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ARTS COUNCIL
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Before you apply for an electronic application, please read over this brief overview.

Guide to the British Columbia Arts Council Electronic Application System (Scholarships)

The BC Arts Council Electronic Application System allows you to submit your requests for assistance directly to the British Columbia Arts Council via the Internet.

This document details the software required in order to use the Electronic Application website and describes how to submit your application electronically. You will require a User ID and password to access the electronic application forms. If you do not have a User ID and password, please contact the BC Arts Council at (250)356-1718.

For detailed help on using the Electronic Application System you should access the *Help* links posted directly on the website.

Important Information Before You Begin:

Here are the software requirements that you will need in order to use the BC Arts Council Electronic Application System successfully:

Operating System
Windows – Windows 95, 98, NT 4.0, 2000 or XP
Macintosh – Mac OS Software Version 8.6, 9.x, or Mac OS X

Web Browser
IE 4.x or higher; or Netscape Navigator 4.x or higher (excluding Netscape 6.x & Netscape Communicator 4.7)

Adobe Acrobat Reader Version 4.0 or later

Your browser must support 128 bit encryption
128 bit encryption is required in order to secure the transfer of information between your application and the BC Arts Council database.

Note: For Internet Explorer click on **Help > About Internet Explorer** for information on what version Internet browser and encryption strength you have. For Netscape Navigator click **Help > About Netscape Navigator.**
If your browser does not support 128-bit encryption please go to the websites indicated above for information on how to upgrade your browser or to receive the latest browser version

Security of Your Information and Your Privacy

To access the electronic application form, you require the generic scholarship User ID and Password which can be obtained by contacting the BC Arts Council at (250)356-1718. Once you sign on with the generic User ID and Password, you will be prompted to register and create a User ID and Password specific to you. Only you can see electronic applications that you create using your specific User ID and Password. You should not give this User ID and Password to anyone.

Viewing and submitting your application is done via an encrypted link between your browser and the BC Arts Council server. As such you ensure that this information remains secure.

The BC Arts Council Electronic Application System provides you with the ability to work on your application over a period of days or weeks and to save your 'work in progress' before finally submitting it to the BC Arts Council. While your application form is a 'work in progress', the information on your application is inaccessible to the BC Arts Council and remains private to you. Only after you submit your application to the Council can it be viewed and processed by BC Arts Council staff.

If you have concerns about security and privacy, please contact your Program Coordinator at the BC Arts Council at (250) 356-1718.

BC Arts Council Electronic Application Website User ID and Password

The Electronic Application System is accessed through the BC Arts Council website. To access the system, open your Internet Browser and browse to the following link:

> *http://bcartscouncil.ca/*

To access the electronic application forms, click the *Online Application* link and select *Electronic Application Forms*.

You will be prompted to enter the generic scholarship User ID and Password. You will then be required to register and select a User ID and Password known only to you.

Ensure you record your User ID and Password for future reference.   If you lose or forget your User ID and Password, you will be required to re-register and any information previously entered will be lost.

Creating a New Application

- Enter your **User Id** and **Password**.

- Click *Login*.

- To create a new application, scroll down and check the *Create New Application* link

- Click the drop down box in the scholarship category and a link will appear named *Continue to Electronic Application form*

- When you click *Continue to Electronic Application Form* an Adobe Acrobat PDF form will be loaded into the same browser window.

There is NO spell-check within the application form.

Please do spell-check in your word processing program (i.e. MS Word).

Copy your information (CTRL-C) and then paste it (CTRL-V) into the application form

Attach a file to your application by returning to your home page and clicking the Attach button next to the Application ID

Filling out your Electronic Application Form

Fill in the text field boxes with the appropriate information.

When working in your application form do not use your browser back button. Instead use the *Save* button at the bottom of page one of the application form to save your changes and close the form. If you do not, changes you make will not be saved.

Once you have saved your application, you are able to attach files.

The Scholarship Information Pamphlet provides a list of documentation to attach, insert of forward under separate cover to the BC Arts Council. The pamphlet is available on the electronic application website under the application menu bars.

To attach a file, ensure you click the *Save* button and return to your home page. Click the *Attach* button beside the application ID and you will be directed to the attachment page. The *Upload Attachment* will prompt you to select the file you would like to attach. Once you have identified your file, click the *Upload Selected File Attachments.*

Portfolio material may be:
- attached to the electronic application (must be included as attachments at the time of submission), or
- sent under separate cover to the BC Arts Council (must include a copy of Schedule A and Schedule B, if applicable, and be postmarked or delivered by 4:30 pm May 31)

TIP!

SAVE your work frequently!

To save your work, simply scroll to the bottom of the first page and click on the save button.

TIP!
After submitting your application, you can confirm the status of your application by viewing the status column beside the Application ID

Save an application for later editing
By clicking the *Save* button, you can edit your application at a later date.

Note: As described above, your application cannot be seen by BC Arts Council staff until submitted.

Accessing the Appraisal Form
The Artistic Appraisal form is located in PDF and Word format on the electronic application website under the application menu bars. These forms are to be sent by you to the appraisers for completion and returned by them directly to the BC Arts Council.

Submitting an application form to the BC Arts Council
By clicking the *Submit* button on page 3, you are finalizing your application form. When you submit your application you need to click 'OK' to a declaration statement to verify that the information provided in your application is correct.

Note: Clicking OK to the declaration statement is equivalent to signing a paper copy of the application form.

TRICK!

To save time, you can use the TAB button to jump from text box to text box in the application form.

Once you have submitted your application, it will no longer be accessible to you to make changes.

Printing a copy of your application form

To print a copy of your application form, please return to page 1 of your form and clicking the *Print* button. You should keep a copy of your application for your files

- Once received by the Council your application will be reviewed by a Program Coordinator and either accepted for processing and adjudication or not accepted. The status of your application can be monitored at the BC Arts Council Electronic Application website. You will be informed by letter whether or not your application has been accepted for processing. This letter will include your application file number.

- Your application will then proceed through the Council's evaluation and adjudication process.

- Your electronic application and attachments will only be accessible to you on the BC Arts Council server until September 1, 2005.

Please contact the Scholarship Program Coordinator at the British Columbia Arts Council at (250)356-1718 if you have questions regarding the electronic application procedures.