

PUBLIC ART COMMISSION ONLINE APPLICATION HOW-TO GUIDE

This guide provides step-by-step instructions to complete and submit your online Public Art Commission application to the City of Vancouver. The Artist Call Guidelines provide information about the program objectives, eligibility and assessment criteria, and review process for Public Art Commissions.

ONLINE APPLICATION PROCESS

PREPARING YOUR SUBMISSION

Artists should read through the Artist Call Guidelines as well as the entire Application Form prior to submitting. Ensure that you have understood the application questions and criteria and that you have all the necessary documents at hand to submit a complete application.

It is the responsibility of the artist to answer every question and submit a completed application plus attachments on or before the deadline. Missing or unclear information can put an application at a competitive disadvantage or may be deemed ineligible.

For questions that require a narrative response, we recommend that you compose answers in your preferred word-processing document first and then copy and paste into the Application Form. Please note the online Application Form does not have built-in spellcheck.

LOGIN

To apply, visit: <https://vanculture.fluidreview.com/> and click the ‘Sign Up’ button.

MAIN PAGE

This page lists all the tasks involved in completing the submission. Required tasks must be completed in order to submit your application. They are indicated as ‘(Required)’.

SAVING YOUR WORK

You are strongly advised to save often. Save after answering each question and before returning to the main page or closing your browser.

1. In the Application Form, scroll to the bottom of any page.
2. Click ‘Save and Continue Editing.’ Clicking ‘Next’ and ‘Back’ will also save the current page before leaving it.

NAVIGATING

The sections of the Application Form are listed across the top of every page.

1. To go to a specific page, just click the link. Clicking these links **will not** save any changes you have made.
2. A warning will appear:
“Are you sure you want to navigate away from this page? Any existing responses on this page will be lost.”
 - a. Click ‘OK’ if you have already saved.
 - b. If you haven’t saved, click ‘Cancel’ to stay on the page, then scroll to the bottom of the page and click ‘Save & Continue Editing.’

Return to the Main Page.

1. Click the ‘Back’ button (at the top of every page). Be sure to use the ‘Save & Continue Editing’ button at the bottom of the page to save any changes prior to using this button; unsaved changes will be lost.

Move forward or back through the Application Form.

1. Scroll to the bottom of the page.
2. Click the ‘Next’ or ‘Back’ buttons. These buttons will also save the current page before leaving it.

COMPLETING FORMS

1. Click the ‘Save and Exit’ button to complete a form.

If you do not Save and Exit, the form will remain ‘Incomplete’. Once completed, you can still edit the form prior to submitting.

ATTACHMENTS

Required and optional attachments are listed on the Main Page along with a description for each.

1. Click the link on the attachment you want to upload.
2. Complete the ‘Title’ field with the title of your document.
3. Click the ‘Browse’ button and select the file you want to attach. Please use PDFs wherever possible. Other file types are listed on the page.

ADD MEMBER

The Owner of the submission can add users who can view or edit the submission.

1. From the Main Page, click the 'Add Member' button on the right side of the page.
2. Enter 'First Name', 'Last Name' and 'Email Address'.
3. Choose 'Access Level'
 - a. Standard Member - has Full Control - the same right to view, edit and submit the submission
 - b. Read-Only Member - has the right to view the submission, but cannot edit or submit.
4. Click the 'Submit' button
5. An email is sent to the address inviting the new member to create an account and a password.

EDIT MEMBER / REMOVE MEMBER / CHANGE MEMBER ACCESS

The Owner of the submission can edit or remove users.

1. From the Main Page, click the 'Edit Member' button on the right side of the page.
2. Click the checkbox beside the member(s) you wish to edit:
 - a. To remove, click the 'Remove Selected Members' button. You will receive a warning message, to remove the member click 'Okay'.
 - b. To change access, select the access level from the menu in the same row. Click the 'Save Changes' button.

SUBMIT

Once all the required tasks on the Main Page are completed, you can submit your Application Form and Attachments. Once you complete this task, you will not be able to edit your submission. You can still download, view and print the submission.

1. On the Main Page, scroll to the bottom.
2. Click the 'Submit Completed Form' button.
3. You will be warned: "Please be advised that you may no longer be able to make further changes to this application."
4. Click the 'Continue' button.
5. Your application has been submitted.

UNSUBMIT

If you make a mistake, contact publicart@vancouver.ca and request to have your submission 'unsubmitted'. Note that we cannot 'unsubmit' your application after the deadline.

DOWNLOAD THE SUBMISSION FOR YOUR RECORDS

1. Click the 'Download Submission' button at the top right corner of the Main Page.
2. A new window will open in your browser and the message: "Your download is prepared. Click here to access it" will appear.
3. Click the 'Click here' link.
4. The submission will be saved to your Downloads folder as a zipped folder. The folder contains PDFs of the application forms as well as copies of all uploaded attachments.

MORE INFORMATION

Tel: 604.873.7947
Hours: Monday - Friday 8:30am - 4:30pm
Email: publicart@vancouver.ca
Website: vancouver.ca/publicart