

CULTURAL GRANTS PROGRAM ONLINE APPLICATION HOW-TO GUIDE

This guide provides step-by-step instructions to complete and submit your online Cultural Grant to the City of Vancouver. There is a companion document that provides information about the program objectives, eligibility and assessment criteria, and review process for Cultural Grants.

CULTURAL GRANTS ONLINE APPLICATION PROCESS

PREPARING YOUR SUBMISSION

Applicants should read through the Information Guide 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 grant applicant 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 cause it to 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.

Please note: the system is optimized for the Google Chrome browser.

LOGIN - FIRST TIME USER

Cultural Services will send an email to the organization's staff member inviting them to create a submission. (This person is considered the "Owner" of the submission.)

1. Follow the link in the email to establish an online account and create a password.
2. Once the login is complete, follow the prompt to create a new submission.
3. Click the 'Get Started' button.

LOGIN - RETURNING USER

Cultural Services will send an email to the submission owner with a link to the login page.

1. Follow the link in the email to login (<https://vanculture.fluidreview.com>).
2. Once the login is complete, follow the prompt to 'Start with information from a previous Submission.'
3. Use the drop down menu to select the most recent submission.
4. Click the 'Get Started' button.

MAIN PAGE

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

SAVING YOUR WORK

You are strongly advised to save often. When you are completing a form, save after answering each question and before returning to the main page or closing your browser.

1. In any given 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 any given 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 a 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 the form.

If you do not click 'Save and Exit', the step 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. 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.
3. The document is displayed in the system's built-in PDF viewer. Review the document to ensure it was correctly uploaded.
4. Click the 'Back' button to return to the Main page. Excel documents are displayed as tables. To view Excel documents with the correct formatting, click the 'SWITCH: To PDF view' button.

RETURNING USERS: Additional attachments from the previous year will appear at the bottom of the main page. Be sure to delete or update these documents prior to submitting your application.

ADDITIONAL ATTACHMENTS

If you wish to include other documents, audio files or video files to support your application, you can do so using the Add Document / Add Video File / Add Audio File buttons on the right hand side of the Main Page.

1. Click 'Add Document' button.
2. Click the 'Choose File' button and select the file you want to attach. Please use PDFs wherever possible. Other file types are listed on the page.
3. The document is displayed in the system's built-in PDF viewer. Review the document to ensure it was correctly uploaded.
4. Click the 'Back' button to return to the Main page. Excel documents are displayed as tables. To view Excel documents with the correct formatting, click the 'SWITCH: To PDF view' button.

SUCCESSFUL UPLOADS: All additional attachments will be found at the bottom of the Main Page, under the heading 'Attachments'.

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 culture@vancouver.ca and request to have you 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.