



Information Sheet

Applying Online

Introduction

The purpose of this Information Sheet is to help you use our online application system. It explains how to get started and gives some advice on how to use the system effectively. It also provides additional technical information about the system.

Alternative and Accessible Formats

Sometimes there are particular reasons why people find it difficult to apply for a grant or access our services. If you experience or anticipate any barriers with our application process, require help to make an application, or accessing our services and information, please contact the Information Team to discuss the type of support we can provide.

How to find the Online System

Please visit our website, www.artscouncilofwales.org.uk and click on **Apply for Funding**. Or you can click, [here](#).

Creating an Account

If this is the first time you've used our online system you'll need to create an account. Click on the **Cyfrif Newydd / New Account** link to register your email address and password. These will be your login details and you'll need them every time you access the online system.

Working on your application

When you're working on your application online it's useful to remember:

- You can fill in your application in one go, or work on it at different times
 - You can review and print what you've done so far
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- You can fill in the sections of the form in whichever order you prefer, but you will only be able to submit your application when all of the sections are complete
- If you have your application form open on your computer, but do not work on it for 2 hours, you will automatically be logged out of our online system. Any work that you haven't saved by then will be lost
- Only one person can be logged into your account at any time

File names and document formats

You'll need to upload supporting documents with your application. Our online system calls these attachments. You can read more about attachments in the Essential Help Notes.

Please note that there is a maximum total file size of 60 MB for attachments.

Files with certain filename extensions (such as ".exe", ".com", ".vbs", or ".bat") cannot be uploaded. Our online system will let you know if a particular document type or format can't be accepted. We can't accept ".numbers" or ".pages" documents, but Apple iWorks can export its documents in ".xls" or ".doc" formats and Apple's Preview can open and save ".PDF"s. If you're using other non-Microsoft office software you'll need to save or export your documents in Microsoft formats before you upload them.

You will not be able to upload folders with documents within them, including 'Zip' folders. You'll need to upload each document separately.

You must upload a Project Budget with your application. Our online system will only accept Project Budgets saved as a ".xls" or ".xlsx" document. If you don't have *Microsoft Excel* on your computer there are a number of other PC or Mac based software solutions available on the internet, for example *Open Office*. Please note that this is only an example. The Arts Council of Wales cannot accept any responsibility for any software that you install on your computer or download from third party websites.

Contact Us

If you need further support please contact our Information Team:

Telephone: 0845 8734 900 (9.00am to 5.00pm Monday to Friday)

SMS: 07797 800 504 (messages charged at your standard network rate)

Email: information@artscouncilofwales.org.uk

Website: www.artscouncilofwales.org.uk

Twitter: [@Arts_Wales_](https://twitter.com/Arts_Wales)
