



Setting up a Grantium account

1. Follow this link: <https://applications.artscouncil.org.uk>

2. Click on **Create Profile** (circled below)

ARTS COUNCIL ENGLAND
Championing, developing and investing in the arts and culture in England

Front Office Portal

Username:
Password:

[Forgot your password?](#)

[Browse Programmes](#)
[Create Profile](#)
[Contact Us](#)

Welcome to Arts Council England

To use the application portal you must be running the most recent version of your internet browser. To check this please click www.whatismybrowser.com. If your browser is out of date follow the instructions on screen.

Applications to programmes listed in [Browse Programmes](#) should be made using this online application portal. If you have already registered with us on this system, please log in using your username and password. If you do not already have a username and password for this system, please click [create profile](#). Please read the [guidance for applicants](#) for the appropriate programme before you begin.

By using the system to make an applicant profile, and/or make an application, you are agreeing that:

- You will keep your own contact details up to date by editing your applicant profile. You will contact us to request changes to the Applicant name and / or legal status fields (please see the guidance sheet on our [user accounts and applicant profiles](#) page for more information). If you have a live grant you need our written permission to change your organisation legal structure.
- By adding a user to your applicant profile, please be aware that you are giving them the same permissions to carry out actions using the system that you have. For example, this means that all users who are added to your applicant profile:
 - can write and submit an application on that applicant's behalf;
 - will receive notifications about that applicant's ongoing projects;
 - can view all current and previous applications and post-award submissions for that applicant;
 - can submit reports and payment requests;
 - can request withdrawal of a grant;
 - can amend the information held in the applicant profile;
- For individuals, only the named applicant can accept a grant. Other users are not allowed to accept on behalf of an individual applicant unless they have power of attorney. For organisations, only users with delegated authority can accept a grant on behalf of that organisation.
- The user who first sets up an applicant profile is the 'administrator' of that applicant profile, and is responsible for adding other users as appropriate.

If you have forgotten your log on details, please click on 'Forgot your password' or contact us. Please do not create a duplicate applicant profile as this may delay the processing of your application.

If you would like to contact us click [contact us](#).

Do you consider yourself to have a disability or barrier? [Click here](#) for details about access support we can offer.

3. Fill in details of the main Grantium user. The **User Name** will be used to log in to your Grantium account in the future and will also appear on all your applications, so should be your name or your company name.

ARTS COUNCIL ENGLAND
Championing, developing and investing in the arts and culture in England

Front Office Portal

Username:
Password:

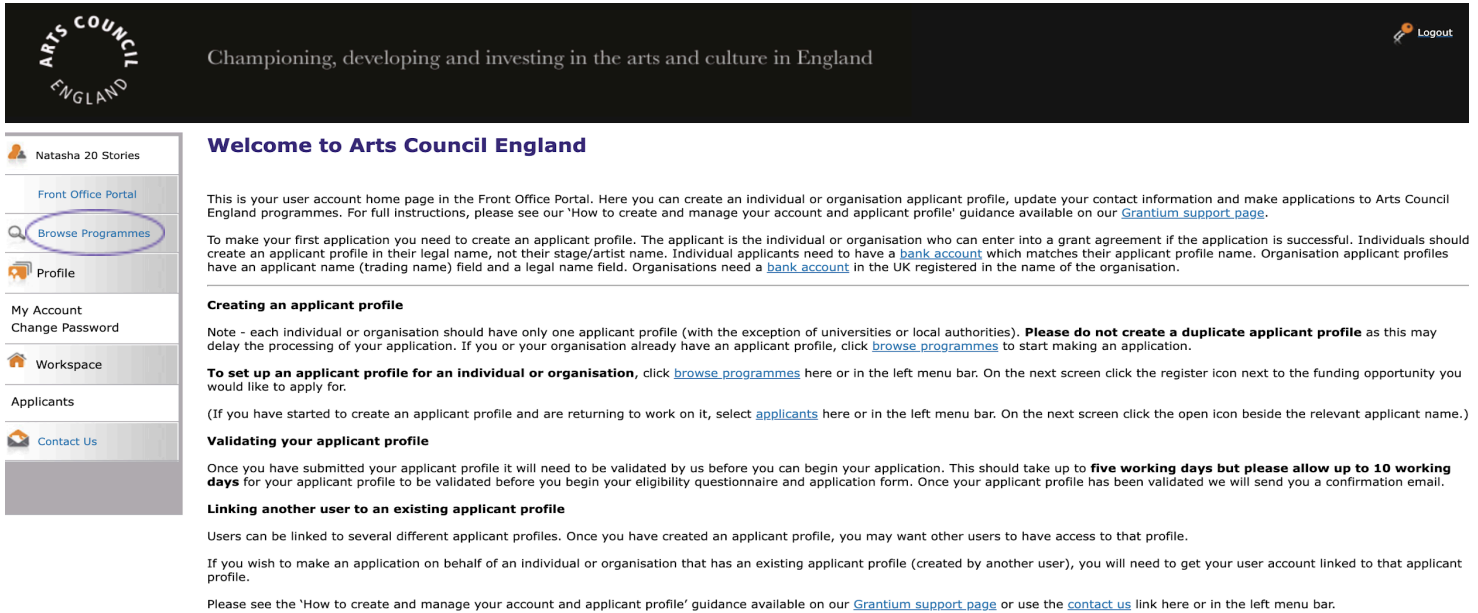
[Forgot your password?](#)

[Browse Programmes](#)
[Create Profile](#)
[Contact Us](#)

User Account

* First Name:
* Last Name:
* Email:
* Email Confirm:
* Default Application Language:
* User Name:
User Name should be larger than 2 characters and smaller than 51 characters
* Password:
* Confirm Password:
Password should be larger than 5 characters and smaller than 101 characters
* Personal Confirmation Question:
* Personal Confirmation Answer:

4. Click **Browse Programmes** (circled below) You should only create **one** applicant profile.



ARTS COUNCIL ENGLAND Championing, developing and investing in the arts and culture in England Logout

Welcome to Arts Council England

This is your user account home page in the Front Office Portal. Here you can create an individual or organisation applicant profile, update your contact information and make applications to Arts Council England programmes. For full instructions, please see our 'How to create and manage your account and applicant profile' guidance available on our [Grantium support page](#).

To make your first application you need to create an applicant profile. The applicant is the individual or organisation who can enter into a grant agreement if the application is successful. Individuals should create an applicant profile in their legal name, not their stage/artist name. Individual applicants need to have a [bank account](#) which matches their applicant profile name. Organisation applicant profiles have an applicant name (trading name) field and a legal name field. Organisations need a [bank account](#) in the UK registered in the name of the organisation.

Creating an applicant profile

Note - each individual or organisation should have only one applicant profile (with the exception of universities or local authorities). **Please do not create a duplicate applicant profile** as this may delay the processing of your application. If you or your organisation already have an applicant profile, click [browse programmes](#) to start making an application.

To set up an applicant profile for an individual or organisation, click [browse programmes](#) here or in the left menu bar. On the next screen click the register icon next to the funding opportunity you would like to apply for.

(If you have started to create an applicant profile and are returning to work on it, select [applicants](#) here or in the left menu bar. On the next screen click the open icon beside the relevant applicant name.)

Validating your applicant profile

Once you have submitted your applicant profile it will need to be validated by us before you can begin your application. This should take up to **five working days but please allow up to 10 working days** for your applicant profile to be validated before you begin your eligibility questionnaire and application form. Once your applicant profile has been validated we will send you a confirmation email.

Linking another user to an existing applicant profile

Users can be linked to several different applicant profiles. Once you have created an applicant profile, you may want other users to have access to that profile.

If you wish to make an application on behalf of an individual or organisation that has an existing applicant profile (created by another user), you will need to get your user account linked to that applicant profile.

Please see the 'How to create and manage your account and applicant profile' guidance available on our [Grantium support page](#) or use the [contact us](#) link here or in the left menu bar.

5. Select the funding programme you wish to apply to and click on the **register button** (circled below)



ARTS COUNCIL ENGLAND Championing, developing and investing in the arts and culture in England Help Logout

Browse Programmes

Search Criteria:

Search

Programme Name	Programme Start	Registration Start	Registration End	Register	View
Accreditation Scheme for Museums and Galleries in the United Kingdom	01-Jan-2009	21-May-2019	01-Jan-2030		
National Lottery Project Grants	01-Jan-2009	22-Nov-2021	31-Dec-2024		

1

6. Continue through the application until you have completed all sections. Press complete (*circled below*)
- It takes between 5-10 working days for your application profile to be validated. You will receive an email confirmation once it has been approved.

The screenshot shows the Arts Council England website header with the logo and tagline "Championing, developing and investing in the arts and culture in England". A "Logout" link is in the top right. On the left is a navigation menu for "Natasha 20 Stories" with options: Applicant profile, Applicant details, Address information, Monitoring information, Declaration, Submission summary (highlighted), Export to PDF, Get PDF Viewer, and Back to Applicants List. The main content area is titled "Submission summary" and contains a table with the following data:

Complete	Page	Last Updated	Mandatory
✓	Applicant details	11/08/2022	Yes
✓	Address information	11/08/2022	Yes
✓	Monitoring information	11/08/2022	Yes
✓	Declaration	11/08/2022	Yes

Below the table are buttons for "Back", "Next", "Export to PDF", "Get PDF Viewer", and "Complete".

7. You will receive an email notification saying that your applicant profile has been approved.

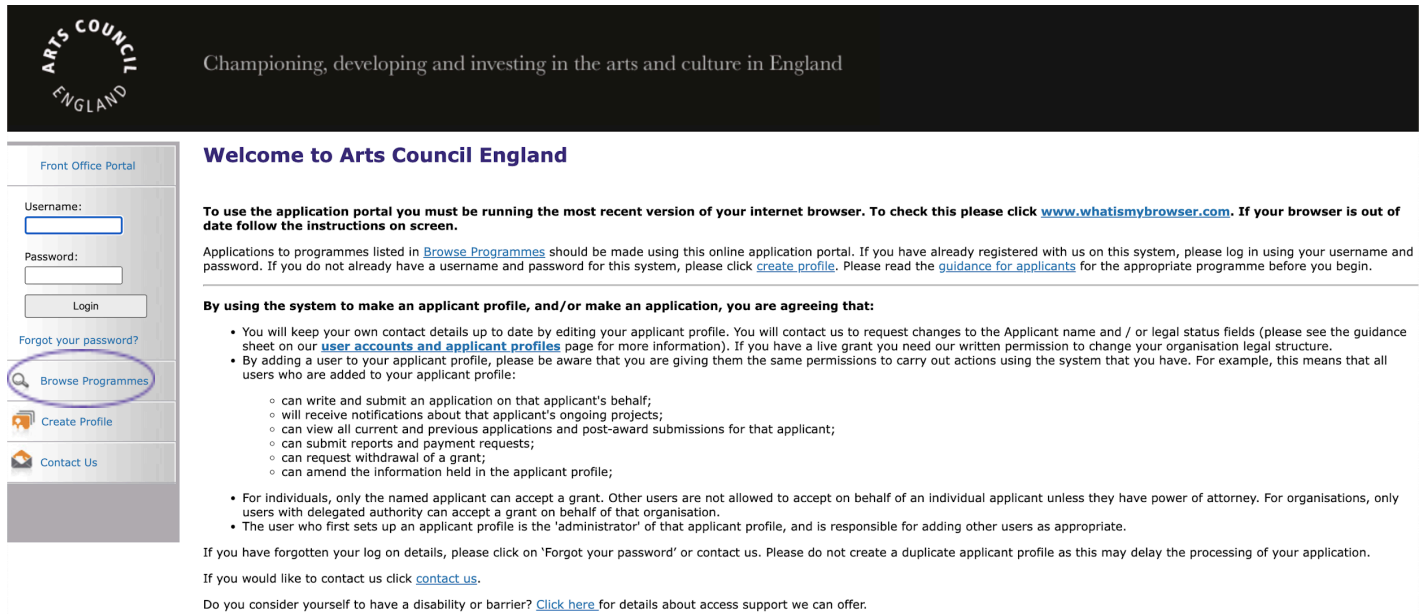
We have validated your applicant profile External Inbox x

C Enquiries <Enquiries@artscouncil.org.uk>
to ▾

Dear Applicant,

Thank you for submitting your applicant profile. The profile has now been validated.

8. Once your applicant profile has been approved, you can log back into Grantium. Press **browse programmes** (circled below)



ARTS COUNCIL ENGLAND
Championing, developing and investing in the arts and culture in England

Front Office Portal

Username:

Password:

Login

Forgot your password?

Browse Programmes

Create Profile

Contact Us

Welcome to Arts Council England

To use the application portal you must be running the most recent version of your internet browser. To check this please click www.whatismybrowser.com. If your browser is out of date follow the instructions on screen.

Applications to programmes listed in [Browse Programmes](#) should be made using this online application portal. If you have already registered with us on this system, please log in using your username and password. If you do not already have a username and password for this system, please click [create profile](#). Please read the [guidance for applicants](#) for the appropriate programme before you begin.

By using the system to make an applicant profile, and/or make an application, you are agreeing that:

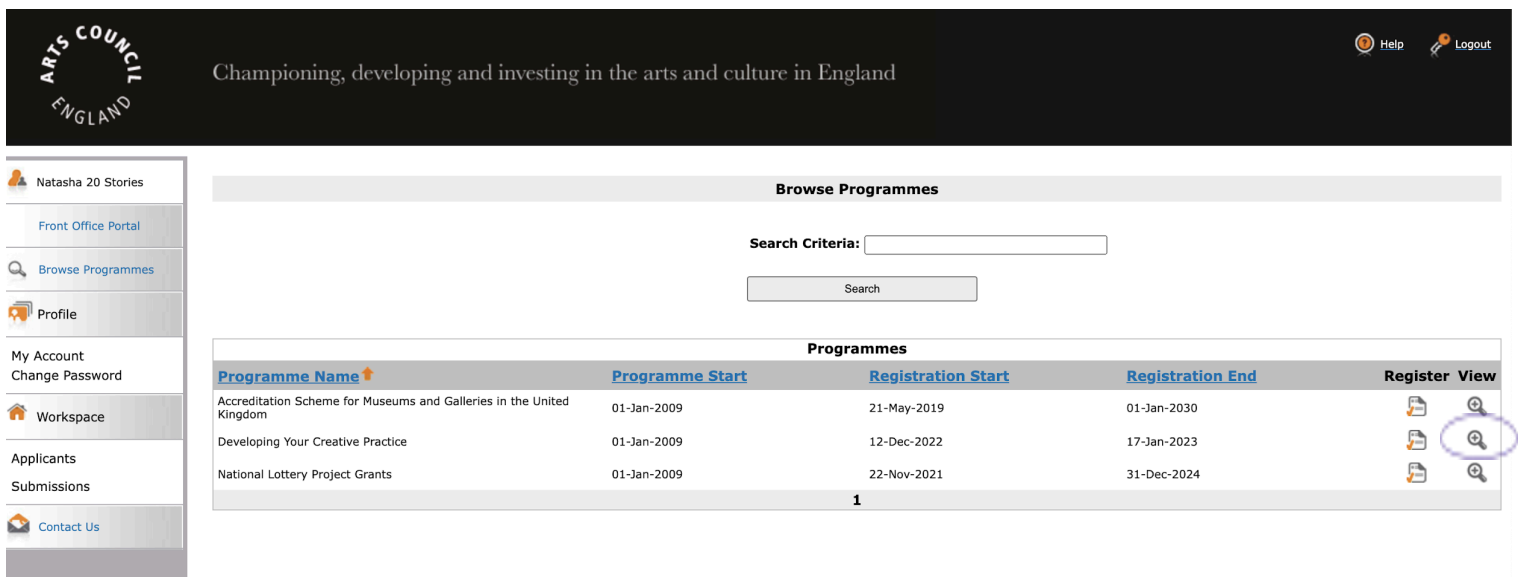
- You will keep your own contact details up to date by editing your applicant profile. You will contact us to request changes to the Applicant name and / or legal status fields (please see the guidance sheet on our [user accounts and applicant profiles](#) page for more information). If you have a live grant you need our written permission to change your organisation legal structure.
- By adding a user to your applicant profile, please be aware that you are giving them the same permissions to carry out actions using the system that you have. For example, this means that all users who are added to your applicant profile:
 - can write and submit an application on that applicant's behalf;
 - will receive notifications about that applicant's ongoing projects;
 - can view all current and previous applications and post-award submissions for that applicant;
 - can submit reports and payment requests;
 - can request withdrawal of a grant;
 - can amend the information held in the applicant profile;
- For individuals, only the named applicant can accept a grant. Other users are not allowed to accept on behalf of an individual applicant unless they have power of attorney. For organisations, only users with delegated authority can accept a grant on behalf of that organisation.
- The user who first sets up an applicant profile is the 'administrator' of that applicant profile, and is responsible for adding other users as appropriate.

If you have forgotten your log on details, please click on 'Forgot your password' or contact us. Please do not create a duplicate applicant profile as this may delay the processing of your application.

If you would like to contact us click [contact us](#).

Do you consider yourself to have a disability or barrier? [Click here](#) for details about access support we can offer.

9. Press the **magnifying glass** icon next to the funding you wish to apply for (circled below)
Developing Your Creative Practice (DYCP) will only appear here when there is a funding round open.



ARTS COUNCIL ENGLAND
Championing, developing and investing in the arts and culture in England

Help Logout

Natasha 20 Stories

Front Office Portal

Browse Programmes

Profile

My Account
Change Password

Workspace

Applicants

Submissions

Contact Us

Browse Programmes

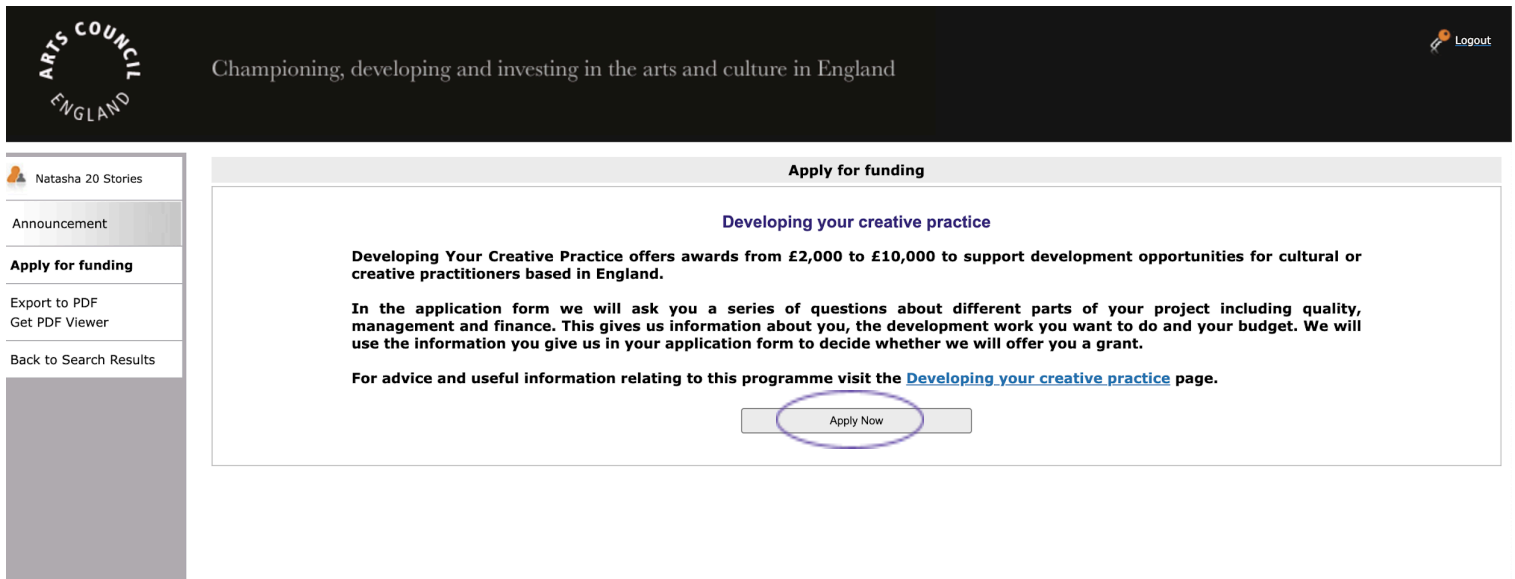
Search Criteria:

Search

Programme Name	Programme Start	Registration Start	Registration End	Register	View
Accreditation Scheme for Museums and Galleries in the United Kingdom	01-Jan-2009	21-May-2019	01-Jan-2030		
Developing Your Creative Practice	01-Jan-2009	12-Dec-2022	17-Jan-2023		
National Lottery Project Grants	01-Jan-2009	22-Nov-2021	31-Dec-2024		

1

10. Press **Apply Now** (circled below)



ARTS COUNCIL ENGLAND Championing, developing and investing in the arts and culture in England Logout

Apply for funding

Developing your creative practice

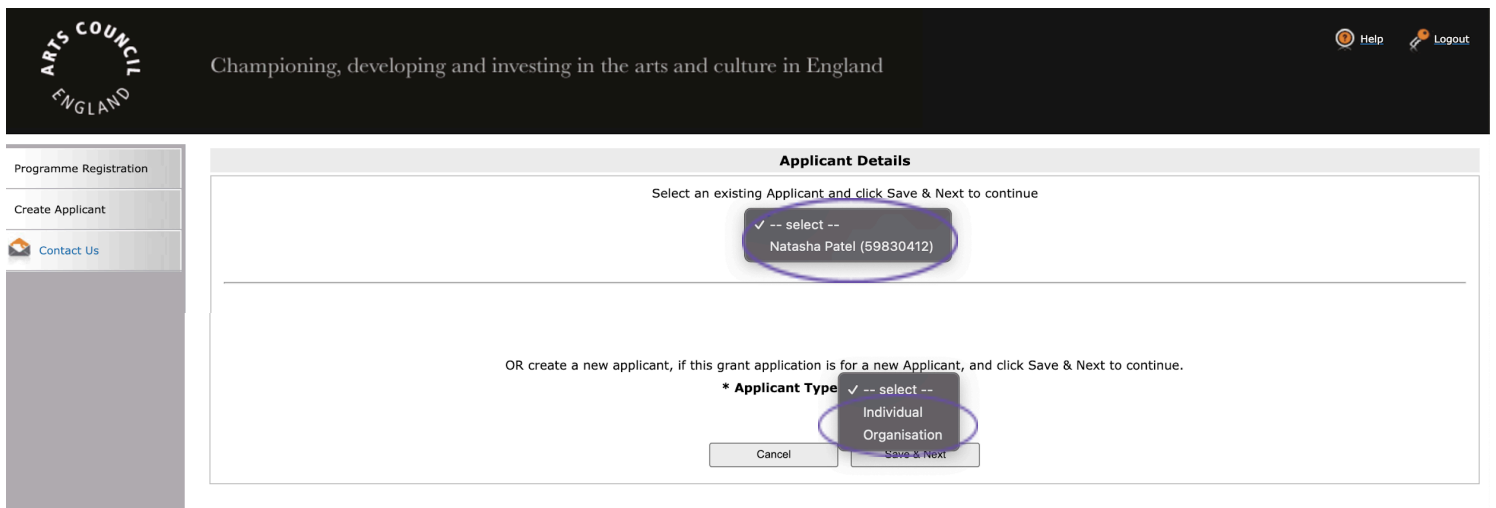
Developing Your Creative Practice offers awards from £2,000 to £10,000 to support development opportunities for cultural or creative practitioners based in England.

In the application form we will ask you a series of questions about different parts of your project including quality, management and finance. This gives us information about you, the development work you want to do and your budget. We will use the information you give us in your application form to decide whether we will offer you a grant.

For advice and useful information relating to this programme visit the [Developing your creative practice](#) page.

Apply Now

11. Select the **Applicant Profile** that has been validated from the dropdown box and select the Applicant Type from the dropdown box (both circled below)



ARTS COUNCIL ENGLAND Championing, developing and investing in the arts and culture in England Help Logout

Applicant Details

Select an existing Applicant and click Save & Next to continue

✓ -- select --
Natasha Patel (59830412)

OR create a new applicant, if this grant application is for a new Applicant, and click Save & Next to continue.

* Applicant Type ✓ -- select --
Individual
Organisation

Cancel Save & Next

12. Click **Save & Next** (circled below)

ARTS COUNCIL ENGLAND
Championing, developing and investing in the arts and culture in England

Help Logout

Programme Registration
Create Applicant
Contact Us

Applicant Details

Select an existing Applicant and click Save & Next to continue

Natasha Patel (59830412)

OR create a new applicant, if this grant application is for a new Applicant, and click Save & Next to continue.

* Applicant Type: Individual

* Applicant Name: Natasha Patel

* Applicant Number: 59542589

Cancel Save & Next

13. You can choose to view your profile if you want to, otherwise, press **Next** (circled below)

ARTS COUNCIL ENGLAND
Championing, developing and investing in the arts and culture in England

Help Logout

Front Office Portal
Browse Programmes
Programme Registration

Login or Create Profile
Create Applicant
Step 1 : Complete Applicant Profile
Step 2 : Create a project
Step 3 : Complete application
Contact Us

Complete Applicant Profile

Click View to review your Applicant Profile, or Click Next to proceed.

Cancel View Next

14. Input your **Programme Name** then press Save & Next (*circled below*)

ARTS COUNCIL ENGLAND
Championing, developing and investing in the arts and culture in England

Front Office Portal
Browse Programmes
Programme Registration
Login or Create Profile
Create Applicant
Step 1 : Complete Applicant Profile
Step 2 : Create a project
Step 3 : Complete application
Contact Us

Create a Project
Programme Name: Developing Your Creative Practice
* Applicant Project Name: Personal Development 1
Cancel Save & Next

15. Now you will need to complete a short **Eligibility Questionnaire** to determine if you meet the criteria to apply for DYCP. When you get to the window below, click next (*circled below*)

ARTS COUNCIL ENGLAND
Championing, developing and investing in the arts and culture in England

Natasha 20 Stories
Applicant Name: Natasha Patel
Applicant Number: 59830412
Project Name: Personal Development 1
Project Number: DYCP-00600252
Eligibility questionnaire
Getting started
Section one
Submission summary
Export to PDF
Get PDF Viewer
Exit Registration

Getting started
Developing Your Creative Practice
Eligibility questionnaire
Before you begin an application form for Developing Your Creative Practice, we want to make sure that your proposed activity meets some of our basic eligibility criteria.
Developing Your Creative Practice can support practitioners working in any of our supported disciplines to undertake a self-directed period of development. You can apply for between £2,000 and £10,000.
The programme is only open to individuals (or small groups of creative practitioners who can demonstrate that they normally collaborate in their work, with one individual taking the lead for the application).
There are restrictions on the activity we can support. The following screens will take you through some basic points of eligibility for Developing Your Creative Practice, but this questionnaire is not a full eligibility check.
After the deadline for the round has passed, we will conduct a full eligibility check within 15 working days.
You should read the Eligibility section of the [Guidance for applicants](#) carefully before starting
Back Next

16. Complete the answers to the eligibility questions as appropriate.

Personal Access means money you need for access needs or to support you with your work for example a BSL interpreter.

The amount listed on this pay is the **full amount** you are asking for as per your budget.

Click Save & Next when complete (*circled below*)

Natasha 20 Stories

Applicant Name:
Natasha Patel
Applicant Number:
59830412
Project Name:
Personal Development 1
Project Number:
DYCP-00600252

Eligibility questionnaire

Getting started
Section one
Submission summary

Export to PDF
Get PDF Viewer

Exit Registration

Eligibility questions - section one

The following questions allow us to check your application against some basic criteria for the programme.

*** Are you based (living) in England?** Choose one option that applies from the following list:
 Yes
 No

Note: you can be temporarily living outside England but retaining a home address in England and defined by Her Majesty's Revenue & Customs as 'resident in the UK' for tax.

Personal access costs

*** Will you be requesting funding for personal access costs?** Choose one option that applies from the following list:
 Yes
 No

*If there are extra costs relating to your own access needs, or those of the people you are working with, to help you deliver your project and manage your grant online, include them in this figure. For example, payment for a sign language interpreter to help you manage your project.

Total request

*** Please tell us the total amount you are requesting for your activity (£):**

Note: Please refer to the Guidance for applicants for details of the eligible amount thresholds for this programme.

Natasha 20 Stories

Applicant Name:
Natasha Patel
Applicant Number:
59830412
Project Name:
Personal Development 1
Project Number:
DYCP-00600252

Eligibility questionnaire

Getting started
Section one
Section two
Submission summary

Export to PDF
Get PDF Viewer

Exit Registration

Eligibility questions - section two

Are you applying for funding towards an activity that focuses on one or more of our supported disciplines?
* Choose one option that applies from the following list:
 Yes
 No

Are you able to demonstrate that you have at least one years' experience as a creative practitioner outside a formal education context?
* Choose one option that applies from the following list:
 Yes
 No

Can you provide an attachment from an external source to support your application? You will need to attach this when you make your application.
See our Guidance for applicants for details on why we ask this and what we expect to see.
* Choose one option that applies from the following list:
 Yes
 No

Are you or currently waiting for a decision from us on another Arts Council application?
* Choose one option that applies from the following list:
 Yes
 No

17. Click **Submit** (circled below)

Natasha 20 Stories

Applicant Name: Natasha Patel
Applicant Number: 59830412
Project Name: Personal Development 1
Project Number: DYCP-00600252

Eligibility questionnaire

Getting started
Section one
Section two
Submission summary

Export to PDF
Get PDF Viewer

Exit Registration

Submission summary

Complete	Page	Last Updated	Last Updated By	Mandatory
--	Getting started	No Input Required		No
✓	Section one	19/12/2022	Natasha Patel (natasha@20storieshigh.org.uk)	Yes
✓	Section two	19/12/2022	Natasha Patel (natasha@20storieshigh.org.uk)	Yes

Activity appears eligible

Based on your answers to these eligibility questions, your activity appears to meet some of our basic eligibility criteria for Developing Your Creative Practice.

You can now begin your application form by clicking 'Submit' below. Please read the Guidance for applicants carefully before you begin.

Once you have submitted your application form, we will complete a full eligibility check and formally let you know whether your application is eligible.

If you have any questions please contact us:

Phone: 0161 934 4317
Email: enquiries@artscouncil.org.uk
Textphone: 44 (0) 20 7973 6564

Back Next

Export to PDF

[Get PDF Viewer](#)

Submit

18. You are now ready to start your DYCP application. Click on the **folder icon** (circled below)

ENGLAND

Championing, developing and investing in the arts and culture in England

Natasha 20 Stories

Front Office Portal

Browse Programmes

Profile

My Account
Change Password

Workspace

Applicants

Submissions


Contact Us

Applicant: Natasha Patel (59830412)

Submissions

[\[Hide Filters\]](#) [\[Clear Filters\]](#)

Applicant Project Name: All Projects




Date Submitted: On 

Project Status: All Projects

Submission Version: Latest Version


Associate Type: All

Filter

Project Name Project Number	Programme Name Step Name	Start Date	End Date	Associate Type	Version	Date Submitted	Actions
Example Play NLPG-00575528	National Lottery Project Grants Eligibility questionnaire	01-Jan-2009	01-Jan-2025	Primary Applicant	1		
Personal Development 1 DYCP-00600252	Developing Your Creative Practice Eligibility questionnaire	17-Apr-2019	17-Jan-2023	Primary Applicant	1	19-Dec-2022 15:44:09	
Personal Development 1 DYCP-00600252	Developing Your Creative Practice Application	17-Apr-2019	17-Jan-2023	Primary Applicant	1		

1

19. Click **Next** and begin your application. Good luck!



Championing, developing and investing in the arts and culture in England

Logout

Natasha 20 Stories

Developing Your Creative Practice

Applicant Name: Natasha Patel
Applicant Number: 59830412
Project Name: Personal Development 1
Project Number: DYCP-00600252

Application submission

Introduction
Applicant details
Address information
Activity Dates
Activity focus
Your work
Your development
Public engagement
Outcomes
Your work - attachments
Finance

Introduction

Developing Your Creative Practice

Developing Your Creative Practice offers awards from £2,000 to £10,000 to support development opportunities for individual cultural and creative practitioners based in England.

The application form asks you a series of questions about different parts of your project including quality, management and finance. This gives us information about you, the development work you want to do and your budget. We will use the information you give us in your application form to decide whether we will offer you a grant.

The next two screens are autofilled with information you have already provided. If you need to make any amendments to this information, you will need to go back to the [Applicants](#) section and edit your applicant profile.

Throughout the application portal, any items marked * must be completed. All our text boxes have a character limit. Please stick to this character limit as any additional text won't be saved.

Please read the [Guidance for applicants](#) before making your application.

Back Next