

Online Application Guidance for Post Graduate Bursaries

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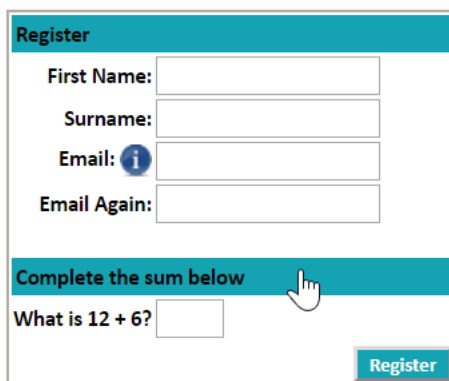
Online Application Guidance Form

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

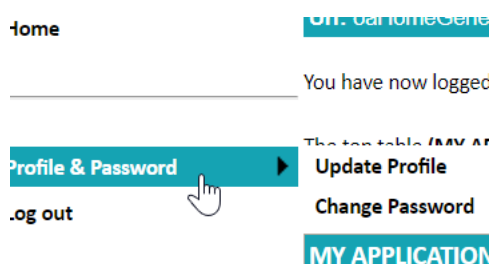


The screenshot shows a registration form with a teal header labeled 'Register'. Below the header are four input fields: 'First Name:', 'Surname:', 'Email:' (with an information icon), and 'Email Again:'. Below these fields is a teal bar with the text 'Complete the sum below' and a hand cursor pointing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

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 **REFRESH**
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

Individual postgraduate applicants

Your application title will default to be your first name and surname. Click Register Application

DETAILS
Bursary Type
Applicant

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

Register Application **Cancel**

THE APPLICATION HAS BEEN REGISTERED.

Number: Y19BURS/1059
Registration notification Email successfully sent.
CONTINUE

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 21 days **REFRESH**

Number	Grant Window	Project Name	Prog	Type	My Role	Application Status	Application Closing	App
Y19BURS/1059	Year 2019 Individual Bursary	- Individual Bursary	NAC	Individual Bursary 2019	Lead Applicant	In Process	11/01/2019	

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.

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Y19BLBURS	Year 2019 Block Bursary	Year 2019 Block Bursary	Block Bursary 2019	11/01/2019 23:59:59	

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?* Yes No

Email Address* Landline Area Code Landline Number Mobile Number* Fax Number

Date of Birth (dd/mm/yyyy)* Age ID Number*

Postal Address Details

Address Line 1:* Address Line 2 Address Line 3 Town/City* Post Code

Street Address Details

Useful Hints:

There are 4 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.Applicant details
- ✓ 2. Bursary information details

- ✓ 3. Finance
- ✓ 4. Uploads

Url: NAC/appForm_Burs_Y19/projAppDetails.aspx Access: FULL User: karyndama@gmail.com Timeout: 29 min and 55 sec

Section 1: Application Details	Section 2: Bursary Information	Section 3: Finance	Section 4: Uploads
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APPLICANT DETAILS

11821/01 | Y19BURS/1059 [REDACTED] Individual Bursary [Print read only application form](#)

TERMS AND CONDITIONS VALIDATE SUBMIT

SAVE

Applicant Contact Details

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

APPLICANT DETAILS

11821/01 | Y19BURS/1059 Karyn Dama - Individual Bursary

Your changes have been successfully saved.

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

- Gender
- Race
- Disabled?
- Date of Birth

Applicant Contact Details

- Title
- ID Number
- Mobile Number

Postal Address Details

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. Bursary details

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

6. Budget tab

Fill in the additional funders section if you have applied or secured additional funding for your studies. Once you have filled all the required fields click the ADD button. This will save the information and allow you to fill a second or third line if you have additional funding from more than one source.

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

7. Uploads

The final tab lists the document you are required to upload. Please take note that each document.

Documents to be uploaded

Certified copy of SA ID*
 No file chosen

Detailed Curriculum Vitae*
 No file chosen

Two letters of reference*
 No file chosen

Course content/outline*
 No file chosen

Academic Transcript*

If you have no proof of income, please provide an affidavit to that effect. If your parents or guardians have no income, please provide an affidavit to that effect.

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							
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 <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

Discussion Board

Use this to post questions. The NAC staff will respond to your query during working hours Monday to Friday.

250 Characters left

☒ NAC response required

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.**