



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 can be accessed by your organization for historical data.

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

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

Important Information Before You Begin

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.

IMPORTANT!

Refer to the list of compatible browsers on page 2 of the Technical Guide

TIP!

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

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 Logon to Apply Online link.

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 organization 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 email bcartscouncil@gov.bc.ca and your Private User ID and a temporary password will be provided to you.

The **Generic User ID and password** are changed on a monthly basis and provided to individuals who want to register and submit their application electronically. Please phone the BC Arts Council at (250)356-1718 or email bcartscouncil@gov.bc.ca for the generic user ID and password.

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 Officer 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.
- Basic information about your organization will populate into the form.

TIP!

Do not use your browser back button. Use the scroll bar to navigate within the form.

Filling out your Electronic Application Form

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

TIP!

Attach a file to your application by returning to your home page and clicking the Attach button next to the Application ID

TIP!

SAVE your work frequently!

To save your work, simply click on the Save and Continue button at the end of the page or scroll to the bottom of the first page and click on the Save and Close button.

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 be completed and encourages the use of the Attachment option for the documentation listed on Page 1 of the application form and responses to questions.

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 select Community Arts Council in the drop down box for Operating Programs. The following forms will be accessible:

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

Complete and save the forms and include them as attachments to the Basic Assistance application.

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.

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

TRICK!

To save time, you can use the TAB button to jump from text box to text box in the application form.

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!

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

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.

- 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
- Once received by the Council your application will be reviewed by a program officer 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 email 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.

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