

Apply for a cultural grant online

If you can't use the internet to apply for a grant, call 3-1-1 and ask the operator to connect you to the cultural grants team.

Vancouver City Council offers arts and cultural grants to nonprofits and First Nations band councils. The cultural grants team plans and organizes processes that assess applications and result in funding recommendations to Vancouver City Council.

In this guide, we'll explain how to connect with us, what information we need from you, and how we can help you.

This guide also provides step-by-step instructions to complete and submit your cultural grant application to the City of Vancouver using the online system.

Each cultural grant program has an information guide that explains the program goals, which groups can apply for the grant, and how applications are reviewed and assessed.

If you have any questions about cultural grants, or if you need support, we are here:

- **Monday to Friday, 9am to 5pm**
- **Call 3-1-1 and ask for the cultural grants team**
- **Email culture@vancouver.ca**

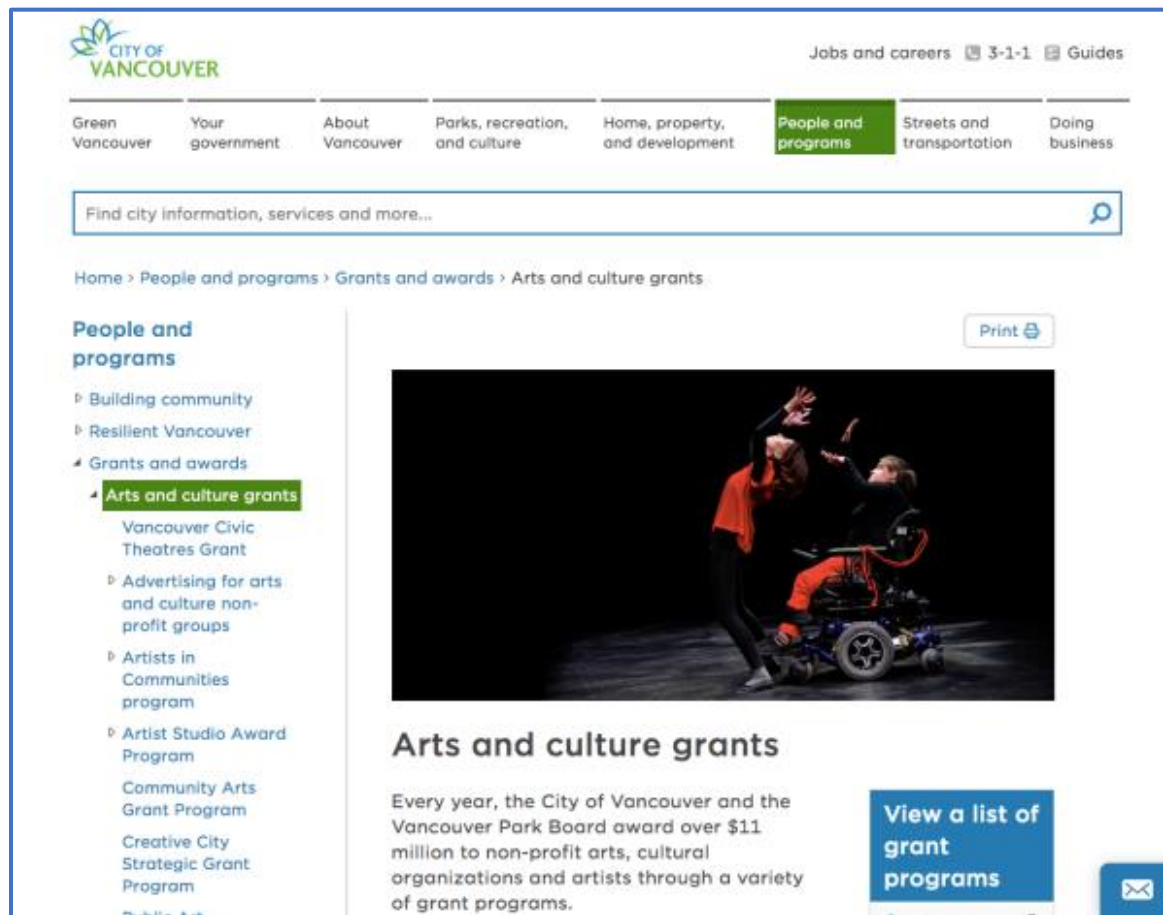
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Connect with us

Contact the grants team to be invited to apply

1. Visit vancouver.ca.
2. Search for 'arts and culture grants'.
3. Select '[Arts and culture grants](#)'.
4. Browse this section of the website to learn about our grants.
5. Click '[View a list of grant programs](#)' for a list you can save and print out.



Screen Capture 1 - Arts and culture grants website

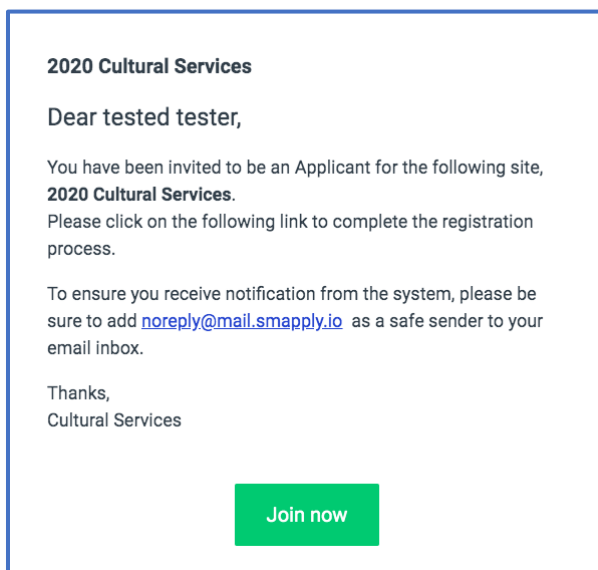
Notes

- < ! > You might not be invited to apply.
- < ! > Your group or project might not fit the goal of the grant program.
- You can ask the team for advice. Email: culture@vancouver.ca.

Create an account

Share your email address and create a private personal password

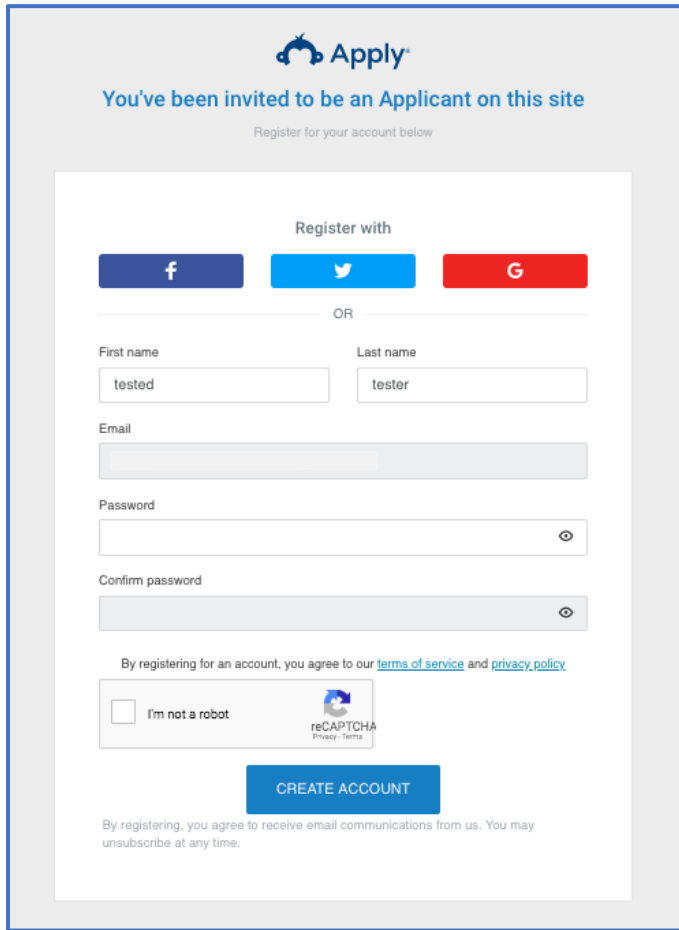
1. Give the grants team your first name, last name, and email address.
 - We suggest you choose a generic email address that is checked regularly like 'info@website.ca' or 'executivedirector@website.ca'
2. Check your email account for an invitation to join.
 - **< ! >** The system contacts you by email from: 'noreply@smapply.io'
 - **< ! >** Your email spam filter may block the email sent to you from the system. If you didn't get an email invite, check your spam or junk folder. If you still can't find an email, contact: culture@vancouver.ca.
 - The system sends two emails. The first email invites you to register and create a private personal password. The second email makes sure you want to connect with us by email.
 - This meets Canada's anti-spam laws. Spam is email that is sent to you without your consent.



Screen Capture 2 - Email Invitation

3. Click 'Join now'

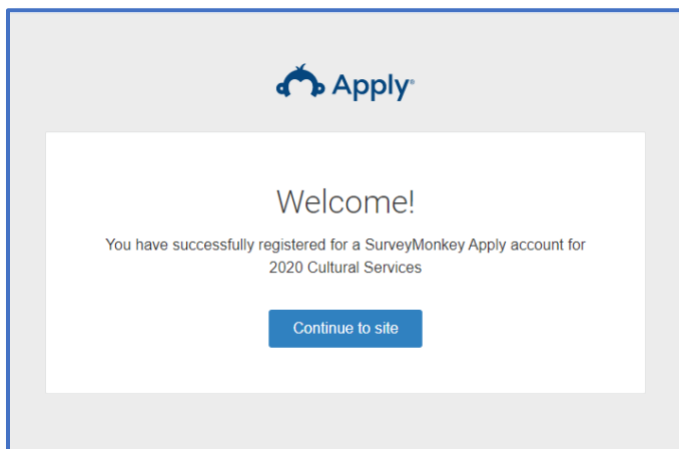
4. You will be taken to the online grant website. The system will ask you to make a password and create an account.



The screenshot shows the 'Apply' registration interface. At the top, the 'Apply' logo is displayed. Below it, the text reads 'You've been invited to be an Applicant on this site' followed by 'Register for your account below'. The registration options include social media buttons for Facebook, Twitter, and Google, with an 'OR' separator. Below these are input fields for 'First name' (containing 'tested') and 'Last name' (containing 'tester'). There are also fields for 'Email', 'Password', and 'Confirm password', each with a toggle icon for visibility. A checkbox labeled 'I'm not a robot' is accompanied by a reCAPTCHA widget. A blue 'CREATE ACCOUNT' button is positioned below the checkbox. At the bottom, a small disclaimer states: 'By registering, you agree to receive email communications from us. You may unsubscribe at any time.'

Screen Capture 3 - Create an account and a password

5. Click 'Create account'
6. The system will indicate you have been successful.
7. Click 'Continue to site'



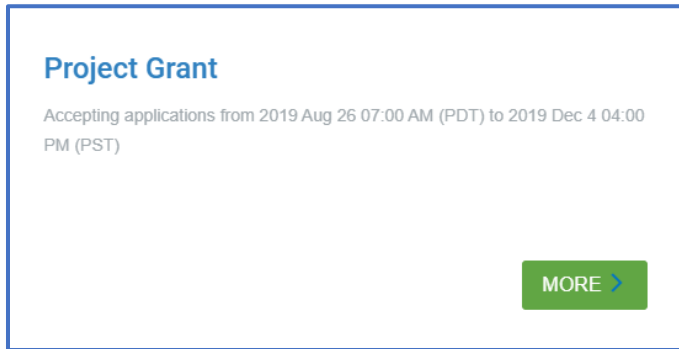
The screenshot shows the 'Apply' welcome page. At the top, the 'Apply' logo is displayed. Below it, the text reads 'Welcome!'. Underneath, a message states: 'You have successfully registered for a SurveyMonkey Apply account for 2020 Cultural Services'. A blue button labeled 'Continue to site' is centered at the bottom of the page.

Screen Capture 4 - Welcome note

Create an application

Login to the online system

1. Visit the online grant system at: <https://vanculture.smapply.ca/>.
2. Login with your email address and password.
 - **<!>** If you have forgotten your password, click the 'Forgot your password?' link for instructions on how to reset it.
3. Select the cultural grant program you want to apply to.



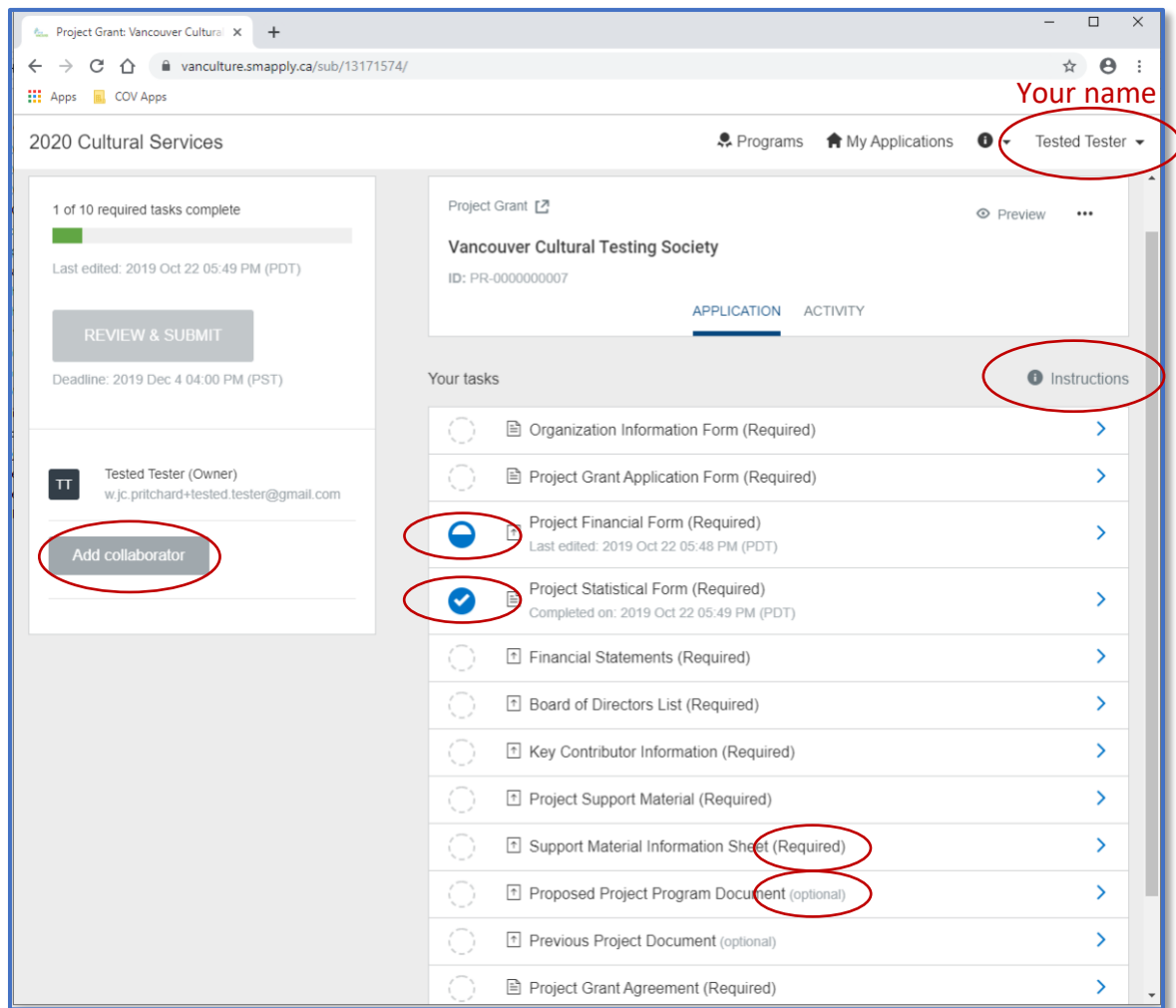
Screen Capture 5 - Cultural grant program

- Click 'More.'
 - Click 'Apply.'
4. Enter your organization's legally registered name or the name of your First Nation band council.
 - For most nonprofits, this is the name that appears on your certificate of incorporation.
 - DO NOT use the operating name, or the name your group is "doing business as" if it's different from your legally registered name.
 - This will take you to the main page of a new application

Begin an application

1. Main page

- The application main page has many important elements.



Screen Capture 6 - Application main page



2. Your name

- Click your name to manage your account settings

3. Instructions

- Click the 'Instructions' link to access the information guide for the program.

4. Required tasks/optional tasks

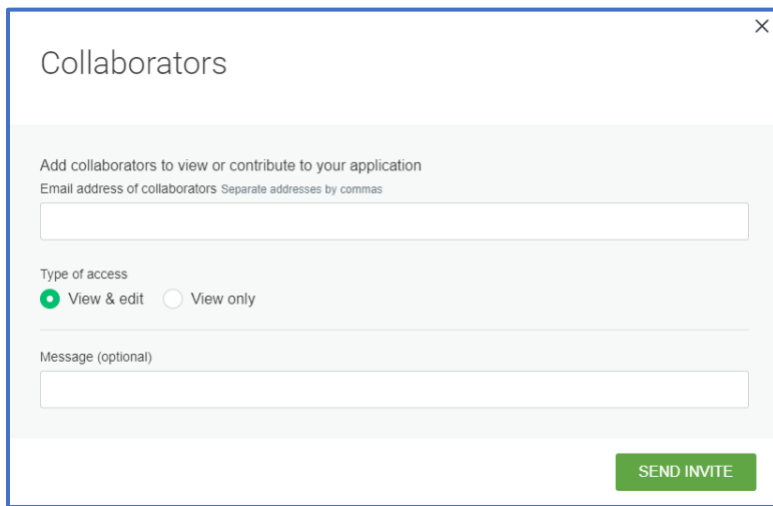
- Required tasks in the list must be completed in order to submit your application.
- A task is underway when it shows the half-full icon: 
- A task is complete when it shows the checkmark icon: 

5. Add collaborators

- You can invite your colleagues to review or edit your application.
- See next section.

Add collaborators

- You can invite your colleagues to review or edit your application.
- Click the 'Add collaborators' button on the left side of the screen.

A screenshot of a web application dialog box titled "Collaborators" with a close button (X) in the top right corner. The dialog has a light gray background. Below the title, there is a section with the heading "Add collaborators to view or contribute to your application" and a subtext "Email address of collaborators Separate addresses by commas". Below this is a text input field. Further down, under the heading "Type of access", there are two radio button options: "View & edit" (which is selected with a green dot) and "View only". Below the radio buttons is a text input field with the label "Message (optional)". At the bottom right of the dialog is a green button labeled "SEND INVITE".

Screen Capture 7 - Add your colleagues as collaborators

- Enter the email address of your colleague.
- Select 'View & edit' if you want them to be able to make changes to your application.
- Select 'View only' if you want them to review the application, but not change it.
- Click the 'Send invite' button.
- They will receive an email from the system, and should follow the directions to create an account.

Using forms

1. Forms ask questions, provide space for you to answer, and show you the criteria which reviewers will use to assess your application.

Project Grant Application Form (Required)

Task instructions [Hide](#)

Please make sure every question has been answered and updated with current information.

Project Application Form 50%

PR 3.0

PROJECT PLAN AND IMPACT

PR 3.1

Provide a project planning timeline, including major milestones with estimated dates.

CRITERIA

- An achievable plan is in place to complete the project and reach its goals.

300 words or less

1 of 10 required tasks complete

Last edited: 2019 Oct 23 09:29 AM (PDT)

[REVIEW & SUBMIT](#)

Deadline: 2019 Dec 4 04:00 PM (PST)

Screen Capture 8 - Inside the project form

- Some questions will indicate how many words you are allowed to use to answer the question. Delete the word count instruction when you answer the question.
2. Task list
 - At the top left of the page, you will see that the system shows you a list of all the tasks, and indicates which task you are in, using a blue arrow: [▶](#)
 - If you click a task in the list, you will leave the current task and be taken to the one you clicked.

3. Navigating in the form

- At the bottom of each page are buttons that let you move forward and back through the form.
- The system will save your work before moving you to the next or previous page.



Screen Capture 9 - Navigating and saving

4. Saving your work

- At the bottom of each page is a 'Save & continue editing' button. Click the button to save your work.

5. Mark as complete

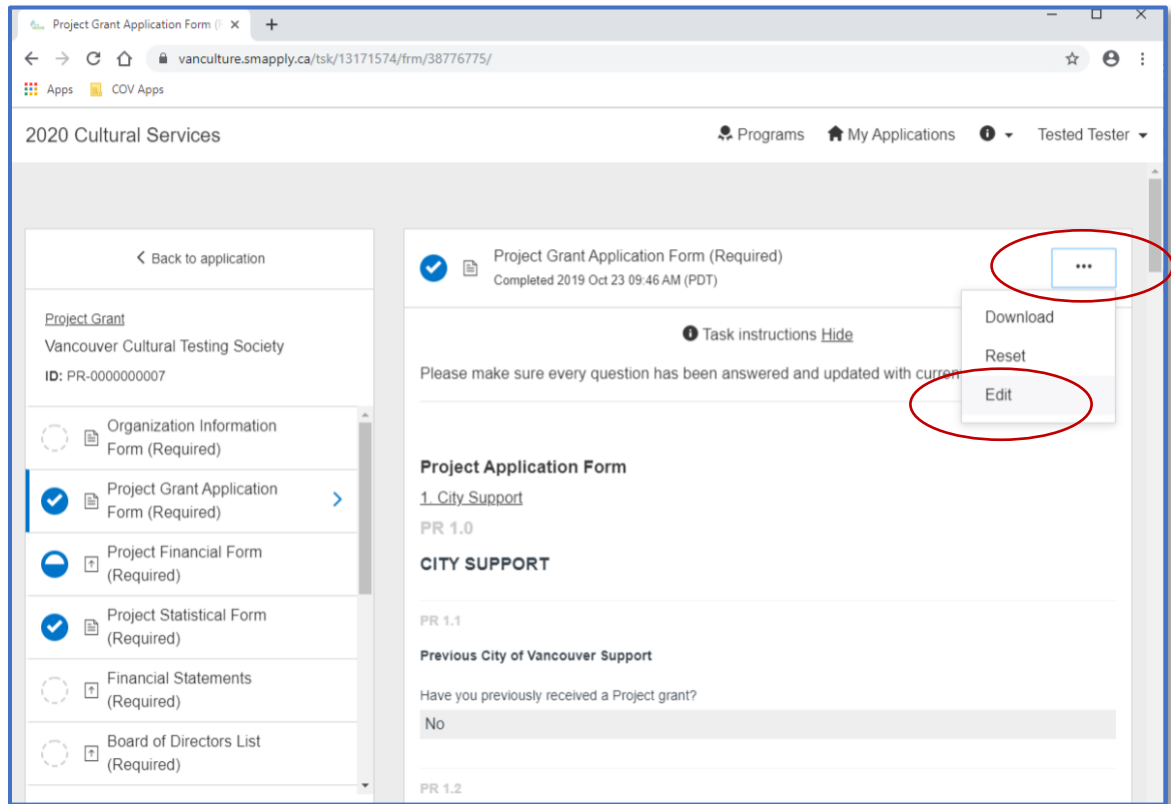
- On the last page of every form, at the bottom of the page is a button that lets you mark the task as complete.
- Once completed, instead of a live form that you can edit, the system displays the form as one long PDF showing all the questions and your answers.
- You can still edit the form after marking as complete, see next section.



Screen Capture 10 - Mark as complete

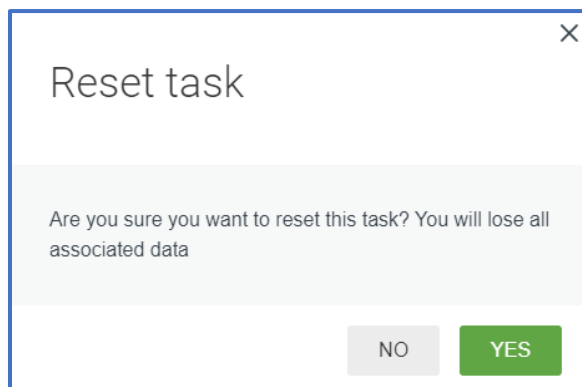
Editing forms

- Once completed, instead of a live form that you can edit, the system displays the form as one long PDF showing all the questions and your answers.
- To re-open the form and edit it, go to the top of the task, and click the 'More options' icon: ...
- Click 'Edit.' The task will be re-opened and the live form will be displayed again.



Screen Capture 11 - Edit the completed form

- If you click 'Reset' the system will remove all the information you entered and your form will be blank again.
- When you click 'Reset,' you will be asked to confirm you want to proceed.



Screen Capture 12 - Reset the task

Using uploads

1. Upload tasks let you attach documents requested by the cultural grant program.

The screenshot shows a web browser window with the URL vanculture.smapply.ca/tsk/13171574/flup/38776799/e/. The page title is "2020 Cultural Services". The user is logged in as "Tested Tester". The main content area shows a task titled "Board of Directors List (Required)". The task instructions are: "Upload a list of the organization's Board of Directors including name, position, start date, and relevant lived experience they bring to the organization in support of its mission and purpose." Below the instructions is a large green button labeled "ATTACH FILE" and a link labeled "Show accepted formats" which is circled in red. To the right of the "ATTACH FILE" button is a green button labeled "MARK AS COMPLETE". On the left side of the page, there is a sidebar with a list of tasks: "Organization Information Form (Required)", "Project Grant Application Form (Required)", "Project Financial Form (Required)", "Project Statistical Form (Required)", "Financial Statements (Required)", and "Board of Directors List (Required)". The "Board of Directors List (Required)" task is highlighted with a blue bar. Below the sidebar, there is a progress bar showing "1 of 10 required tasks complete" and a "REVIEW & SUBMIT" button. The deadline is "2019 Dec 4 04:00 PM (PST)".

Screen Capture 13 - Upload task

- Each upload task will specify what kinds of items you can upload such as PDFs, images, audio and video files.
- Click 'Show accepted formats' to reveal the formats available for the task.

The screenshot shows a dialog box with a green button labeled "ATTACH FILE" and a list of accepted file formats: "pdf, doc, docx, xls, xlsx".

Screen Capture 14 - Show accepted formats

2. Click 'Attach' and browse your computer for the file you want to upload.
 - Once uploaded, the file is displayed in the task window.

Board of Directors List (Required)

Task instructions [Hide](#)

Upload a list of the organization's Board of Directors including name, position, start date, and relevant lived experience they bring to the organization in support of its mission and purpose.

ATTACH FILE
pdf, doc, docx, xls, xlsx

Lorem Ipsum
Filename: docx Added: 2019 Oct 23

MARK AS COMPLETE

Screen Capture 15 - File uploaded

3. Upload links to video files on the internet.
 - You can link to video files that are live on the internet such as YouTube or Vimeo files if you have the web address.

Previous Project Document

Task instructions [Hide](#)

Upload a document for the Previous Project (if applicable). To add more than one document, use the Add Document option under the Attachments menu at right.

ATTACH FILE **LINK TO VIDEO**

MARK AS COMPLETE

Screen Capture 16 - Upload link to video files

- Click 'Link to video.'
- Enter the website address (URL).
- Enter a title for the video, and an optional description.
- Click 'OK.'

4. Mark as complete

- At the bottom of the task window is a button that lets you mark the task as complete.
- Once completed, you no longer have the option to attach a file.
- You can still edit the upload after marking as complete, see Instruction 4 below.

Editing uploads

- Once completed, you no longer have the option to attach a file.
- To re-open the upload and edit it, go to the top of the task, and click the 'More options' icon: ...
- Click 'Edit.' The task will be re-opened.
- To replace the uploaded file with another file, click the 'More options' icon: ...
- Click 'Edit' and browse your computer for the file you want to upload.

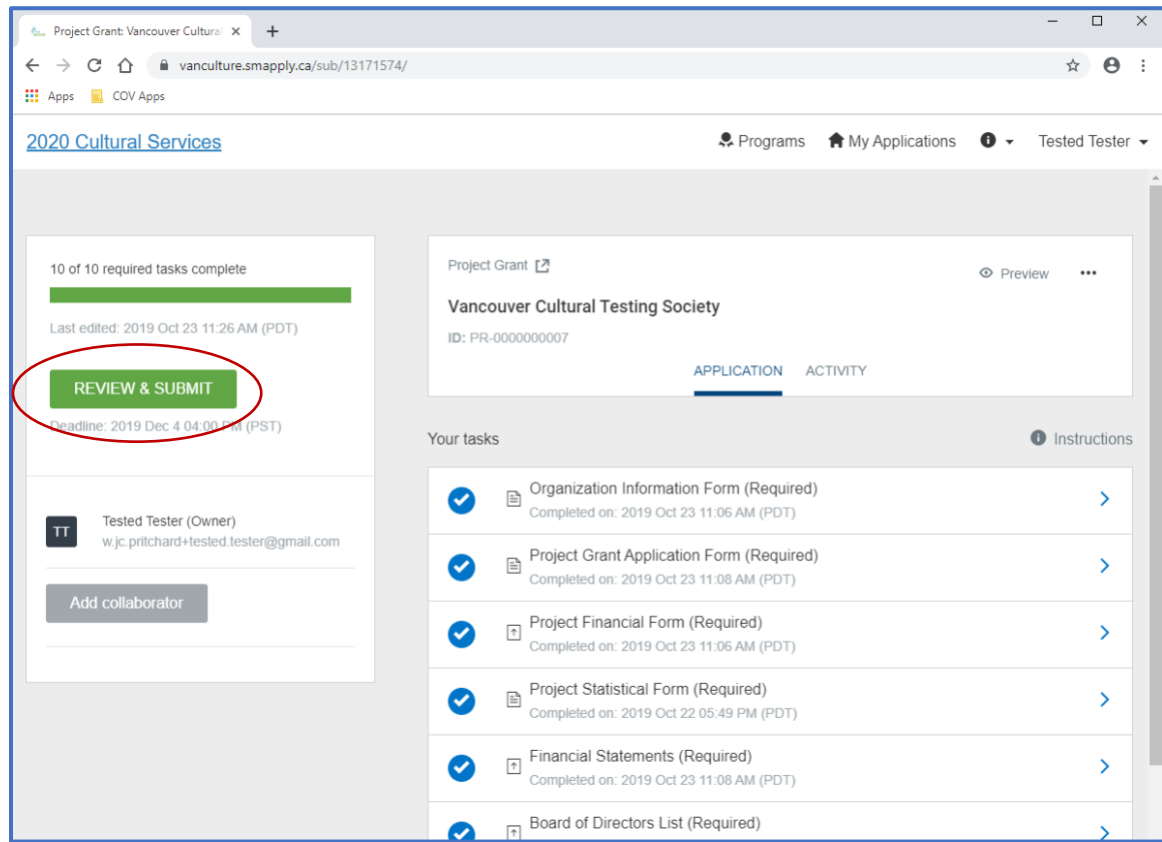
Grant agreement

1. The final task in the list is the Agreement.

- Review the terms of the Agreement.
- The Agreement must be signed by an 'Authorized signatory' of your society or First Nations band council. For most nonprofits, this will be the Board President or Executive Director/General Manager/CEO.
- Click the 'Agree' checkbox, and enter the full name of the authorized signatory, their title in the society or First Nations band council, and the date.

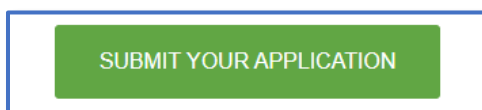
Submit your application

1. Once all of the required tasks in your application are marked as complete, you can submit your application.



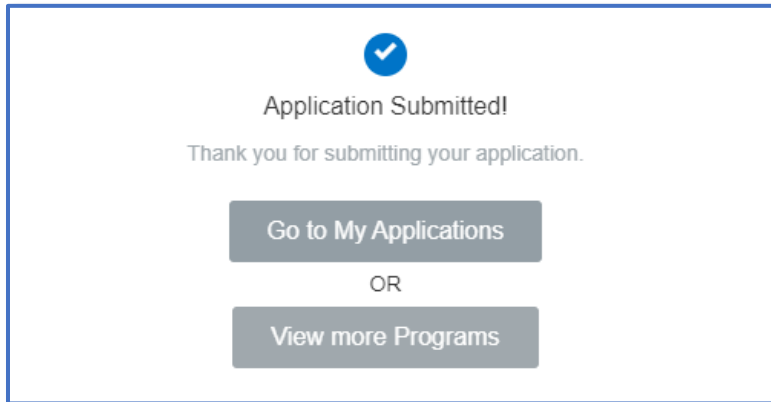
Screen Capture 17 - Submit completed application

2. Review and submit application
 - On the left side of the screen, the 'Review & submit' button will turn green when all required tasks are completed.
 - Click 'Review & submit.'
 - The system will display your forms as one long PDF showing all the questions and your answers, and all of the uploads as well.
 - Once you are satisfied with your application, click the 'Submit your application' button which appears at the bottom of the screen.



3. Submission confirmation

- The system will confirm your application was submitted.

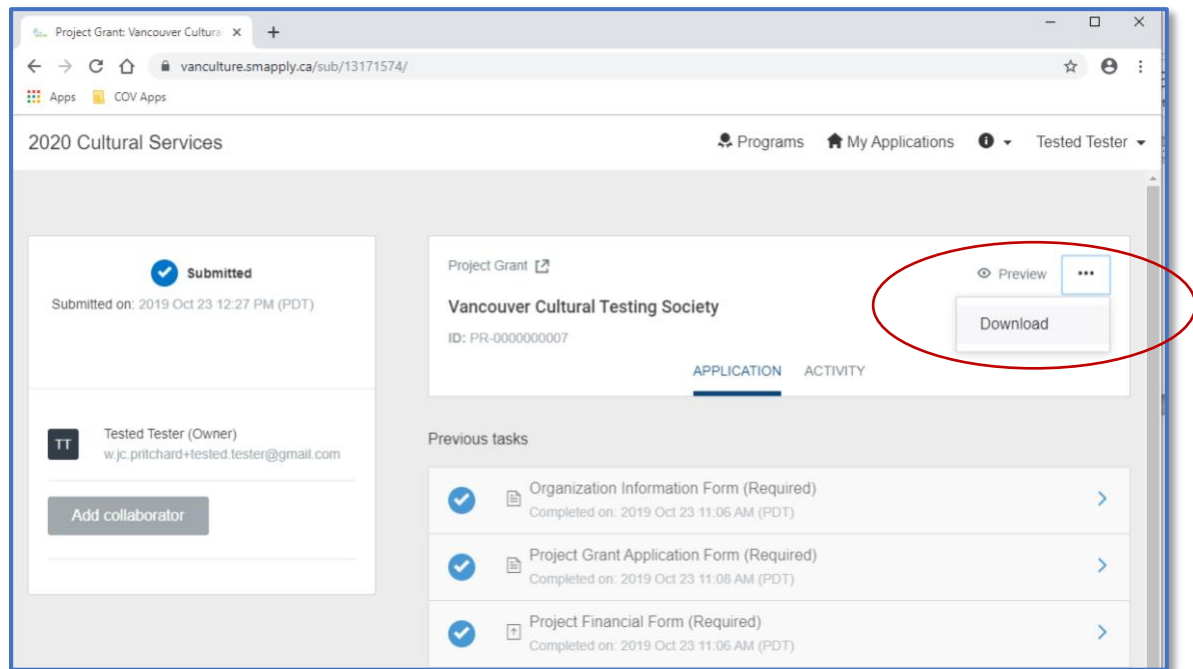


Screen Capture 18 - Confirmation that your application was submitted

- This system will send you an email confirming your application was received.
- **< ! >** The system contacts you by email from: 'noreply@smapply.io' .
 - **< ! >** Your email spam filter may block the email sent to you from the system. If you didn't get an email receipt, check your spam or junk folder. If you still can't find an email, contact: culture@vancouver.ca.

Download your application

1. You can download a copy of your application for your records.



Screen Capture 19 - Download a copy of your application

- At the top right of the application main page, click the 'More options' icon: ...
- Click 'Download'
- The download is saved as one long PDF showing all the questions and your answers in the grant forms.
- The uploads are not downloaded with the PDF, but each upload task listed in the PDF is a link to the file you uploaded. Click the filename to go to the uploaded file.