How to start and submit your application

Arts Council England Emergency Response Fund: For National Portfolio Organisations and Creative People and Places lead organisations

Before you start your application, please check the information in your applicant profile on Grantium is accurate and up to date. For help on how to do this, please see the guidance on our website.

If you have not made an application since late 2018, you may need to update the monitoring information in your applicant profile. If you have not done this, you will not be able to submit your application.

- In the left-hand menu, click on 'Applicants'
- Use the drop-down menu to select the applicant profile you wish to update
- Click on the orange folder icon next to 'Open' to open the profile
- In the left-hand menu, click on **Submission summary**. At the bottom of this screen, click 'Edit'
- In the left-hand menu, click on **Monitoring information**. You will need to respond to all the questions on this page
- Once complete, click 'Save & Next' at the bottom of the screen
- On the **Declaration** screen, check you are happy with all the information, and click 'Save & Next' at the bottom of the screen
- Click Complete at the bottom of the **Submission summary** screen
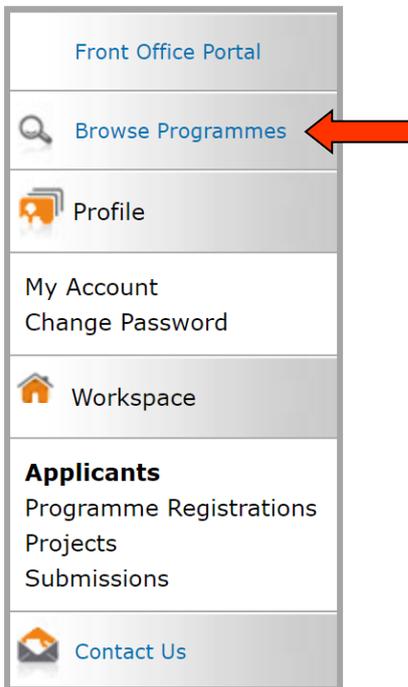
Useful guidance documents

Before starting to complete your application, you should read the Guidance for applicants carefully.

Alternative formats for the guidance documents, including large print and easy read, can also be found on our website.

Starting your application:

- Log in to our online application portal:
  http://applications.artscouncil.org.uk/frontOffice.jsf

- Click on **Browse Programmes** in the left-hand menu:

- Click on the Register icon next to the programme you wish to apply to:

Programmes					
Programme Name ↑	**Programme Start**	**Registration Start**	**Registration End**	**Register**	**View**
Arts Council Emergency Response Fund: National Portfolio	01-Jan-2009	12-Apr-2020	19-May-2020		

- Select the name of your applicant profile from the drop-down list on the **Applicant Details** screen and 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

- On the **Complete Applicant Profile** screen, click 'View' to check the details in your profile are up-to-date, or 'Next' to continue with your application:
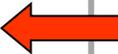
Complete Applicant Profile

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

Cancel | View | Next

- On the **Create a Project** screen, type in the name of your project and click 'Save & Next':

Create a Project

Programme Name: Arts Council Emergency Response Fund: National Portfolio

* Applicant Project Name:

Cancel | Save & Next

- Answer all of the questions in the **Eligibility Questionnaire**. On the **Submission Summary** screen, click 'Submit'.

- The system will take you to the **Submissions** page. From here you can access your application form. If you need to come back to your application

later to finish it, you will be able to go back into it through the **Submissions** page.

- On the **Submissions** page, click on the orange folder next to the application to open it:

If you cannot see your application in the list of submissions, use the **Applicant Project Name** drop-down list to sort your submissions by project name. You can also click on 'Clear Filters' to bring up a list of all submissions for all projects.

- Work through the application form, answering all of the questions.

You will need to upload the following mandatory attachments (format as detailed in the Attachments section (pg. 11) of the Guidance for applicants)**:**

- A budget for the period 1 March 2020 to 30 September 2020
- A monthly cash flow forecast for the period 1 June 2020 to 30 September 2020

Attachments must be provided as an Excel document (on a single tab). The limit on file size is **10 megabytes**.

- On the **Submission summary** screen, if you have any red crosses, you will need to go back to the relevant screen by clicking on the link next to the red cross to check that you have answered all of the questions:

Submission summary

The submission summary displays a list of all the steps you've worked through. If you have completed a step successfully, there will be a green tick beside it. If a step is incomplete or has not been completed successfully, this will be indicated by a red tick. A hyperlinked statement will tell you what part of each step needs attention. Click on this hyperlinked statement to take you to the step and make your amendments.

Complete	Page	Last Updated	Mandatory
--	Introduction	No Input Required	No
✔	Applicant details	30/04/2020	Yes
✔	Address information	30/04/2020	Yes
✔	Contact information	30/04/2020	Yes
✔	Financial Viability	30/04/2020	Yes
✘	Making the case	Please Complete	Yes
✔	Making the case cont.	30/04/2020	Yes
✔	Financial attachments	30/04/2020	Yes
✔	Amount requested	30/04/2020	Yes
✔	Monitoring information	30/04/2020	Yes
✔	Declaration	30/04/2020	Yes

Back	Next

Export to PDF

Get PDF Viewer

Submit

- Once you have all green ticks on the **Submission summary** screen, press 'Submit'.

> **Please note: If you do not click 'Submit' at the end of your application, we will not receive it.**

The deadline for applications is **12pm (midday) Tuesday 19 May 2020.**