

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

Prior to registering, confirm with your organization if an account exists. If yes, and you want or need to have your own account create an Individual account and then have your organization's Primary Administrator follow "[Managing Organization Profiles – Adding Team Members](#)" to add you to the organization account. Individual profiles are used so that you can preview programs, contribute to and/or submits applications to a grant program on behalf of the organization.

NOTE: All newly registered accounts require vetting to ensure there is no previous account for the organization. Our team will review your registration within approximately one business day to ensure your organization does not already have an account. Once reviewed, your status will change to 'Active' and you will be able to see and apply for grants.

New Applicants

If you are new applicants, you will need to complete the following sections to create your account and apply for grants:

1. Getting Started
2. Create Your Profile
3. Eligibility Profile

Previous VanCulture Applicants

If you are a previous VanCulture applicant, use the previous Login ID and Password on VanApply:

- 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 complete:

1. Organization Profile (see section 4. Don't see an Organization Name? in addition, section 2. Create Profile – For Organizations) in order to apply for a grant.
2. Eligibility Profile (see section 3. Eligibility Profile).

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

TIP FOR ORGANIZATIONS:

The system defaults to Individual. Please be sure to select **Organization** before proceeding.

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.

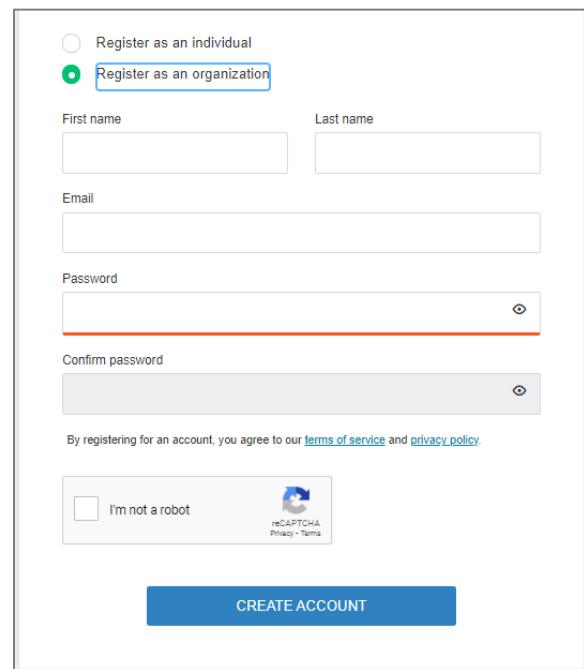
Organization – only registered non-profit organizations can apply for grants; examples include (but not limited to) Non-Profit Society, Community Service Co-op, Charitable Organization, local First Nations Band Council etc.

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.*



☐ Register as an individual

☒ Register as an organization

First name


Last name

Email

Password

Confirm password

By registering for an account, you agree to our [terms of service](#) and [privacy policy](#).

☐ I'm not a robot 

[Privacy](#) [Terms](#)

CREATE ACCOUNT

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.



Welcome!

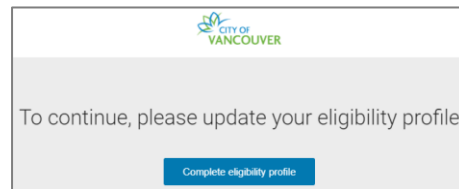
You have successfully registered for a SurveyMonkey Apply account for
City of Vancouver

[Continue to site](#)

3. Eligibility Profile

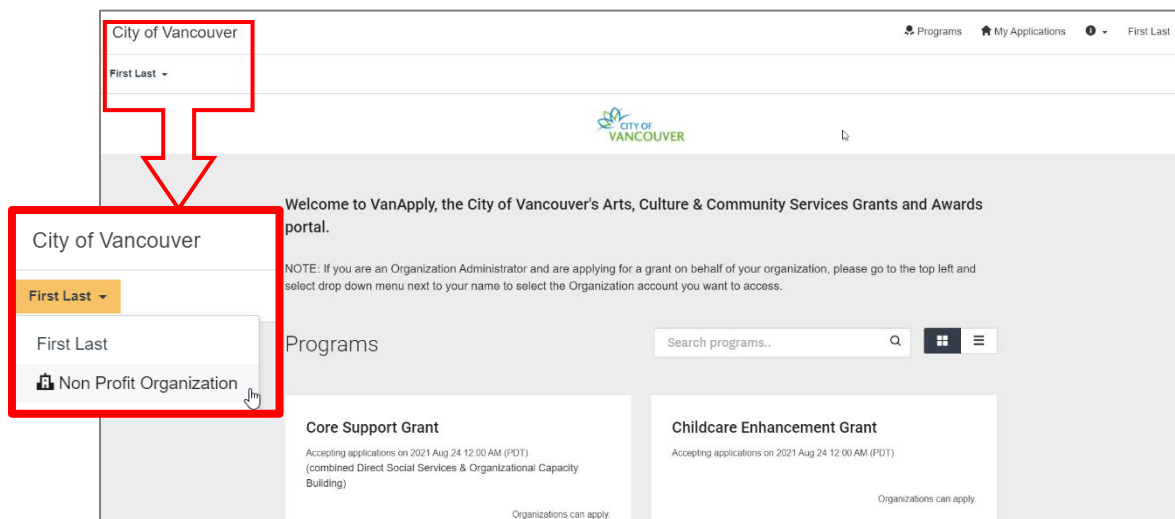
Completing the **Eligibility Profile** applies for both **Individual** and **Organization Profiles**.

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



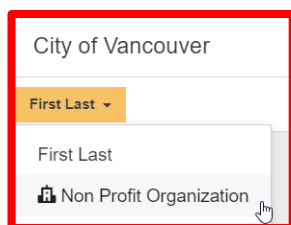
TIP FOR ORGANIZATIONS:

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:

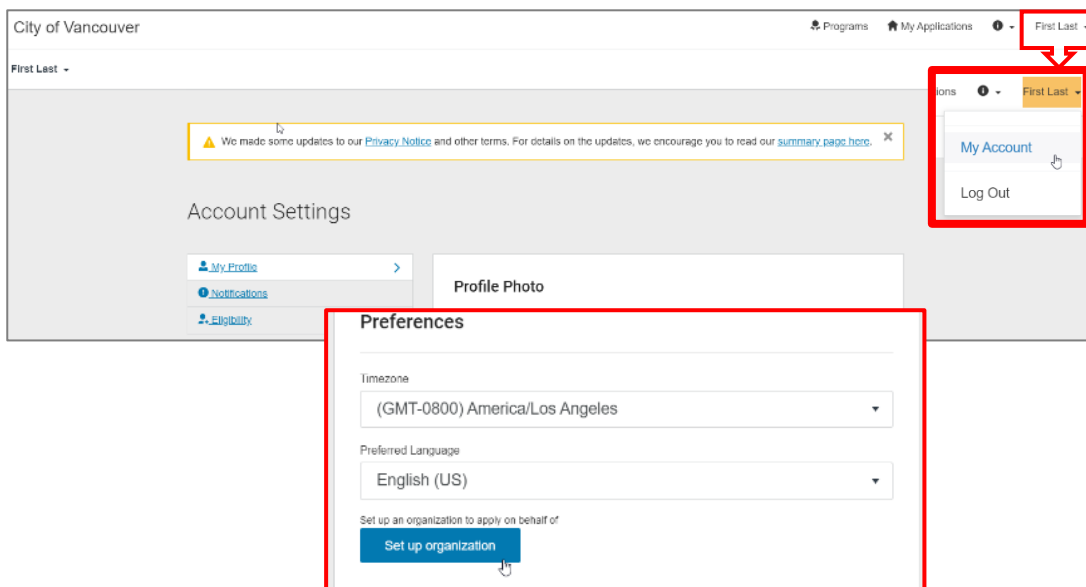
Once you’ve completed your Organization Profile, the top left (below “*City of Vancouver*”) shows which user view you are on. The system may default to your individual login so, if you are applying on behalf of an Organization, please select the Organization Profile from the drop down before proceeding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

4. 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. If you were a previous VanCulture user, who is using VanApply for the first time, this was not a requirement of your account; however, it is now as part of VanApply.

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