UAT 4) Grants for the arts	The Group	56994579	In Progress	
The Race	GFTA-00002536	(UAT 4) Grants for the arts	The Group	56994579	In Progress	
Writing the Novel	GFTA-00002535	(UAT 4) Grants for the arts	The Group	56994579	In Progress	

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.**

The screenshot shows the 'Submissions' page in the AndyUAT system. On the left is a sidebar with navigation options: AndyUAT, Front Office Portal, Browse Programmes, Profile, My Account (Change Password), Workspace, Applicants, Programme Registrations, Projects, Submissions, and Contact Us. The main content area has a header 'Submissions' and a filter section. The filter section includes: Applicant: The Group (56994579), Applicant Project Name: All Projects, Date Submitted: On, Project Status: Open Projects, Submission Version: Latest Version, and Associate Type: All. A 'Filter' button is below the filters. Below the filter section is a table of submissions with columns: Project Name, Programme Name, Start Date, End Date, Associate Type, Version, Date Submitted, and Actions. The table contains several rows of submission data, including 'Flight', 'GMO Session (Over 15k) 004 - Activity Report #1 (Interim)', 'GMO Session (Over 15k) 004 - Activity Report #2 (Final)', 'GMO Session (Over 15k) 004 - Payment Request #1 (Initial)', and 'GMO Session (Over 15k) 004 - Payment Request #2 (Interim)'. Each row has an 'Actions' column with icons for 'Open' and 'Edit'.

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.

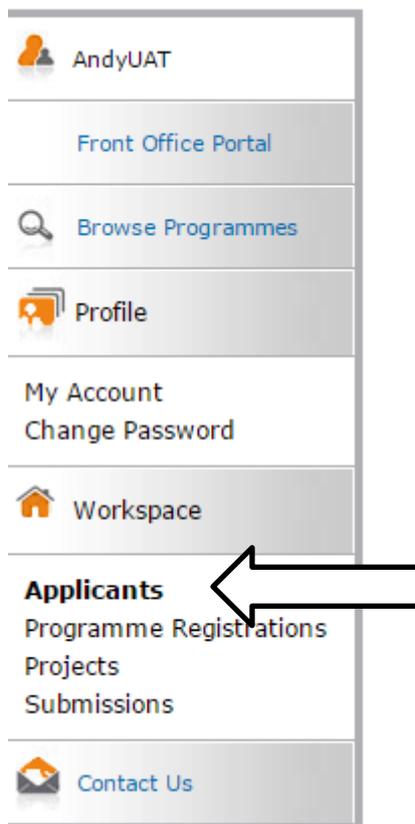
To continue working on a submission, click the **Open** icon . This will take you directly into the submission where you can continue to work on it.

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.

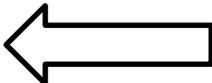
How to update your details

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:

Applicant: 

Applicants						
Applicant Name	Applicant Number	Number of Projects	Last Submission	Children Registrants	Parent	Open
The Group	56994579	7	03-Dec-2015			  

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.

 AndyUAT

Applicant profile

Applicant details
Address information
Contact information
Financial background
Financial attachments
Other attachments
Monitoring information
Declaration
Submission summary

Export to PDF
Get PDF Viewer

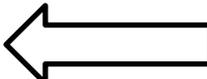
Back to Applicants List

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

[Get PDF Viewer](#)



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

[Get PDF Viewer](#)

←

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