



Grantium guidance for applicants

Development Funds

Version 1 – July 2018

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Welcome

Thank you for your interest in Arts Council England's Development funds. This guidance gives you information on how to use the online system to apply to our Development funding programmes. It does not contain any information on our criteria or eligibility requirements for particular Development funding programmes.

For programme specific guidance please refer to the guidance for applicants.

In order to access the application form you will need to have first set up an applicant profile that has been validated. If you have not yet done this please refer to our [How to create and manage your account and applicant profile](#) guidance.

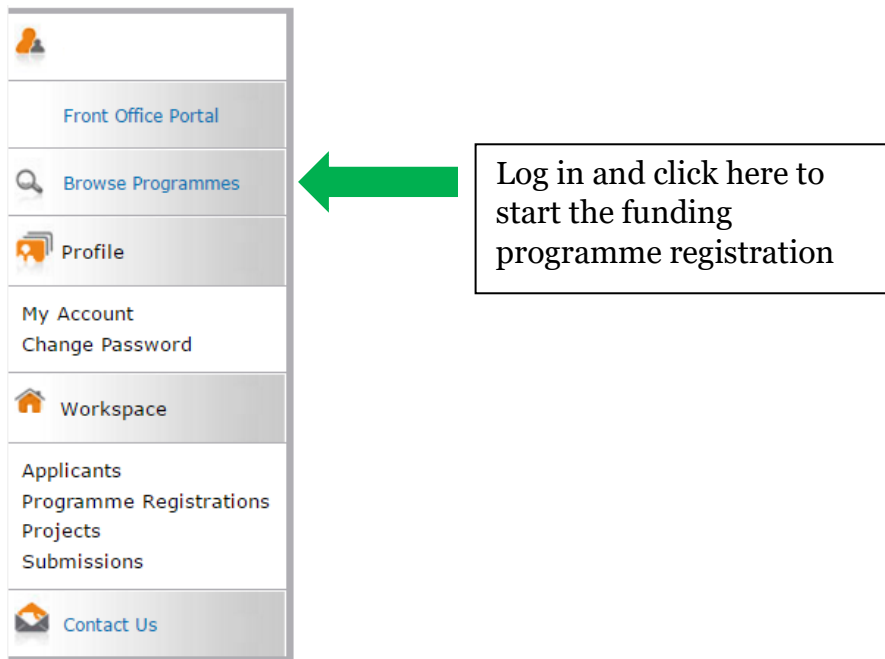
A note on using the system

- You will be logged out after 15 minutes of inactivity. A pop up screen will appear to warn you after 10 minutes of inactivity. Typing is not recognised as an activity by the system. Press the Save button often to avoid losing content
- Any items marked with * are mandatory fields which must be completed
- Text boxes have a character limit which includes spaces and punctuation. If you exceed the character limit any additional text will be automatically deleted
- You cannot use the 'Back' button in your web browser, you must navigate within the system









Registering for Development funding Programmes

You must register for the specific Development funding programme you want to apply for to access the eligibility questionnaire and application form.

Once you have logged in click on **Browse Programmes**. Then click the **Register** icon for the funding programme you wish to apply to:



Find the name of the Development fund you want to apply to and click **Register** next to it in the list:

Programmes					
Programme Name ↑	Programme Start	Registration Start	Registration End	Register	View
Artists' International Development Fund	01-Jan-2009	01-Jan-2009	26-Oct-2017		
Grants for the Arts	01-Jan-2009	01-Jan-2009	31-Dec-2018		
Strategic Funds	01-Jan-2009	01-Jan-2009	31-Dec-2018		
Strategic Touring	01-Jan-2009	21-Nov-2016	12-Dec-2018		

1

On the next screen use the drop down menu at the top of the page to choose the applicant you would like to register for the Development funding programme. Click **Save & Next**:

Applicant Details

Select an existing Applicant and click Save & Next to continue

-- select --

OR create a new applicant, if this grant application is for a new Applicant, and click Save & Next to continue.

* Applicant Type: -- select --

Cancel Save & Next

You will be taken to your **Applicant Profile**. If you need to update your details you can do so here. Continue registering for the Development funding programme by clicking **Return to Registration Wizard** on the left hand side of the screen:

Applicant details

Applicant name: 123 Theatre Company

Applicant number: 54649449

Applicant type: Organisation

* What is your organisation's legal name? 123 Theatre Company

* What name is your bank account registered in? 123 Theatre Company

Please give any other names your organisation uses:

* Which option most closely describes your organisation? Choose one option that applies from the following list:

Arts organisation

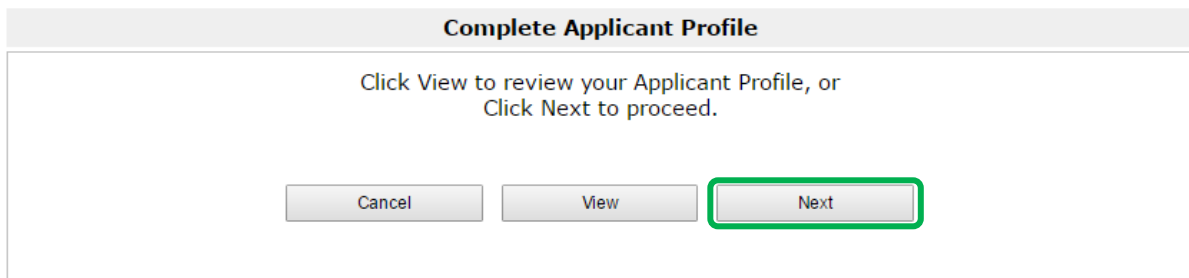
Commercial organisation

Community group

Faith group

Government / public body

On this screen click **Next** to start your eligibility questionnaire:

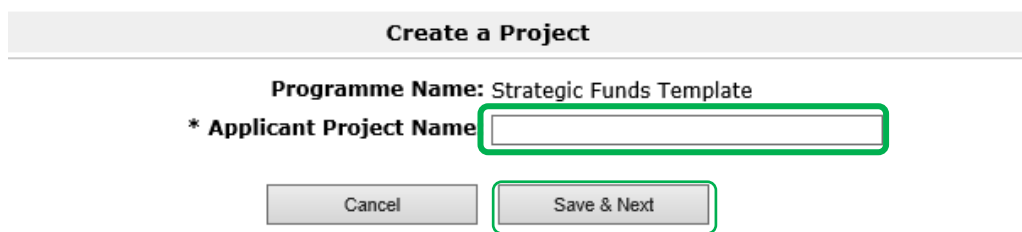


Complete Applicant Profile

Click View to review your Applicant Profile, or
Click Next to proceed.

Cancel View **Next**

Enter the name of your project in the Applicant Project Name box. **Please see the programme specific guidance for more information:**



Create a Project

Programme Name: Strategic Funds Template

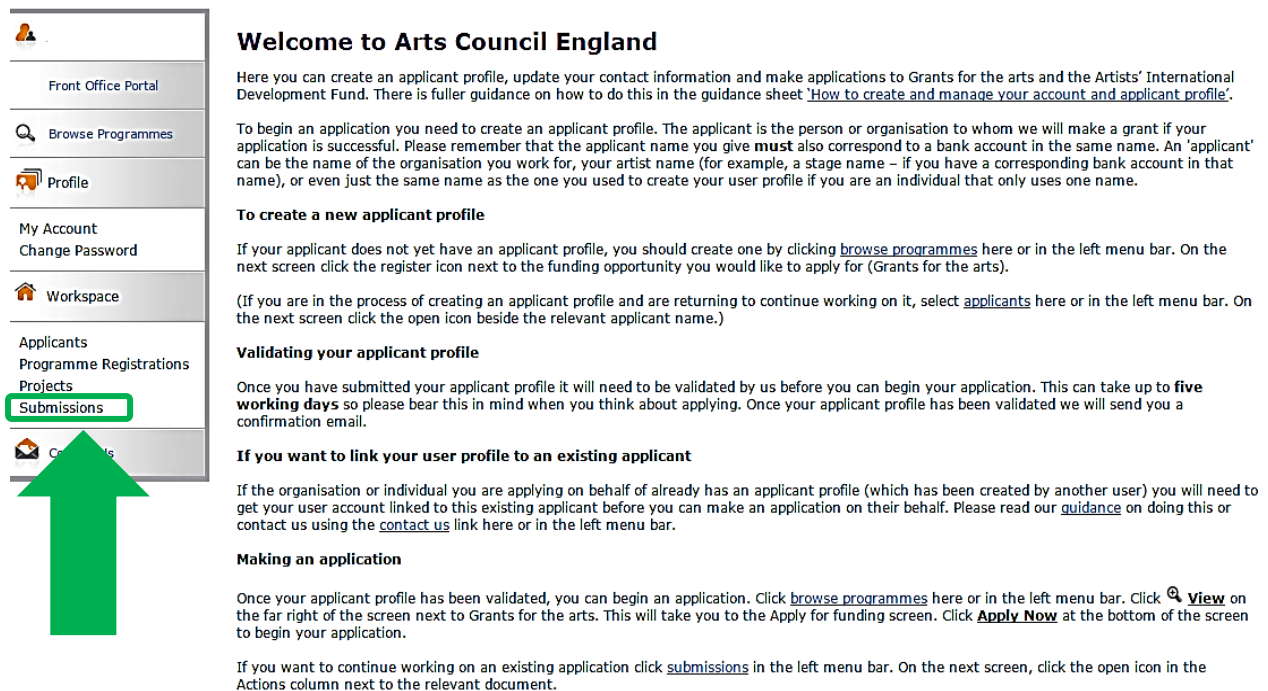
* Applicant Project Name

Cancel **Save & Next**

Once you have entered your project name click **Save & Next** and you will be taken to the eligibility questionnaire.

Eligibility questionnaire

Click on **Submissions** to find the eligibility questionnaire:



Welcome to Arts Council England

Here you can create an applicant profile, update your contact information and make applications to Grants for the arts and the Artists' International Development Fund. There is fuller guidance on how to do this in the guidance sheet '[How to create and manage your account and applicant profile](#)'.

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. Please remember that the applicant name you give **must** also correspond to a bank account in the same name. An 'applicant' can be the name of the organisation you work for, your artist name (for example, a stage name – if you have a corresponding bank account in that name), 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 **five 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.

Click on the orange open icon to begin the Eligibility questionnaire:

Strategic Funds project
STMP-00027178

Strategic Funds Template
Eligibility questionnaire

01-Jan-2009 01-Jan-2019

Primary Applicant 1



These questions allow us to check your application against some basic criteria for the programme. All questions with an asterisk (*) next to them are mandatory.

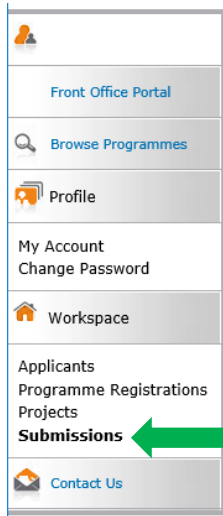
Answer all the questions in the Eligibility questionnaire. If the Submission summary says that your project appears eligible, click **Submit**.

Expression of Interest

Some of our Development funds require an Expression of Interest to be submitted before any full application is made. Please refer to the programme specific guidance to find out whether you will need to complete an Expression of Interest.

If you do not need to complete an Expression of Interest, move on the [Application](#) section of this document.

To access the Expression of Interest form, log in and click on **Submissions**:



Click on the orange open icon to begin the Expression of Interest:

Strategic Funds project
STMP-00027178

Strategic Funds Template
Expression of Interest

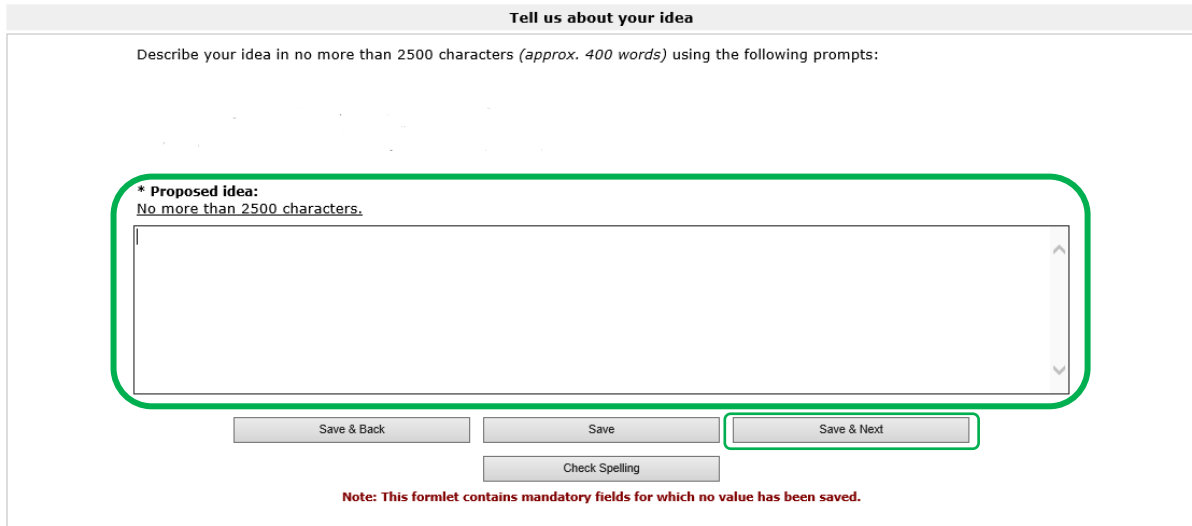
01-Jan-2009 01-Jan-2019 Primary Applicant 1



Click **Next** to move through the early screens that are already filled in with your applicant details.

Tell us about your idea

Refer to the programme specific guidance to provide an outline of the project you are applying for following the onscreen prompts and the programme specific guidance:



Click **Save & Next**.

Submission summary

Click **Submit** to submit your Expression of Interest to us for consideration.

Once you have submitted your Expression of Interest

Your Expression of Interest will be reviewed and you will receive an email from us to let you know that your Expression of Interest notification is available. This notification will inform you whether or not we are inviting you to complete an application. For information about the timescales for this, please see the programme specific guidance.

Log in and go to **Submissions** to find your notification.

Click on the orange open icon to open the notification:



Expression of Interest notification

This page will inform you whether we recommend that you proceed to make a full application.

Select **Yes** from the drop-down menu to confirm that you have read the Expression of interest notification. Click **Save & Next** to move on to the following page:

Expression of Interest notification

Dear

Programme:
Applicant name:
Reference:
Name of activity:

Thank you for submitting your Expression of Interest for Strategic Funds Template.

We have now reviewed your Expression of Interest against our strategic aims and objectives for this programme, and we recommend that you proceed to make a full application.

To access the application form, you need to confirm that you have read this notification below, and press 'Submit' on the next screen (Submission summary).

Please note that the full application deadline is Sunday, 30 April 2017 at 17:30:00.

Please read the [Guidance for Applicants](#) carefully before submitting your application. This is available to download on our website.

If you require further assistance please contact us on 0845 300 6200 or enquiries@artscouncil.org.uk.

* I have read the Expression of Interest notification -- select --

Save & Back Save Save & Next

If we have recommended that you proceed to make a full application, you must click Submit on the Submission summary page to complete this step and access your application form.

Submission summary

Complete	Page	Last Updated	Last Updated By	Mandatory
--	Project information	No Input Required		No
✓	Expression of Interest notification	10/03/2017		Yes

Back Next

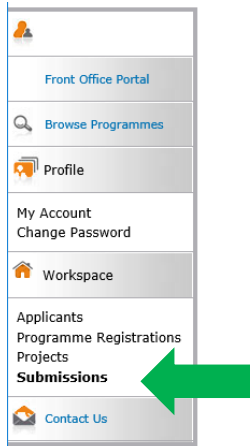
Export to PDF

[Set up a reminder](#)

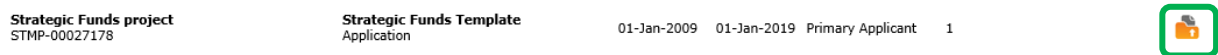
Submit

Application form

(If you are not already logged in, do so). Click on **Submissions** in the left menu bar:



Click on the orange open icon next to the Application submission in the list to open the form:



Introduction

This screen gives some information about the programme you are applying to. Click **Next**.

Applicant details

This information is taken from your applicant profile and is not editable. If you need to update this information you must do so in your Applicant profile. Click **Next**.

Address information

This information is taken from your applicant profile. This screen is not editable. Click **Next**.

Contact information

This information is taken from your applicant profile. Click **Next**.

Financial background

Complete the mandatory questions, indicated by an asterisk (*). Click **Save & Next**.

Advice received

Indicate whether you have received any advice from Arts Council England or from other sources (both questions are mandatory). If you click 'Yes' for either question, it will bring up more options to give more specific information.

Click **Save & Next**.

Basic details

Please read the programme-specific guidance carefully before completing this section. This gives us an overview of your project. All questions marked with an asterisk (*) are mandatory.

Some information on this page will have already pulled through from the Eligibility questionnaire.

Click **Save & Next** once complete:

Basic details

Project information

*** Please give a concise description of the activity you are asking us to support.**
No more than 600 characters. Please read the Basic details section of the How to apply guidance for information on how to complete this section.

Amount requested

Here we want you to tell us the amount you will be requesting from us.

*** Please tell us how much you are requesting (£):**


*** Please tell us your total project cost (£)**


*** Please tell us what the main artform is for your activity:**

*** Do you, or does your organisation object to receiving National Lottery funding for religious reasons?** Choose one option that applies from the following list:
 Yes
 No

Activity dates

Please enter the start and end dates for your activity.
You must allow enough time to plan your activity and for us to process your application.

*** Activity start date:** 

*** Activity end date:** 

Note: This formlet contains mandatory fields for which no value has been saved.

Meeting our goals

The relevant goal(s) for the programme you are applying to will be pre-selected on this screen. You can select others if relevant.

Click **Save & Next**.

Activity beneficiaries

Tick the relevant boxes if your activity is specifically aimed at any of the identified audiences and participants. If your activity is not aimed at any particular audiences or participants you do not need to tick any boxes.

Audience

Please note that clicking in a box will bring up more options to select from. Once done, click **Save & Next**.

Participants

Please note that clicking in a box will bring up more options to select from. Once done, click **Save & Next**.

Location

Select one option to tell us whether your activity is touring, non-touring, or both.



- **If your project is touring**

Click on the plus icon to add items to your preliminary tour schedule:

Touring

Preliminary tour schedule

Using the tool below, please enter the location(s) where your touring activity is happening. To add a location, click the 'Add new item' icon on the left of the screen. To add more than one location, use the 'Save and Add another' button.

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z


Name of the venue	Start date	End date	Local authority	No. performances or exhibition/event days	Booking status	Delete	View
This list contains no items							


Back Next

All questions marked with an asterisk (*) are mandatory:

Touring venue details

* Name of the venue or place (e.g. Oneplace Arts Centre):

Start date: 

End date: 

Venue contact name and phone number (e.g. Joe Smith Events Co-ordinator 0919 000 0101):

* Enter postcode:

No postcode available:

* Local authority:

Number of performances, or number of exhibition/event days (if known):

* Status of booking:

Note: This formlet contains mandatory fields for which no value has been saved.

Either enter the postcode of the venue and select 'Get local authority' or tick 'No postcode available' and select the local authority from the drop-down list.

To add more venues click **Save & Add another** or click **Save & back to list** when you have added all your tour venues.

Click **Next**.

- **If your project is non-touring**

Select 'non-touring' as your Type of activity, then tell us if your activity is taking place in one or more specific venues or locations.

If your activity is not taking place in one or more specific locations or venues, select 'No' and click **Save & Next**.



If your activity is taking place in one or more specific locations or venues, select 'Yes' and click **Save & Next**.

Click on the plus icon to add locations:

Non-touring

Location details

Using the tool below, please enter the location(s) where your non-touring activity is happening. To add a location, click the 'Add new item' icon on the left of the screen. To add more than one location, use the 'Save and Add another' button.

All	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z													
Name of the venue																									Local authority					Delete					View				
This list contains no items																																							
<input type="button" value="Back"/>												<input type="button" value="Next"/>																											

All fields marked with an asterisk (*) are mandatory:

Non-touring venue details

* **Name of the venue or place (e.g. Oneplace Arts Centre):**

* **Enter postcode:**

No postcode available:

* **Local authority:**

* **Have you received any advice from this local authority?** Choose one option that applies from the following list:

Yes

No

Note: This formlet contains mandatory fields for which no value has been saved.

Either enter the postcode of the venue and select 'Get local authority' or tick 'No postcode available' and select the local authority from the drop-down list.

To add more venues click **Save & Add another** or click **Save & back to list** when you have added all your tour venues.

Click **Next**.

If your activity is not taking place in one or more specific locations or venues, select 'No' and click **Save & Next**.

- **If your project is both touring and non-touring**

Select 'Both' as your Type of activity, then tell us if your non-touring activity is taking place in one or more specific venues or locations.

If your non-touring activity is taking place in one or more specific venues you will need to:

- add touring venues as detailed under 'If your project is touring'.
Click **Next**
- add non-touring venues as detailed under 'If your project is non-touring'. Click **Next**

If your non-touring activity is not taking place in one or more specific venues you will need to:

- add touring venues as detailed under 'If your project is touring'.
Click **Next**

Activity plan



Use the plus icon to add details of your plan to manage the activity.

Once you have added these details click **Next**:

Activity plan

To give us a clear understanding of how your project will be managed please provide an outline project plan for your proposed activity.

[\[Show Filters\]](#) [\[Clear Filters\]](#)

Start date	End date	Activity or task details	Task lead	Delete	View
This list contains no items					

Response to the brief

Refer to the guidance for applicants for the specific programme you are applying to and complete the following screens with your proposal:

- **Meeting the brief**
- **Governance and management of the activity**
- **Financial viability**

Attachments

For information regarding mandatory attachments please see the guidance for applicants for the programme you are applying to.

Governance document

This will be uploaded automatically from your Applicant Profile. Click **Next**.

Other attachments

See the guidance for applicants for details of specific mandatory documents to support your application and any other documents requested. Please do not upload any documents we have not asked for.

To upload an attachment select an Attachment line under 'Document type':

Other Attachments

If we have specified in the Guidance for Applicants that you must upload specific mandatory documents to support your application or that you can upload additional supporting material for applications to this programme, please use the links below.

Please do not upload any documents we have not asked for.

You can use the links below to upload documents. Please note that the maximum file size you can upload is 10MB and we accept pdf, MS Word, MS Excel, MS PowerPoint and jpeg files.

Document Type	Required?	Document description	Date attached	Attachment type	Download	Delete
Attachment 01	No	--	No attachment	---		
Attachment 02	No	--	No attachment	---		
Attachment 03	No	--	No attachment	---		
Attachment 04	No	--	No attachment	---		
Attachment 05	No	--	No attachment	---		
Attachment 06	No	--	No attachment	---		
Attachment 07	No	--	No attachment	---		
Attachment 08	No	--	No attachment	---		
Attachment 09	No	--	No attachment	---		
Attachment 10	No	--	No attachment	---		

This will open a new screen. Questions marked with an asterisk (*) are mandatory.

Once you return to the Other attachments page click **Next**.

Monitoring information

The information on this screen is taken from your Applicant Profile and cannot be edited here.

We do not use this information to decide whether to offer you a grant unless we have specifically stated that we will do so in the programme-specific guidance for applicants.

Click **Next** to continue.

Declaration

Any boxes marked with an asterisk (*) are mandatory and must be ticked.

Click **Save & Next**.

Submission summary

This page will show the status of each section of the form and allow you to submit it once it is complete. If there are any issues with any sections of your application form then they will be shown on this page.

If you have any red crosses your **Submit** button will be greyed out and you will be unable to continue. You will need to return to that page of the form to correct the issue (details of the issue[s] are listed below the form in the 'Notes' section):

Complete	Page	Last Updated	Mandatory
--	Introduction	No Input Required	No
✓	Applicant details	10/03/2017	Yes
✓	Address information	10/03/2017	Yes
✓	Contact information	10/03/2017	Yes
✓	Financial background	10/03/2017	Yes
✓	Advice received	10/03/2017	Yes
✓	Basic details	10/03/2017	Yes
✓	Meeting our goals	10/03/2017	Yes
--	Activity Beneficiaries	No Input Required	No
--	Audience	No Input Required	No
--	Participants	No Input Required	No
✓	Location	10/03/2017	Yes
✗	Activity plan	Please Complete	Yes
✓	Meeting the brief	10/03/2017	Yes
✓	Governance	10/03/2017	Yes
✓	Financial viability	10/03/2017	Yes
--	Attachments	No Input Required	No
✓	Governance document attachment	10/03/2017	Yes
✗	Other Attachments	Please Complete	Yes
✓	Monitoring information	10/03/2017	Yes
✓	Declaration	10/03/2017	Yes

Notes:

- [Activity plan list must include at least 1 item\(s\).](#)
- [Please attach the required Workplan for the activity. Click here to return to the Attachments formlet.](#)

[Get PDF Viewer](#)

If you have green ticks next to each section then you have completed all sections of the application form. Once you submit your application you will not be able to edit or add to it, so please review all sections of the application carefully.

Click **Submit**. This submits your application form to us for consideration. Do not click Next as this will take you back to the beginning of your application form, and we will not receive it

FAQs

<p>I have submitted my application, what next?</p>	<p>Once you have clicked Submit, your application is complete. The outcome of your application will be sent to you via Grantium. An email notification will be sent to the users attached to your application to ask you to log in and view your decision letter.</p>
<p>I have a technical problem who should I call?</p>	<p>For technical queries please call Customer Services on 0845 300 6200 or 0161 934 4317.</p>
<p>I forgot my user name – what can I do to get it?</p>	<p>Please contact Customer Services on 0845 300 6200 or 0161 934 4317.</p>
<p>I forgot my password – what can I do to get it?</p>	<p>Click on Forgot your password? on the log in screen. You will be prompted to enter your email address. Details will then be emailed to you about how to access your account.</p>
<p>How can I share my application form with other members of my organisation who are not set up on Grantium.</p>	<p>Grantium will allow you to turn your application form into a PDF.</p> <p>Log in and open your application form. At the bottom of the grey navigation bar, on the left side of the screen, you will see the Export to PDF option. Click here to choose which sections of your application form you would like to PDF.</p>
<p>The system keeps logging me out without warning.</p>	<p>You should receive a pop up warning after 10 minutes of inactivity. Please check the setting in your browser as it may be blocking any pop up notifications.</p> <p>Typing into a text box does not count as an activity. You must click an icon for the system to recognise you are still active. We recommend that you click Save often.</p>

Can I edit my eligibility questionnaire once I have clicked Submit ?	No. If you have made a mistake you will need to start a new eligibility questionnaire.
Can I edit my application form once I have clicked Submit ?	No. Once you clicked Submit your application form is complete. If you would like to withdraw your application please contact Customer Services.
There are members of my board who have worked at the Arts Council in the last three years. Should I name them in the Declaration section?	Yes. Please give details as per the declaration screen.
Can I copy and paste from Microsoft Word into the text boxes?	Yes. We recommend you clear the formatting of the text before pasting into the text boxes. Remember that the character limits include punctuation and spaces.

How to contact us

Phone: 0845 300 6200, 0161 934 4317

Textphone: 0161 934 4428

Email: enquiries@artscouncil.org.uk

Website: www.artscouncil.org.uk

Post: Arts Council England –

The Hive, 49 Lever Street, Manchester, M1 1FN