Application Guide
Arts & Culture Funding Programs

Applicable to all CKCA programs

Columbia Kootenay Cultural Alliance (CKCA) uses an online grant management system. This guide will help you navigate the application process and understand the portal used to create and submit your application.

- Your account is created the first time you start an online CKCA application.
  - If you have applied online to CKCA before, you already have an account. Make sure to log into your existing account.
- Each applicant must use only one account with a unique email address. Your previous and current applications are saved together in this account.
- Organizations should use the organization's main email address. We recommend that organizations with multiple individuals submitting applications create one shared email account specifically for grant administration.
- Note the email and password used to create your account. Use this same email/password to log in to your account to access your online grant history and in-progress applications.
- Add mail@grantapplication.com to your safe senders list to ensure you receive all system communications. Don't reply to this email, as it's not monitored.
- Avoid accessing the CKCA online system on mobile devices like phones. Rather, use a desktop computer or laptop.

Contact information when applying for a non-registered group

- If you're an individual applying on behalf of a non-registered group or organization (e.g. a community-based art group, artist collective or group of musicians), use your personal account and contact information. The funding contract will be made out in your name, on behalf of the informal group.

Starting a new application

- On the web page for the program you're applying to, click the link "to apply, click here."
- If you have used the portal before, log in to your account to access a new application form. You can reset your password using the "forgot password" link. If you are not sure if you have an account, you can also use the "forgot password" link to see if it recognizes your email address.
- If you do not have an existing account, click the "new applicant" link.

Saving your work and coming back later

- When working on the application, regularly click the "save" button at the bottom of the page before closing, or your work will not be saved.
- To come back and work on the application later, click "save" and sign out.

250-352-2421 / admin@wkartscouncil.com / wkartscouncil.com

Application Guide
Arts & Culture Funding Programs

Applicable to all CKCA programs

- To sign back into your account later to complete your application:
  - log in to your account at https://www.grantrequest.com/SID_2360/?SA=AM, or click "CKCA Online Portal" on the CKCA web page (wkartscouncil.com/ckca-funding)
  - select "in progress" in the dropdown menu.
- The application will not be submitted to CKCA until you click the "submit" button. When the application is in "in progress / draft" form, CKCA cannot access the application.

Emailing a draft to yourself or someone else

- Log in to the portal, select "applications" and "in progress" from the dropdown menu.
- Select "email draft."
- Next to the application you want to share, click the "eye" icon.

Transferring the application to another owner

- Log in to your portal, select "applications" and "in progress" from the dropdown menu.
- Next to the application you want to transfer, click the "people" icon.

Attachments: limits and formats

- General attachments (not including the Major Project portfolio submission) are allowed to a maximum of 25 MB per application.
- Upload short clips or excerpts and not full performances or lengthy publications; you may instead provide a link to an online location, but they are less likely to be viewed.
- If you have multiple documents (such as letters of support), it is best to combine them into one document.
- When attaching electronic files, only use these compatible file formats: .doc; .docx; .rtf; .pdf; .xls; .jpg; .tiff; .mp3; .mov; .wm; .wma; .wmv). (Note: We cannot open MAC-only compatible files.)

250-352-2421 / admin@wkartscouncil.com / wkartscouncil.com

Application Guide
Arts & Culture Funding Programs

Applicable to all CKCA-managed programs

Budget forms

- You have two choices of budget-form formats to choose from: non-fillable PDF or fillable PDF.
- Ensure you have a recent version of Adobe Acrobat Reader.
- **Non-fillable budget:** Print the form and fill it in by hand; scan it and save an electronic copy. (If you have a smartphone or tablet, there are many free/affordable scanning apps to enable this process.)
- **Fillable budget:** Download the form to your computer. (Do not fill out the form in the browser: the columns will not total correctly, and you will not be able to save it.)
- Once complete, upload the document into the portal. Select the file you would like to upload, and then select the "upload" button so that it attaches to the portal.
- Projects with unbalanced budgets may not be funded.

Submitting the completed application

- You must click the "submit" button prior to the deadline.
- Once you submit successfully, you will receive a confirmation email (sent to your account email), along with a copy of your application.
- If you do not see the email in your inbox, check your "junk" or "promotions" folders.
- If you still do not see the confirmation email, log out and log back in to your account. If the draft is still "in progress," then resubmit.
- Late applications cannot be accepted, regardless of the reason.

Accessing your existing online applications

- Log in to your account at https://www.grantrequest.com/SID_2360/?SA=AM, or click "CKCA Online Portal" on the CKCA web page (wkartscouncil.com/ckca-funding).
- Select "in progress" or "submitted" in the dropdown menu.

Still have questions?

Contact CKCA at 250-352-2421 or email admin@wkartscouncil.com, or book an appointment online at outlook.office365.com/owa/calendar/CKCA@wkartscouncil.com/bookings.