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

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.

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:

Please refer to the Technical Guide to ensure you have the technical environment required to use the BC Arts Council Electronic Application System successfully. The Technical Guide is available through the online application link at the www.bcartscouncil.ca. website.

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

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 Scholarship 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 BC Arts 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.

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:

www.bcartscouncil.ca

To access the electronic application forms, click the *Online Applications* 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.

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 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* button at the bottom of page 3 of the
application form.

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

The Scholarship Information Pamphlet provides a list of documentation to attach, insert or 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 on page 3 or the *Save and Attach* button on Schedule A to 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 April 30)

Note: a self-addressed, stamped envelope must be included for the return of portfolio materials

Accessing the Artistic Appraisal – Confidential Report on Candidate

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.

IMPORTANT NOTE:

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

Please ensure you have completed the appropriate Schedule A or Schedule B outlining your portfolio attachments prior to submitting your application.

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 click the *Print* button on page 3 of your form. 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 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 BC Arts 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, 2007.

> 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.