

## 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](http://vanapply.vancouver.ca) and click to register



### 1. Getting started

To access the online grant system, you must first create a profile. You can create a profile as an **Individual** or as an **Organization**. You must select one of the options.

- Register as an individual
- Register as an organization

**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.

**TIP FOR ORGANIZATIONS:**  
The system default is set to Individual. Please be sure to select **Organization** before proceeding.

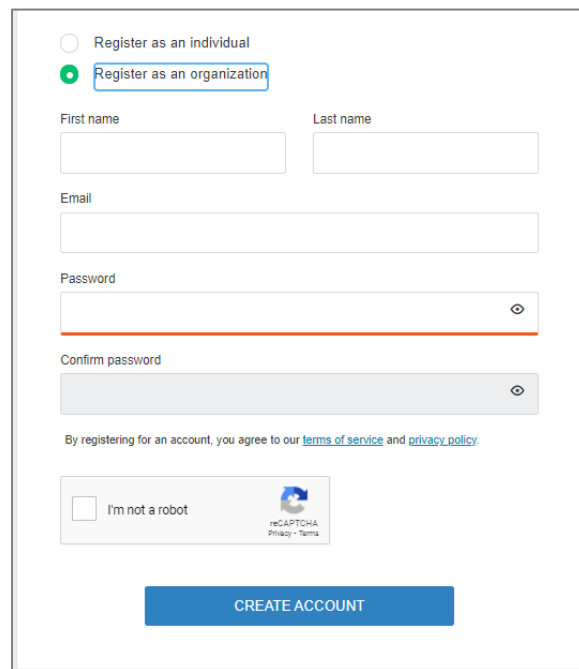
**Organization** – only registered non-profit organizations can apply for grants; examples include (but not limited to) Non-Profit Society, Community Service Co-op, Charitable Organization, local First Nations Band Council etc.

### 2. Create Your Profile

To create your Profile, you must enter your basic contact information.

This is your **First and Last Name** and **Email Address\***

*\*NOTE: this email address will be tied to all your applications.*



The screenshot shows a registration form with the following fields and elements:

- Radio buttons for "Register as an individual" (unselected) and "Register as an organization" (selected).
- Input fields for "First name" and "Last name".
- An "Email" input field.
- A "Password" input field with a red error bar below it and an eye icon to toggle visibility.
- A "Confirm password" input field with an eye icon to toggle visibility.
- A line of text: "By registering for an account, you agree to our [terms of service](#) and [privacy policy](#)."
- A checkbox for "I'm not a robot" next to a reCAPTCHA logo and "reCAPTCHA Privacy - Terms" link.
- A blue "CREATE ACCOUNT" button at the bottom.

## FOR ORGANIZATIONS

Once an account is created, you will be prompted to provide further information regarding the organization.

### ! IMPORTANT

Please do not skip this step.  
This is for the Organization Registration.

To apply for programs on behalf of an organization, we need the following information about your organization.

Organization name

Address (optional)

City (optional)  Country (optional)

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](#)

All new users must verify their email address.

 Your email address has not been verified!

You will not be able to submit applications or complete certain tasks until you have verified your email address


[Send verification link](#)

Once your email is verified, you will receive this confirmation to continue.

### 3. Eligibility Profile

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


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



Welcome!

You have successfully registered for a SurveyMonkey Apply account for City of Vancouver

[Continue to site](#)

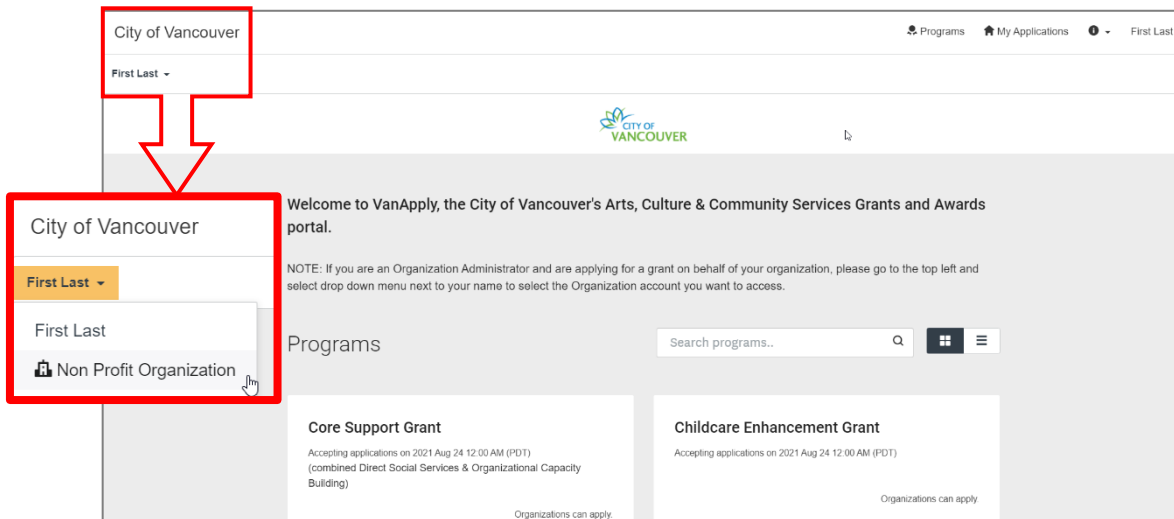


To continue, please update your eligibility profile

[Complete eligibility profile](#)

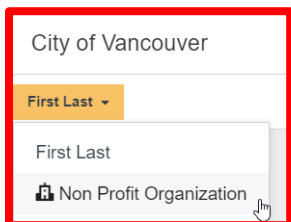
### TIP FOR ORGANIZATIONS:

The system may default 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.



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.



### 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 may default 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.

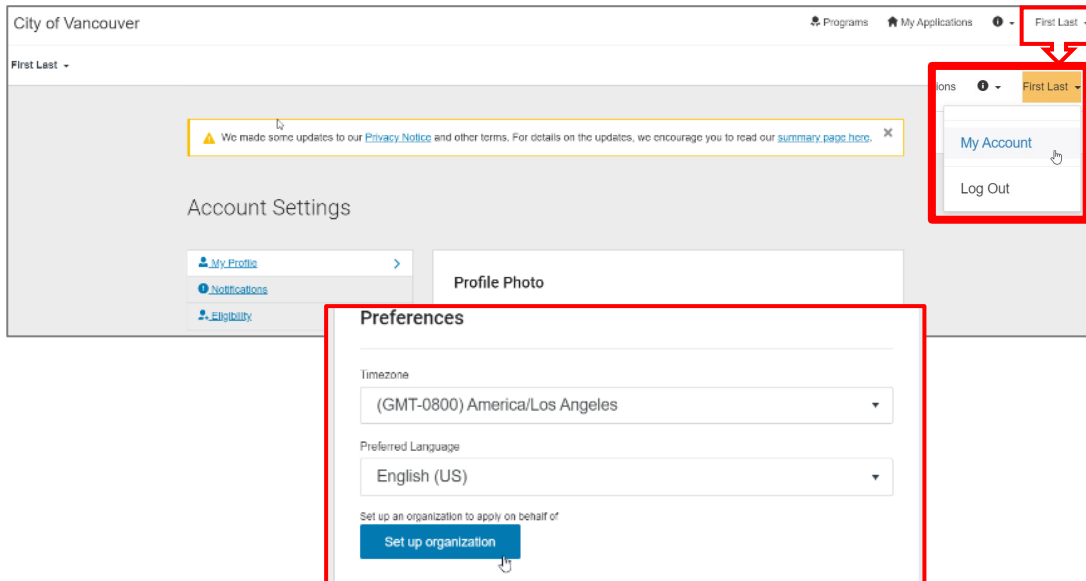
## Don't see an Organization Name?

If you do not see an **Organization** listed under your name, you most likely did not select **Organization** when you registered at the very beginning and may have signed up as an individual.

To add an organization at this stage, you need to go to your

**Name > Account > My Profile > Set up Organization**

Once complete, you can fill out the Eligibility Profile for the organization.



## Need help?

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

- Monday to Friday, 9am to 5pm
- Email: [vanapply@vancouver.ca](mailto:vanapply@vancouver.ca)