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 <u>vanculture.smapply.ca:</u>

- Click 'Login' instead of 'Register'
 - \circ Login ID: remains the same
 - \circ $\,$ 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

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	Account Settings			Log Out
	My.Profile Notifications	> Profile Photo		_
	24 Eligibility	Preferences		
		Timezone		
		(GMT-0800) America/Los Angeles	•	
		Preferred Language		
		English (US)	•	
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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 " <i>City of Vancouver</i> ") 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						
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To apply for programs on behalf of an organi	zation, we need the following information about your organization.
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Organization name	
Address (optional)	
City (optional)	Country (optional)
	Select a country -
Organization phone number (optional)	Organization email (optional)
Website (optional)	
1. Organization Legal Name	
2. Main Contact First Name	
3. Main Contact Last Name	
4. Main Contact Position	
5. Main Contact Email	
	CONTINUE
	I'll do this later



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:

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City of Vancouver	Welcome to VanApply, the City of Vancouver's Arts, portal.	Culture & Community Ser	vices Grants a	nd Award	ls		
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First Last	Programs	Search programs	Q		=		
🗴 Non Profit Organization				_			
	Core Support Grant	Childcare Enhancem	ent Grant				
	Accepting applications on 2021 Aug 24 12:00 AM (PDT) (combined Direct Social Services & Organizational Capacity	Accepting applications on 2021 Aug	24 12:00 AM (PDT)				
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This will enable access to Manage organization.

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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	<u>Profile</u>	<u>Members</u>	<u>Teams</u>	<u>Eligibility</u>

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: <u>vanapply@vancouver.ca</u>

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