



Online Application Guidance Form for Arts Organisations Three Year Funding

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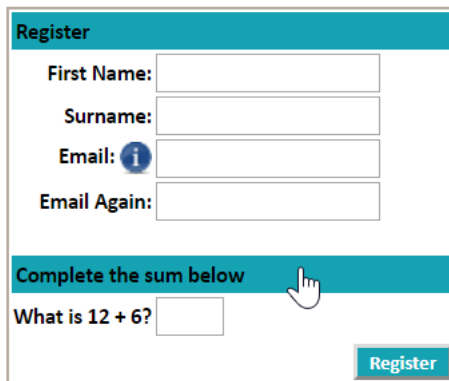
Online Application Guidance Form

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:

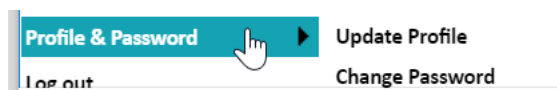
- ✓ Applicant's name
- ✓ Surname
- ✓ Email address
- ✓ Complete required sum



After successful User Registration, you will see your user name and password on the screen. Please take note of the password. You will also 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

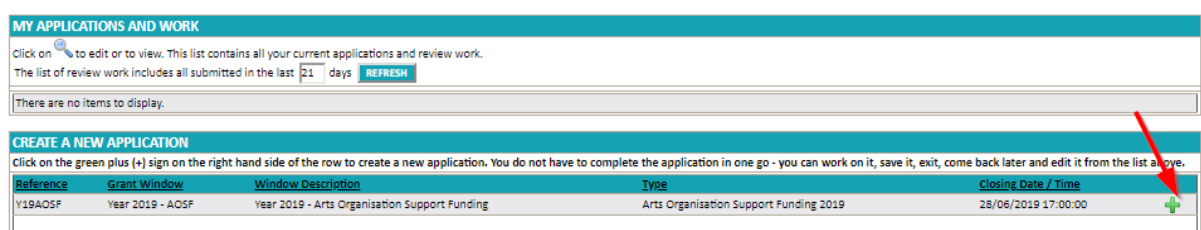


2. Start an Application


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

- ❖ 2019 Arts organisations Support Funding

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.

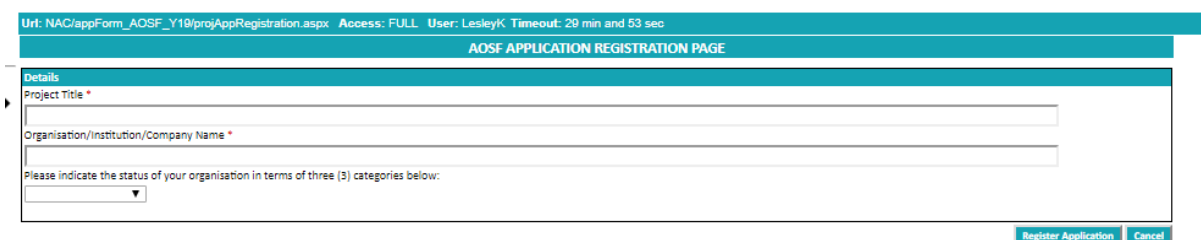
Reference	Grant Window	Window Description	Type	Closing Date / Time	
Y19AOSF	Year 2019 - AOSF	Year 2019 - Arts Organisation Support Funding	Arts Organisation Support Funding 2019	28/06/2019 17:00:00	

3. Register your application

To start creating your application, the following is required:

- ✓ Project Title
- ✓ Organisation/Initiation/Company name
- ✓ Organisational Status (drop down select one Foundation/Intermediary/ Established.)

Click register application. All fields marked with a red * are mandatory you will not be able to proceed if they have not been filled.



Url: NAC/appForm_AOSF_Y19/projAppRegistration.aspx Access: FULL User: LeskeyK Timeout: 29 min and 53 sec

AOSF APPLICATION REGISTRATION PAGE

Details

Project Title *

Organisation/Institution/Company Name *

Please indicate the status of your organisation in terms of three (3) categories below:

After successful application registration, 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. In the example below an applicant has created two applications hence the two rows.

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
	Year 2019 - Individual Projects		NAC	Individual Project	Lead Applicant	In Process	12/04/2019

Useful Hints:

There are 4 SECTIONS to be completed on form. You can jump between the different sections by selecting the Section button you want to go to at the top of the page:

- ✓ Applicant details
- ✓ Organisation details
- ✓ Organisation profile
- ✓ Uploads

Url: NAC/appForm_AOSF_Y19/proAppiDetails.aspx Access: FULL User: LesleyK Timeout: 28 min and 54 sec

Section 1: Application Details	Section 2: Organisation Details	Section 3: Organisation Profile	Section 4: Uploads
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APPLICATION DETAILS

19909/01 | Y19AOSF/1045 Test for manual [Print read only application form](#)

Project Title*

On the top right of each page you will see the following buttons.

[Print read only application form](#)

- ✓ Terms and conditions: These need to be read, ticked and accepted 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. Applicant Details Tab

Fill in the tick boxes or drops boxes as relevant to your organisation. Remember that all fields marked with a red * are mandatory. Each time you save you will get a message in yellow at the top of the page indicated that you have successfully saved AND indicating what data is still missing on your page indicated in orange.

TERMS AND CONDITIONS VALIDATE SUBMIT

Your changes have been successfully saved.

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

B: Type of Organisation
 C: Preferred method of Communication
 D: How did you hear about the call for Applications?

SAVE

Project Title*
 Test for manual

A: Art Forms
 Which of the following art forms /programmes is relevant to your field?*

Craft Dance Literature Multi-Discipline Music
 Theatre/ Drama Visual Arts

Programmes*
 The artistic programmes applied for must fulfil two (2) or more of the following arts outcomes; economic value, creative value, social value, therapeutic value and educational value.

Capacity building Social Cohesion Strategic initiatives Innovation, Design & Creation Art forms / Exhibitions, Showcases and Festivals
 Other

B: Type of Organisation*
 [Dropdown menu]

C: Preferred method of Communication*
 Email SMS

6. Organisation Details Tab

Fill in the relevant information about yourself as the lead applicant in your organisation, the address and total requested funding amount.

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TERMS AND CONDITIONS VALIDATE SUBMIT

SAVE

Representative Details

Title* First Name* Surname* ID Number* Email Address
 [Dropdown] Lesley Kahn [Text] [Text] Lesleyk@praxis.com

Tel [Text] Cell Phone* [Text] Fax Number [Text]

Company / Institution Information

Organisation/Institution/Company Name:* [Text] How long has the organisation been in existence?:* [Text]
 Organisation/Company registration number:* [Text] Tax number (if applicable): [Text]
 Please indicate the status of your organisation:* [Dropdown: Intermediary phase] Web Address [Text]

Institution Details

Physical address:* [Text] Postal address:* [Text]
 [Text] [Text]
 [Text] [Text]
 Post code:* [Text] Post code:* [Text]
 Town/City:* [Text] Town/City:* [Text]
 Province:* [Dropdown] [Text]
 Municipal district:* [Dropdown] [Text]
 Locality:* [Dropdown] [Text]

Funding Requested

Total funding requested from NAC (for a period of 3 years):* R [Text] 0

7. Organisation Profile Tab

This third tab requires you to fill in information about your staff, your funding, sponsorship and other sources of funding. Remember to save before proceeding to the next tab.

SAVE

Profile

How many staff members does your organisation employ? *

EMPLOYMENT STATUS	MANAGEMENT	ADMINISTRATOR	TECHNICAL	CREATIVE
FULL TIME	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
PART TIME	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
CONTRACT	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
TOTAL				

What is your annual operating budget? * R

Which of the following will the funding impact on? * Women Youth People living with disabilities Urban communities Rural communities

Who are the main beneficiaries of your organisation? etc *

words left

On the finance sections the amounts will auto calculate each time you save the page.

List all sources of income:

1. Funders		Amount (R)
1	<input type="text"/>	<input type="text" value="0"/>
2	<input type="text"/>	<input type="text" value="0"/>
3	<input type="text"/>	<input type="text" value="0"/>
4	<input type="text"/>	<input type="text" value="0"/>
5	<input type="text"/>	<input type="text" value="0"/>
Total (Auto calculated on save)		0

2. Sponsorships		Amount (R)
1	<input type="text"/>	<input type="text" value="0"/>
2	<input type="text"/>	<input type="text" value="0"/>
3	<input type="text"/>	<input type="text" value="0"/>
4	<input type="text"/>	<input type="text" value="0"/>
5	<input type="text"/>	<input type="text" value="0"/>
Total (Auto calculated on save)		0

8. Uploads Tab

The fourth and final tab is for document uploads. Please ensure that you have uploaded documents against each mandatory * category. Each document can be no greater than 10 MB.

Click the choose file button.

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

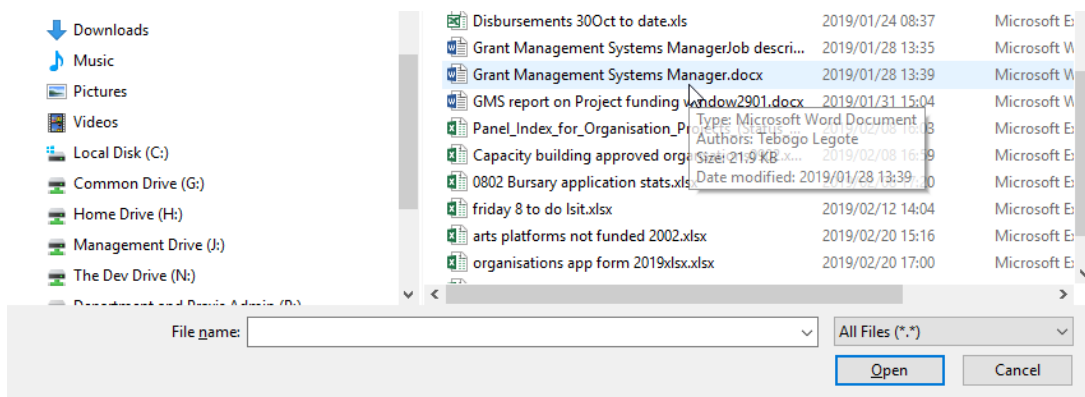
Annual audited financial statements or financial report prepared by a registered accountant (see relevant criteria per category of company) *
 No file chosen

Certified company or organisation certificate of registration *
 No file chosen

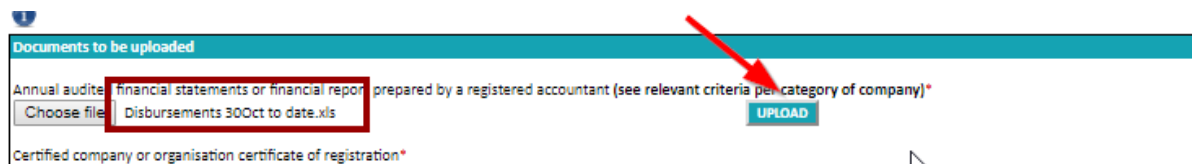
Certified copies of the identity documents of the individual empowered to sign the contract and other members of management in the organisation (not older than three months) *
 No file chosen

Equity profile of the organisation including management, staff and board *
 No file chosen

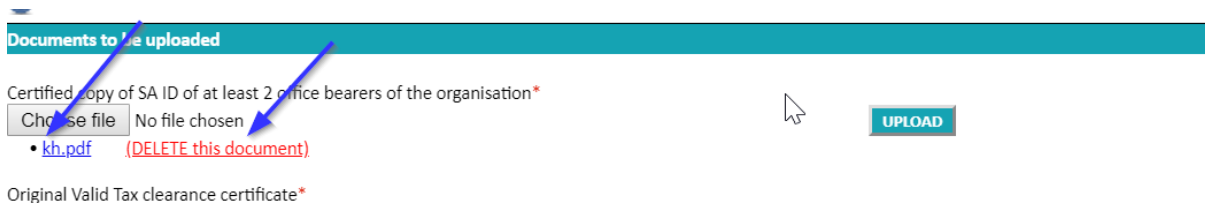
This will open your file explorer on your PC or laptop



Double click on the appropriate document or click once and press open. This will show the document on your upload tab. Once you see it there click the upload button



When you have uploaded a document it will look like this on your screen. The document shows as a blue hyperlink. The (delete this document) instruction is only to be used if you uploaded a document in error. You can then delete and reupload the correct document.



9. 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.

Validation

Your application form is incomplete. Please see below for details

Project Details

Project Information

- Project start date
- Project end date
- Duration
- Which of the following project impacts on?
- Specify
- Province/Provinces where the project will be implemented?

Comments

- Text for Briefly describe your project: (What do you want to do in this project? How do you want to do this?)
- Text for How will you do this?
- Text for What are the objectives of the project?(Why do you want to do this)
- Text for What other assistance would you require from the NAC other than funding? (Please list) e.g Report Writing
- Text for a) You as an artist
- Text for b) Your Organisation
- Text for c) The beneficiaries of the project(list them)
- Text for d) The community in which the project will take place
- Text for Briefly describe your project: (What do you want to do in this project? How do you want to do this?)
- Text for How will you do this?
- Text for What are the objectives of the project?(Why do you want to do this)
- Text for What other assistance would you require from the NAC other than funding? (Please list) e.g Report Writing
- Text for a) You as an artist
- Text for b) Your Organisation
- Text for c) The beneficiaries of the project(list them)
- Text for d) The community in which the project will take place

Direct Beneficiary

- Please complete the direct beneficiary section by clicking to the 'ADD' button

Indirect Beneficiary

- Please complete the indirect beneficiary section by clicking to the 'ADD' button

Project Activity

Project Action Plan

[CLOSE](#)

The screen shot on the left is what you will see when you click the **validate button** you can see all the fields that are missing on a form. When you have filled in everything and added the uploads. This screen will be blank and will say “you can submit” your form

Terms and conditions

You must tick **and click** the accept button on the Terms and condition.

I confirm that :

All the information provided in the application is true and accurate to the best of my knowledge. I understand that any misrepresentation of such information is a serious offence that will lead to disqualification of this application and may result in prosecution.

I accept the above terms and conditions [ACCEPT](#)

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** **If it has been submitted it will say submitted if it has not been submitted it will say in process.**

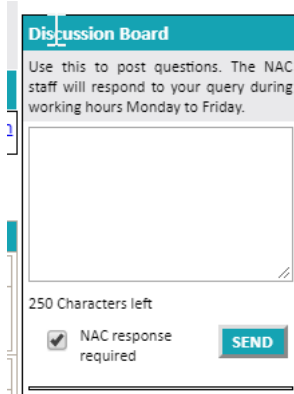
The list of review work includes all submitted in the last 21 days [REFRESH](#)

Number	Grant Window	Project Name	Prog	Type	My Role	Application Status	Application Closing	App
	Year 2019 - Individual Projects		NAC	Individual Project	Lead Applicant	Submitted	12/04/2019	
	Year 2019 Individual Bursary	J .	NAC	Individual Bursary 2019	Lead Applicant	Under review	25/01/2019	
	Year 2017 Individual Bursary		NAC	Individual Bursary	Lead Applicant	Under review	06/10/2017	

Number	Grant Window	Project Name	Prog	Type	My Role	Application Status	Application Closing	App
Y19ORGP/PROJ/	Year 2019 - Organisation Projects		NAC	Organisation Project	Lead Applicant	In Process	12/04/2019	

10. Queries

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.**



The image shows a screenshot of a 'Discussion Board' form. At the top, there is a teal header with the text 'Discussion Board'. Below the header, a grey box contains the instruction: 'Use this to post questions. The NAC staff will respond to your query during working hours Monday to Friday.' Underneath this is a large, empty text input area with a small cursor icon at the bottom right. Below the text area, it says '250 Characters left'. At the bottom left, there is a checkbox labeled 'NAC response required' which is checked. To the right of the checkbox is a teal button with the text 'SEND' in white capital letters.