User Guide
British Columbia Arts Council
Electronic Application System

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

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. Applications submitted electronically will be available to your organization to assist in preparation of subsequent year submissions.

This document outlines how to complete and 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 or bcartscouncil@gov.bc.ca

Important Information Before You Begin

TIP!
Support for the Electronic Application System is available Monday to Friday 8:30 a.m. to 4:30 p.m

Please refer to the Technical Guide on our website to ensure you have the technical environment required to use the BC Arts Council Electronic Application System successfully.

Security of Your Information and Your Privacy

To access the website you require a User ID and Password. Only you can see electronic applications that you create using your User ID and Password. You should not give this User ID and Password to anyone who is not authorized to view and submit applications on your behalf or on behalf of your organization.

TIP!
The system is scheduled for maintenance between 10:00 p.m. and 12:00 a.m daily and may not be available during these times.

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 "in progress", the information on your application is inaccessible to the BC Arts Council. 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 the BC Arts Council at (250)356-1718 or bcartscouncil.gov.bc.ca.

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 Applications*
link and select *Electronic Application Forms*

You will be prompted to enter a User ID and Password. The system uses
two types of User IDs: **Private User ID** or **Generic User ID**

The **Private User ID** is unique to your organiziation and is required if you
are applying for programs in the operating assistance or project assistance
categories. If you do not know your Private User ID or are a first time
applicant, please contact your program coordinator or email the BC Arts
Council and your Private User ID and a temporary password will be
provided to you.

The **Generic User ID** and password is required if you have chosen to
download a printable version of the application form. You will find this
option at the lower right-hand corner of the Application Home Page.
Please contact your program coordinator at the BC Arts Council for the
current Generic User ID and password.

TIP!
Store your User ID & new password in a safe location.

Creating a New Application

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

- Click *Login*.

- To create a new application, scroll down to the *Create New Application*
  link.

- Choose the appropriate application form category from the menu bars.
  If you are unsure which application form to select, please contact your
  Program Coordinator at the Council.

- Once you have selected your application form, 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.

- If you submitted an Electronic Application in the **same program** in a
  previous year, the information from your previous application will
  populate into the newly created form. For your convenience, the
  financial figures will have transferred one column to the left and the text
  and figures are available for editing and updating.

TIP!
Information from your previous application in the same program will populate into the newly created form.

Filling out your Electronic Application Form

Fill in or update the cover page of the application form with the appropriate information.

When working in your application form do not use your browser back button. Instead use the scroll bar to navigate within the form

The *Save and Continue* button at the bottom of each page will save your work and allow you to continue. If you wish to save your application and return to work on it at a later time, use the *Save and Close* button at the bottom of the first page of the application form.

The BC Arts Council requires that the cover page and the financial and statistic sections of the application form be completed within the application form but encourages the use of the Attachment option for the documentation listed on Page 1 of the application form and responses to questions on Page 2 of the form.

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

To attach a file, ensure you click the *Save and Close* button on the first page of the application form 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.*

To access the additional forms for the Community Arts Council program, return to your home page, and click *Download Application Notes/Documents*. When the page refreshes, select Community Arts Council in the drop down box for Operating Programs and the following 3 forms will be accessible:

- Member Groups Assistance
- Summary of Member Groups Assistance
- Local Government Matching

Please see page 6 of the Community Arts Council Assistance Guide for further instructions regarding the above forms.

Please Note: Attached files will form part of your application and will be maintained on the BC Arts Council server for one year from the date of your application.

In the financial and statistics pages, field descriptions that are editable are denoted in a blue colour.

By clicking the *Save and Close* button on the first page, you can save your application and continue to work on it at a later date.

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

Submitting your Electronic Application Form

By clicking the *Submit* button on the first page, 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.

> **IMPORTANT NOTE:**
>
> Clicking OK to the declaration statement is equivalent to signing a paper copy of the application form.

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

If you submit your application in error, please contact the BC Arts Council.

By clicking the *Print* button on the first page of your application form, you can print a copy of the application. You should keep a copy of your application for your files

TRICK!

Confirm the status of your application after submitting by viewing the status column beside the Application ID on your home page

- 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 by viewing the status column beside the Application ID on your home page. You will also receive an acknowledgement letter which will include your application file number.

- Your application will then proceed through the Council's evaluation and adjudication process. The outcome of the adjudication will be conveyed to you by letter. Approximately one week following the mail out of the announcement letters, the results of the adjudication will be posted to your Electronic Application listing.

Please contact your program coordinator at the BC Arts Council at (250)356-1718 or email bcartscouncil@gov.bc.caif you have questions regarding the electronic application procedures.