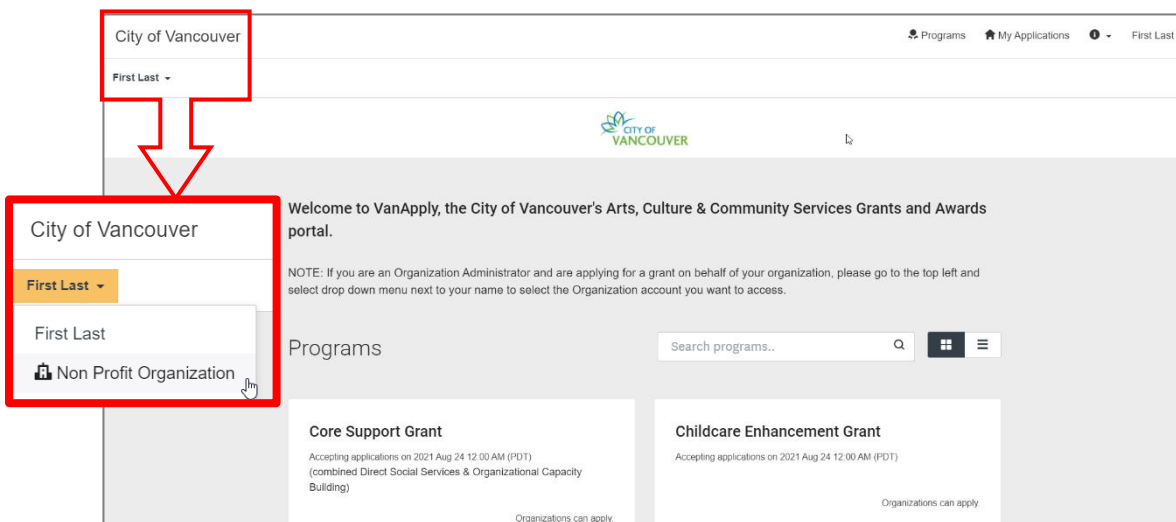


Managing Organization Profiles – Updating Eligibility Profile

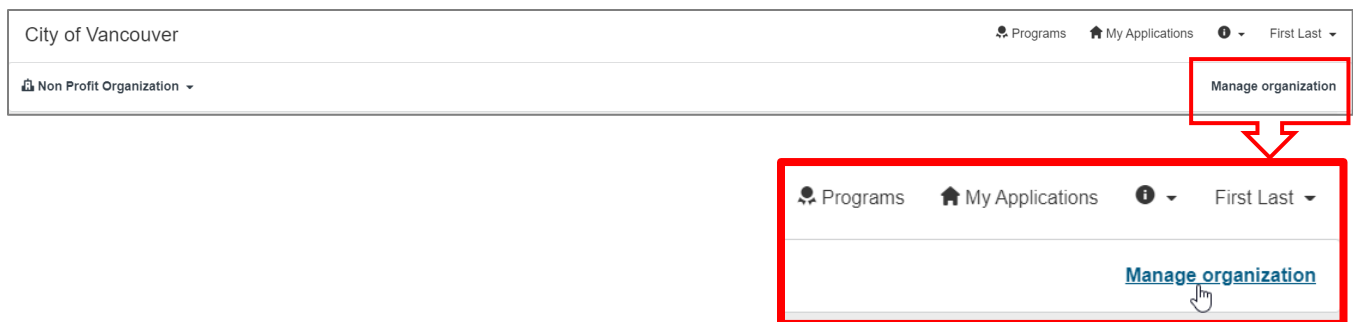
Welcome to VanApply, the City’s Arts, Culture and Community Services online system for grants, awards, and artist commissions.

1. Managing your Organization Profile

To manage the **Organization Profile** and access the **Manage Organization** section, please make sure the Organization Profile is selected.



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

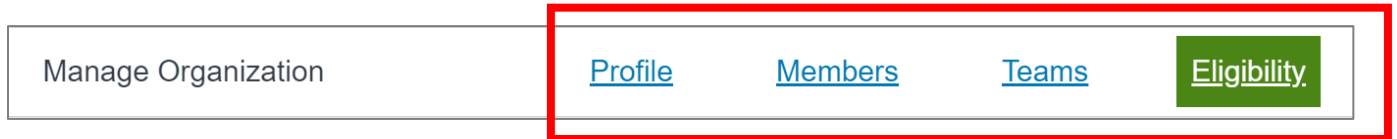


Click on **Manage organization** and you will be able to access the following:

- 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

2. Access Organization Eligibility Form

Click on **Eligibility** to open the Eligibility form.



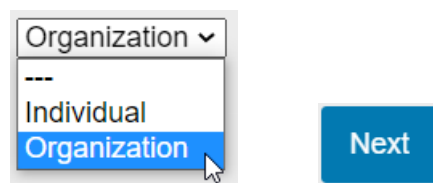
You can preview the answers that are currently entered on the form by scrolling down the page.

3. Update Eligibility Profile

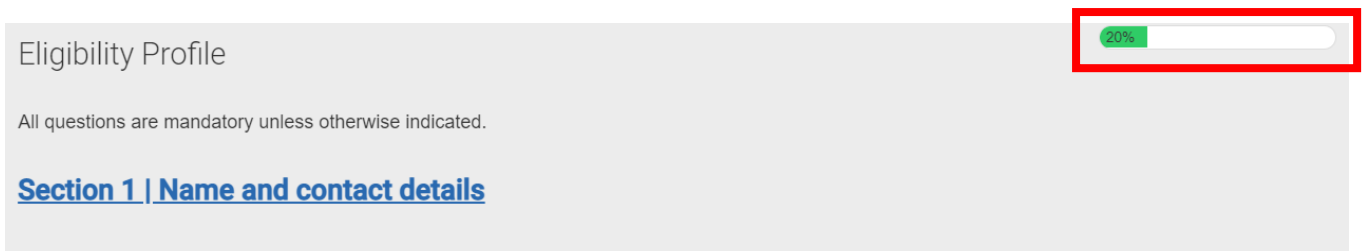
To update and make changes to your responses on the Eligibility Profile, click **Update your eligibility profile**.



This will open up the form for you to edit. Please make sure you select **Organization** on the first page before clicking **Next**.



The top right will display your progress on the form.



Once complete, the system will automatically save your edits.

4. Other functions in Manage Organization

As a **Primary Administrator** or **Administrator**, you can also update your **Organization Profile**, **Members** and **Teams** at any time. This is to keep your Organization Profile current.

For more information: [Managing your Organization FAQ](#)

[Managing Organization Profiles – Adding Team Members](#)

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
- [Applying for grants on VanApply: help guide](#)