Introduction to VanApply – How to Setup a Profile

Welcome to VanApply, the City's Arts, Culture and Community Services online system for grants, awards, and artist commissions.

Go to vanapply.vancouver.ca and click to register

Register

1. Getting started

To access the online grant system, you must first create a profile.

Cultural Grant Applicants

If you have previously submitted applications for Cultural Grant programs in Cultural Services online pilot system, VanCulture vanculture.smapply.ca:

- Click 'Login' instead of 'Register'
    - Login ID: remains the same
    - Password: remains the same
- Note: If you cannot remember your password, click the 'Forgot your password?' link on the Log In page and follow the instructions to create a new password.
- The new system does not contain any of your past application information.

In VanApply, you will need to create an **Organization Profile** in order to apply for a grant.
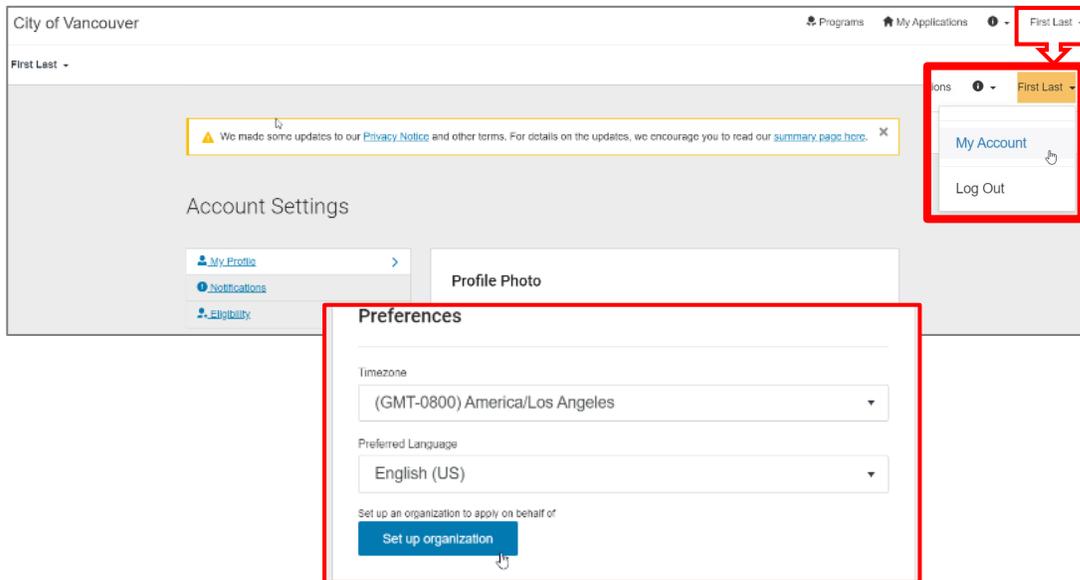
Definitions of profiles:

> **Organization** – only registered non-profit organizations can apply for grants; examples include (but not limited to) Non-Profit Society, Community Service Co-op, Charitable Organization, local First Nations Band Council etc.

> **Individual** – individual artists can apply for a public art commission, arts awards or a nomination for an assessment committee; examples include artists, musicians, writers, designers etc.

2. To add an organization

To add an organization to your profile, go to the Account Settings and Setup Organization.

Name > My Account > My Profile > Set up Organization
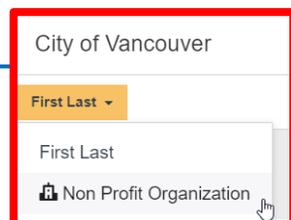

Complete the Organization Registration form.

Once complete, proceed to complete an Eligibility Profile for your organization through **Manage Organization** (step 2).

TIP FOR ORGANIZATIONS:

Once you've completed your Organization Profile, the top left (below "*City of Vancouver*") shows which user view you are on.
The system defaults to your individual login so, if you are applying on behalf of an Organization, please select the Organization Profile from the drop down before proceeding to start an application.
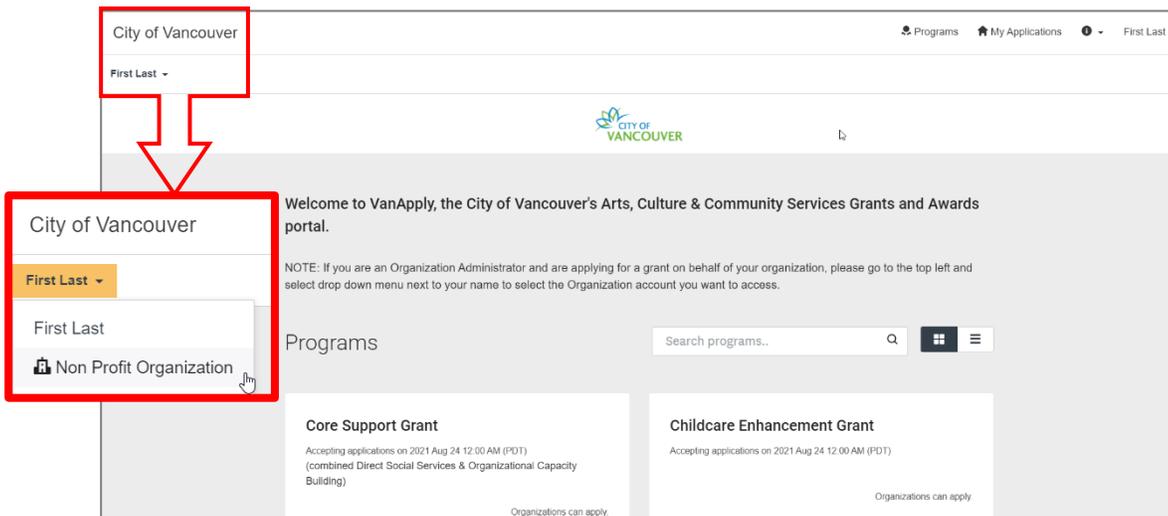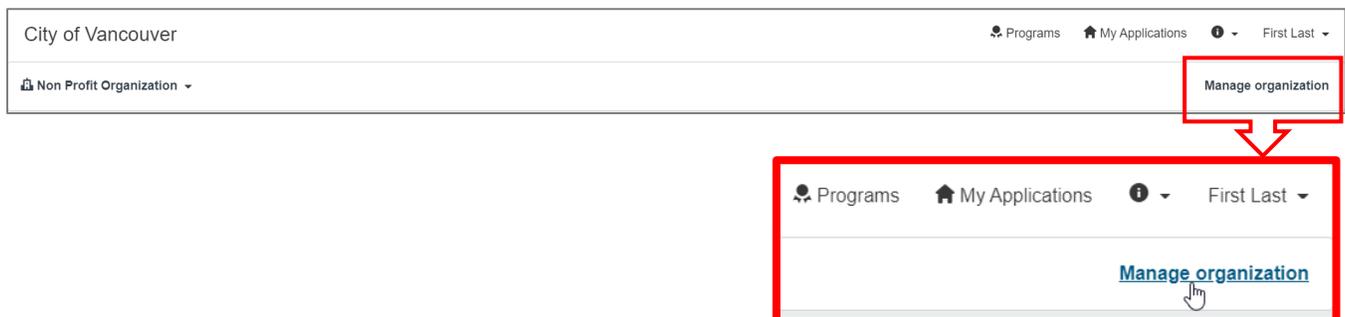
3. Eligibility Profile

Completing the **Eligibility Profile** applies for both **Individual** and **Organization Profiles**.

To access the **Eligibility for your Organization**, click on the Organization view on the left side drop down:

This will enable access to **Manage organization**.

TIP FOR ORGANIZATIONS:

The system defaults to your individual login. If completing Eligibility for an Organization, make sure the Organization Profile view is selected from the drop down on the top left.

Click on **Manage organization** and you will be able to access the following:

- Profile – Update your organization information and general contact info
- Members – Add multiple team members from across your organization
- Teams – Create teams within your organization to coordinate applications
- Eligibility – Update your organization's eligibility and preferences

| Manage Organization | Profile | Members | Teams | Eligibility |

! **IMPORTANT: Please do not skip this step.**

It is recommended to complete the entire **Eligibility Form**. Selecting "*I'll do this later*" may result in lost information and may impact information needed to complete grant applications.

Once you've completed your **Eligibility Profile**, you are now ready to preview the open programs available to you or your organization.

Need help?

If you have any questions about VanApply, Arts, Culture and Community programs or if you need support, we are here to help:

- Monday to Friday, 9am to 5pm
- Email: vanapply@vancouver.ca

The information collected on this form will help determine the programs available to you based on the information you have entered.