

Online Application Guidance for Block Bursaries

December 2018

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Online Application Guidance Form

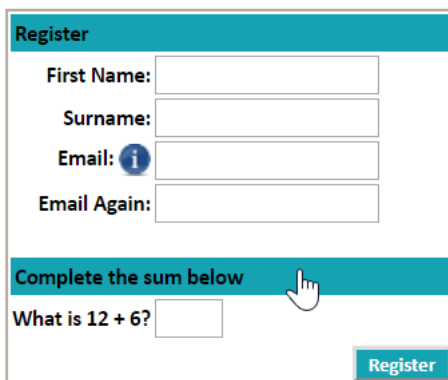
This document has been drawn up to assist you in the completion of the online application form. Please go through it carefully.

1. User Registration

To create login details the following is required:

- ✓ Applicant's name
- ✓ Surname
- ✓ Email address
- ✓ Complete required sum

This profile you create will allow you to fill in the form on behalf of your institution or department. If you wish to have someone else in the department fill in the form as well, please share you login details with them.

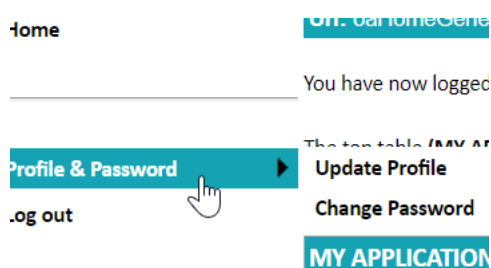


The screenshot shows a registration form with a teal header labeled 'Register'. Below the header are four input fields: 'First Name:', 'Surname:', 'Email:' (with an information icon), and 'Email Again:'. Below these fields is a teal bar with the text 'Complete the sum below' and a hand cursor pointing to it. Underneath is the text 'What is 12 + 6?' followed by a small input box. At the bottom right of the form is a teal button labeled 'Register'.

After successful User Registration, you will receive an [email notification: NAC Notification](#) This email will contain your username and password.

Useful Hints:

- ❖ Your email address will always be your username.
If you have multiple email addresses, you will have to remember which one you used for registration
- ❖ Change your password to one that is easy to remember for easy access to the system the next time you log in.
- ❖ Select Profile and Password at the home page then Change Password




2. Start an Application

To create your application ensure you select the correct Window Description as per the explanation below:

- ❖ Individual Bursaries are for POSTGRADUATE students applying for study at a South African Institution.
- ❖ Block Bursaries are for **institutions** in South Africa to apply for the funding of undergraduate students. If you are an **undergraduate**, you must contact your institution. **The NAC will not fund you directly.**

Click on the green + for the appropriate application.



MY APPLICATIONS AND WORK

Click on  to edit or to view. This list contains all your current applications and review work.
The list of review work includes all submitted in the last days

There are no items to display.

CREATE A NEW APPLICATION

Click on the green plus (+) sign on the right hand side of the row to create a new application. You do not have to complete the application in one go - you can work on it, save it, exit, come back later and edit it from the list above.

Reference	Grant Window	Window Description	Type	Closing Date / Time	
Y19BURS	Year 2019 Individual Bursary	Year 2019 Individual Bursary - POST GRADUATE	Individual Bursary 2019	11/01/2019 23:59:59	
Y19BLBURS	Year 2019 Block Bursary	Year 2019 Block Bursary	Block Bursary 2019	11/01/2019 23:59:59	

3. Register your application


Block Bursary applications

Fill in the name of your institution and then click Register Application

COMPANY / INSTITUTION

Name of Company / Institution*

PREVIOUS PROJECTS

PLEASE NOTE: Your previous projects (applications) appear in the grid below. Select the project you want as previous project using the  icon. The project will be shown in the space provided and will be used as a reference in the creation of this current Project. If a previous project is not selected, a new project will be created by the system which will not have any link to previous projects you applied for before.

There are no previous projects

THE APPLICATION HAS BEEN REGISTERED.

Number: Y19BURS/1059

Registration notification Email successfully sent.

You will receive an email notification: with your project name and project number





Useful Hint:

- ❖ Keep your unique project number with you at all times as this will be your Reference number when dealing with the National Arts Council.

4. Complete the Online Application Form

After you successfully registered and created an application, you are now ready to start the online application process. You can save and exit the form and come back to it edit and add to until the deadline date and time. **Don't re- create a new application each time you log in to the funding site.** You will see the application you have created on the top third of your home page

The screen shot below shows the zoom icon where you can get back to your application and edit and add to it

MY APPLICATIONS AND WORK							
Click on  to edit or to view. This list contains all your current applications and review work.							
The list of review work includes all submitted in the last <input type="text" value="21"/> days REFRESH							
Number	Grant Window	Project Name	Prog Type	My Role	Application Status	Application Closing	
Y19BLBURS/1021	Year 2019 Block Bursary	School of music	NAC Block Bursary 2019	Lead Applicant	In Process	11/01/2019	
Y19BURS/1059	Year 2019 Individual Bursary	Karyn Dama - Individual Bursary	NAC Individual Bursary 2019	Lead Applicant	In Process	11/01/2019	

All fields marked with a red * are mandatory and have to be filled in.

Applicant Contact Details							
Title*	First Name *	Second Name	Surname *	Initials*	Gender *	Race *	Disabled? *
<input type="text"/>	<input type="text" value="Karyn"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No
Email Address *	Landline Area Code	Landline Number	Mobile Number *	Fax Number			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
Date of Birth (dd/mm/yyyy)*	Age	ID Number *					
<input type="text"/>	<input type="text"/>	<input type="text"/>					
Postal Address Details							
Address Line 1: *		<input type="text"/>					
Address Line 2		<input type="text"/>					
Address Line 3		<input type="text"/>					
Town/City*		<input type="text"/>					
Post Code		<input type="text"/>					
Street Address Details							

Useful Hints:

There are 3 SECTIONS to be completed on the application form and you can jump between the different sections by selecting the Section button you want to go to at the top of the page:

- ✓ 1. Block applicant details
- ✓ 2. Bursary information
- ✓ 3. Uploads

Url: NAC/appForm_Burs_Y19/projAppBlockDetails.aspx Access: FULL User: karyndama@gmail.com Timeout: 29 min and 51 sec

Section 1: Block Application Details	Section 2: Bursary Information	Section 3: Uploads
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COMPANY / INSTITUTION DETAILS

11861/01 | Y19BLBURS/1021 School of music

[Print read only application form](#)

TERMS AND CONDITIONS VALIDATE SUBMIT

SAVE

Make sure you save your work regularly. DO NOT move between one tab and another before you have saved. Each time you save the system will confirm what you have saved and show you what information is still missing on that page.

[Print read only application form](#)

TERMS AND CONDITIONS VALIDATE SUBMIT

SAVE

COMPANY / INSTITUTION DETAILS

11861/01 | Y19BLBURS/1021 School of music

Your changes have been successfully saved.

Before you can submit your application however the following fields will need to be completed:

- Title
- ID Number
- Cell Phone

Company / Institution Information

- Accreditation Number
- Faculty or Department

Address Details

- Postal address
- Postal address Post code
- Postal address Town/City
- Physical address

The other buttons on the top right of your page

[Print read only application form](#)

TERMS AND CONDITIONS VALIDATE SUBMIT

SAVE

- ✓ Terms and conditions: These need to be read and confirmed before you submit
- ✓ Validate: This checks the whole form for you and will tell you where data is still missing on your form
- ✓ Submit: This is the final button you select when your form is complete and when you are ready to submit
- ✓ Save: This saves all the work you have entered into each tab on the form. SAVE OFTEN. If you are jumping between tabs remember to SAVE FIRST

5. Institution Details

Make sure you fill all required fields. Remember to click the save button before moving to the next tab.

6. Bursary details

There are a number of table fields on the bursary details. Fill in the details for one course and then click the ADD button. You will then be able to fill in for second or thirds course details


199 words left

Other Sources of Funding

If you have applied for any financial assistance for the same purpose to any other source(s), please give full details. If either the approved or awaiting amount are R0 please insert a zero in the appropriate box. Do not leave it blank.

There are no other sources of funding to display.

Name of Company *	Contact name & telephone	Approved Amount *	Awaiting Approval Amount *	Date of confirmation

 **ADD**



There is a table for the race and gender breakdown of the students, each race and gender group must be filled separately.

In the example below you will see two groups loaded and space below to add other groups. Each time you click the add the system will calculate the total number of students. If you have made a mistake. Click the **red X** to the right of the incorrect line. This will remove the line and allow you to capture again.

To complete the Students Breakdown table below, fill in all the columns' information and click the ADD button. Once your students breakdown details have been added, you see the auto-calculated TOTALS line.

Students Breakdown

Gender	Race	Number of students
Female	COLOURED	1
Male	AFRICAN	5
TOTALS		6

Gender *	Race *	Number of students *

ADD

7. Uploads

The final tab lists the document you are required to upload. Please take note that each document cannot be more than 10MB. If a file is larger than that please get in touch with the NAC .

PLEASE NOTE: THE MAXIMUM FILE SIZE IS 10MB.

If an upload is mandatory and for some reason it does not apply to you, upload a scan of a signed and dated letter stating that it does not apply, providing a reason.

Documents to be uploaded

Certified copy of SA ID*	<input type="button" value="Choose file"/> No file chosen	<input type="button" value="UPLOAD"/>
Detailed Curriculum Vitae*	<input type="button" value="Choose file"/> No file chosen	<input type="button" value="UPLOAD"/>
Two letters of reference*	<input type="button" value="Choose file"/> No file chosen	<input type="button" value="UPLOAD"/>
Course content/outline*	<input type="button" value="Choose file"/> No file chosen	<input type="button" value="UPLOAD"/>
Academic Transcript*		

8. Submit your Application


You will be able to SUBMIT your application once:

- ✓ You completed all sections of the application form;
- ✓ Accepted the Terms and Conditions / Participation Rules
- ✓ Uploaded the necessary required documents

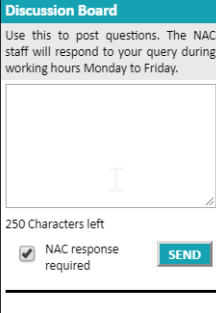
The system will not allow you to submit your application if any of the above as well as mandatory questions. Each time you run the validation button the system will prompt you as to which question or uploads are still needed before you can submit.

Once you have submitted your application you will receive an email from the system confirming your submission. If you do not receive such an email, please check the status of your application on line.

You can see the status of your application on your home page. If your application is NOT submitted it will say in progress. If it is submitted it will say submitted

MY APPLICATIONS AND WORK							
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The list of review work includes all submitted in the last <input type="text" value="21"/> days <input type="button" value="REFRESH"/>							
Number	Grant Window	Project Name	Prog	Type	My Role	Application Status	Application Closing
Y19BURS/1059	Year 2019 Individual Bursary	Karyn Dama - Individual Bursary	NAC	Individual Bursary 2019	Lead Applicant	In Process	11/01/2019

9. Queries



The screenshot shows a web form titled "Discussion Board" with a teal header. Below the header, a grey box contains the text: "Use this to post questions. The NAC staff will respond to your query during working hours Monday to Friday." Below this is a large white text area with a light blue cursor. At the bottom left of the text area, it says "250 Characters left". Below the text area, there is a checkbox labeled "NAC response required" which is checked, and a teal "SEND" button.

If you have questions for NAC during the application stage, please post them on the discussion board on the right of your application screen. Someone from NAC will respond to you question. **Please remember to save you work often.**