



How to give another person access to an applicant you've created

Table of Contents

Introduction 3
How to link a user to an applicant 4
How to unlink a user from an applicant 8
Amending user rights10
Appendices – further explanation 12
Appendix 1: What is a user? What is an applicant?12
Appendix 2: When would you want to link additional users to an
applicant?.....13
Appendix 3: When a person works for more than one applicant15

Introduction

Now that you have created an applicant, you may want to give other members of your organisation access to it so that they are able to update contact details and submit applications. To do this, they will first need to create a user account for themselves. Instructions can be found in the guidance document, **How to create your user account and applicant profile**.

What are the implications of giving another user access to my applicant profile?

Any user given access to an applicant profile will have access to all information stored there. This includes contact details, any previous applications and any previously submitted conditions. They will also be able to write and submit applications and request payments and submit conditions due on any open grant. For more information please see our webpage [Before you begin](#).

How to link a user to an applicant

Log in with your account details. You will land here:

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

AndyUAT
Front Office Portal
Browse Programmes
Profile
My Account
Change Password
Workspace
Applicants
Programme Registrations
Contact Us

Welcome to Arts Council England's Grants for the arts portal

Here you can create an applicant profile, update your contact information and make applications to Grants for the arts. There is fuller guidance on how to do this in the [how to apply guidance](#).

To begin an application you need to create an applicant profile. The applicant is the person or organisation to whom we will make a grant if your application is successful. An 'applicant' can be the name of the organisation you work for, your artist name (for example, a stage name) or the name under which you practice your artform, or even just the same name as the one you used to create your user profile if you are an individual that only uses one name.

To create a new applicant profile

If your applicant does not yet have an applicant profile, you should create one by clicking [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 (Grants for the arts).

(If you are in the process of creating an applicant profile and are returning to continue working 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 can take up to **ten working days** so please bear this in mind when you think about applying. Once your applicant profile has been validated we will send you a confirmation email.

If you want to link your user profile to an existing applicant

If the organisation or individual you are applying on behalf of already has an applicant profile (which has been created by another user) you will need to get your user account linked to this existing applicant before you can make an application on their behalf. Please read our [guidance](#) on doing this or contact us using the [contact us](#) link here or in the left menu bar.

Making an application

Once your applicant profile has been validated, you can begin an application. Click [browse programmes](#) here or in the left menu bar. Click **View** on the far right of the screen next to Grants for the arts. This will take you to the Apply for Funding screen. Click **Apply Now** at the bottom of the screen to begin your application.

If you want to continue working on an existing application click [submissions](#) in the left menu bar. On the next screen, click the open icon in the Actions column next to the relevant document.

Throughout the application any items marked * must be completed.

Any free text boxes have a strict word limit. Please stick to this word limit as any additional text will be automatically deleted.

There is fuller guidance on making an application in the [how to apply guidance](#).

If you would like to contact us, click [contact us](#) here or in the left menu bar of the Front Office home screen for contact information.

Awarding funds from
The National Lottery

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Once you have logged in, click **Applicants** in the left menu bar.

The name of your applicant will be shown in the top left corner of the screen. If you are already linked to more than one applicant, select the correct one from the dropdown.

Applicant:

Applicants							
Applicant Name	Applicant Number	Number of Projects	Last Submission	Children	Registrants	Parent	Open
Andy Solo	54871838	83	11-Dec-2015				

Click the **Registrants** icon

‘Registrants’ is the system’s term for users who are linked to an applicant.

The next screen to appear is this **Applicant Details** screen. This screen shows you all the users who are linked the applicant, listed in a section called **Registrants**. At first, you should be the only one. To link another user, click the **Link** icon

Applicant:

Applicant Details

Applicant Name: Andy Solo
Applicant Number: 54871838

Registrants

Name	User Name	Email	Group	Delete	Open
UAT, Andy	AndyUAT	andy@uat.cam	Administrator		

1

This opens a search function. Enter the user name and email address of the user you want to add. In the **Group** field, you have two options available from the dropdown: **Administrator** and **Standard User**.

Applicant:

Applicant Details

Applicant Name: Andy Solo
Applicant Number: 54871838

Add a Registrant

* **User Name:**

* **Email Address:**

* **Group**

The functions of the two roles are the same except that an **Administrator** can link and unlink other users to an applicant and a **Standard User** cannot.

You should decide which role to give any users. These can be amended at any time. Guidance for this can be found in the [Amending user rights](#) section of this guidance.

When you have entered the details of the user you want to add (who **must** have their own user account), click **Add Registrant**.


On the **Applicant Details** screen, you will now see the person you have just added listed as a registrant alongside yourself.





Applicant:

Applicant Details

Applicant Name: Andy Solo
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Registrants

 **Name** **User Name** **Email** **Group** **Delete** **Open**

UAT, Andy	AndyUAT	andy@uat.cam	Administrator ▾		
Test, Andy	Andytest	andy@test.cam	Administrator ▾		

1

This completes the process.

How to unlink a user from an applicant

Log in with your account details. You will see this screen:

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

AndyUAT
Front Office Portal
Browse Programmes
Profile
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Change Password
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Programme Registrations

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Validating your applicant profile

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If you would like to contact us, click [contact us](#) here or in the left menu bar of the Front Office home screen for contact information.

Click **Applicants** in the left menu bar. This screen will then appear:

Applicant: Andy Solo (54871838)

Applicants

Applicant Name	Applicant Number	Number of Projects	Last Submission	Children	Registrants	Parent	Open
Andy Solo	54871838	83	11-Dec-2015				

If your user account is already linked to a number of different applicants, you will need to select the right one from the dropdown at the top of the screen. If you only have one applicant so far, it will automatically be shown.



Click the **Registrants** icon .

Applicant: Andy Solo (54871838)

Applicant Details


Applicant Name: Andy Solo
Applicant Number: 54871838


Registrants

Name	User Name	Email	Group	Delete	Open
UAT, Andy	AndyUAT	andy@uat.cam	Administrator		
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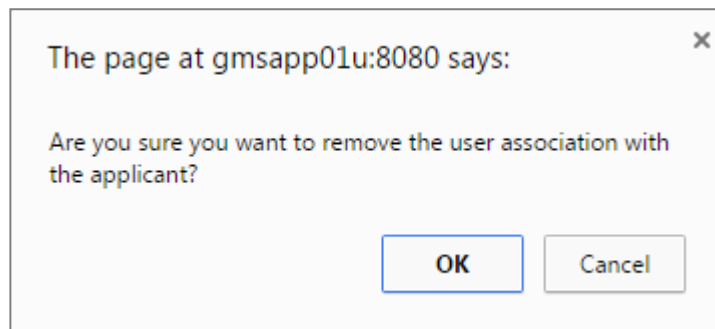
1

Back to List



On the **Applicant Details** screen, you will now see all the users linked as registrants. To remove one, click the **Delete** icon .

A question box will come up.



Click **OK**.

This completes the process.

Amending user rights

Log in with your user account details. You will land here:

ARTS COUNCIL ENGLAND Logout

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

AndyUAT

- Front Office Portal
- Browse Programmes
- Profile
- My Account
- Change Password
- Workspace
- Applicants
- Programme Registrations
- Us

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There is fuller guidance on making an application in the [how to apply guidance](#).

If you would like to contact us, click [contact us](#) here or in the left menu bar of the Front Office home screen for contact information.

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Click **Applicants** in the left menu bar. This screen will then appear:

Applicant: Andy Solo (54871838) ▼

Applicants

Applicant Name	Applicant Number	Number of Projects	Last Submission	Children Registrants	Parent	Open
Andy Solo	54871838	83	11-Dec-2015			

Click the **Registrants** icon

The next screen to appear is this **Applicant Details** screen:

Applicant:

Applicant Details

Applicant Name: Andy Solo
Applicant Number: 54871838

Registrants

Name	User Name	Email	Group	Delete	Open
UAT, Andy	AndyUAT	andy@uat.cam	Administrator		
Test, Andy	Andytest	andy@test.cam	Administrator		

1

In the **Group** column, choose the relevant role from the dropdown, beside the relevant user.

A question box will come up.

Applicant:

Applicant Details

Applicant Name: Andy Solo
Applicant Number: 54871838

Message from webpage

Are you sure you want to change the group?

Name	User Name	Email	Group	Delete	Open
UAT, Andy	AndyUAT	andy@uat.cam	Administrator		
Test, Andy	Andytest	andy@test.cam	Standard User		

1

Click **OK**.

This completes the process.

Appendices – further explanation

Appendix 1: What is a user? What is an applicant?

User

You create a user account in order to gain access to Grantium. A user account is unique to you and you should not share your log on details with anyone.

You only need to create a user account once, and should use these details each time you want to log in to the system. Guidance on how to do this can be found in the document, **How to create your user account and applicant profile**.

Applicant

The applicant is the entity (either an individual or an organisation) who can make an application and who can enter into a grant agreement if the application is successful. The **applicant profile** includes all contact information for the applicant.

You might have more than one applicant linked to your user account. For example, you might have an applicant profile for yourself as an individual, and also be linked to an organisation that you work for and make grant applications for.

Applicants can be linked to several different users; for example, an organisation's applicant profile should be linked to user accounts of the person who writes and submits grant applications, and to the person who has authority to accept an offer of a grant.

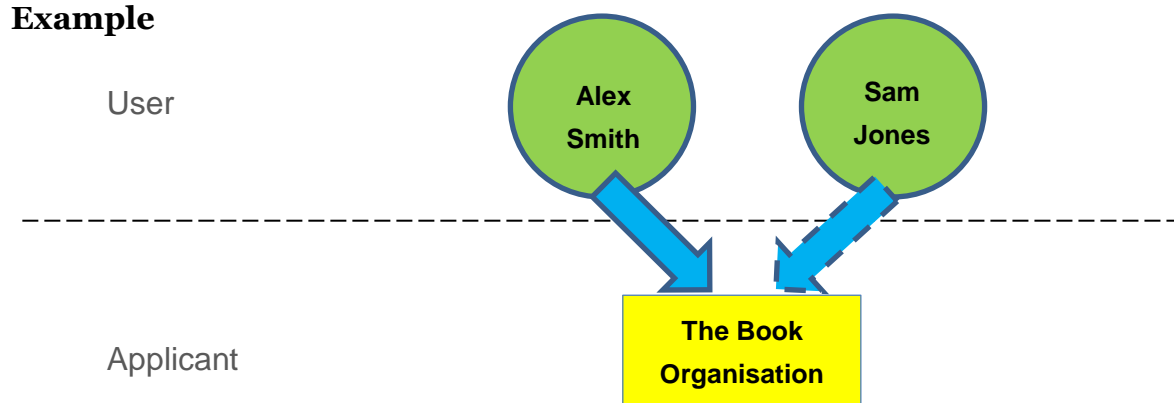
Appendix 2: When would you want to link additional users to an applicant?

Once you have created an applicant profile, you may want other users to have access to that applicant. There are a number of reasons why you would want to do this:

1. You work on behalf of an organisation and there are several people within your organisation who want to be able to submit applications on its behalf.
2. You work at an organisation and are not authorised to accept grant offers. As such, your chief executive officer (or equivalent) would need an account and to be linked to the organisation profile.
3. You are working with a support worker and want the support worker to be able to work on your applications.
4. You are working with a consultant and want the consultant to be able to work on applications and to see all the information relating to your applicant.

Each of these people would need to create an account for themselves. As the person who created the applicant in the first place, you would then have to find these users on Grantium and create a link between them and the applicant.

Example



In this example Alex Smith creates a user account. Alex then creates an applicant, The Book Organisation. Sam Jones is the CEO of The Book Organisation. Alex asks Sam to create a user account. Once this is done, Alex finds Sam on the system and links Sam to The Book Organisation.

We would normally recommend that two members of staff have user accounts. One should be the person who writes applications and manages grants. The other should be the person with the authority to accept a grant offer, normally a chief executive or equivalent.

Appendix 3: When a person works for more than one applicant

Many people in the arts and cultural sector will work for more than one applicant. This example will illustrate a person who is both an individual artist and someone that works for an organisation.

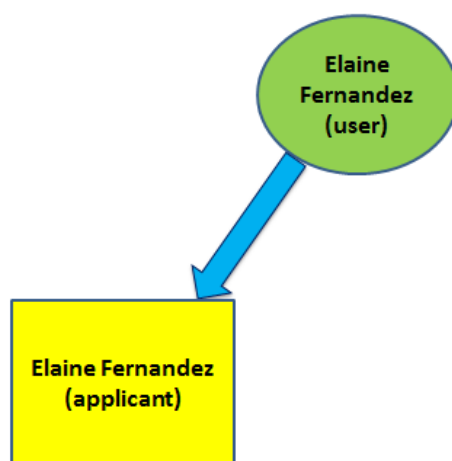
Example

Elaine Fernandez has two jobs. She works both as an independent musician as well as an Artistic Director for a classical music organisation. She applies to Arts Council England for grants as both an individual artists as well as on behalf of the music organisation she works for.

Elaine's own applicant profile

She creates her user account (green circle in the diagram below) which gives her access to the system.

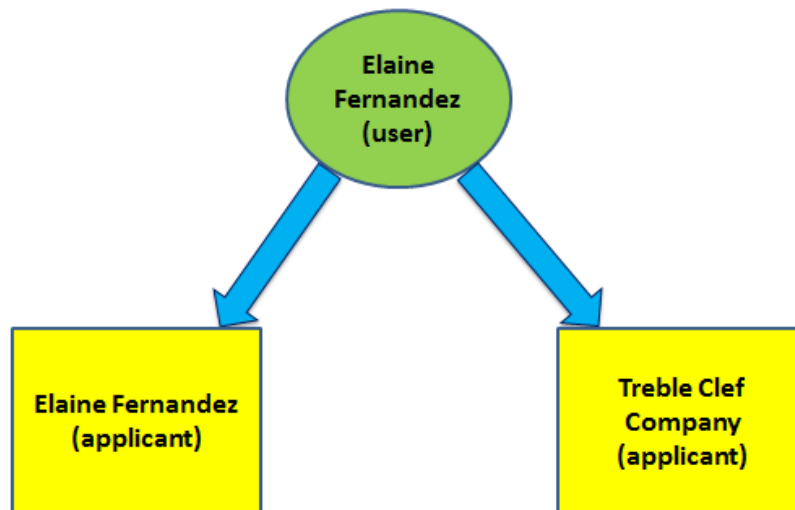
She then creates an applicant called Elaine Fernandez (yellow square).



After the applicant profile is validated, Elaine can make applications as an individual and if successful, manage any grants via the system. If she changes her address or any contact details, she can amend these in her applicant profile.

A profile for the organisation Elaine works for

She also creates an organisation applicant profile for the organisation she works for, Treble Clef Company (as shown in the diagram below). She does not need to create another user account, only a new applicant profile.

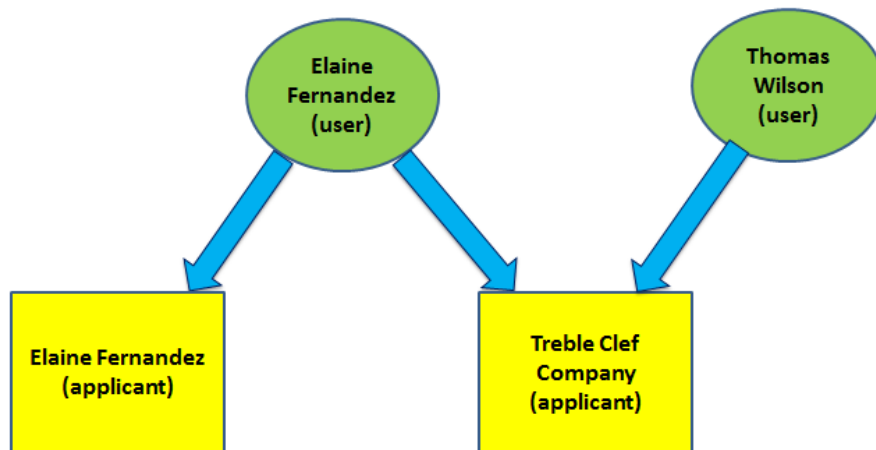


Again, after the applicant profile for the organisation is validated, Elaine can make applications on behalf of that organisation and if successful, manage any grants via the system. If she changes address or any contact details of the organisation, she can amend these in the organisation's applicant profile.

Adding another user for Treble Clef Company

Elaine would also like her colleague at the Treble Clef Company to submit and manage grant applications. She asks her colleague Thomas to create a user account (the green circle).

Once he has done this, he must let Elaine know **his user name** and **email address**. With this information she can link him as a user to the Treble Clef Company applicant profile, as shown in the diagram below. (Step by step guidance on how to link and unlink a user appears earlier in this guidance.)



Therefore in this example, Elaine has both access to Elaine Fernandez (the individual applicant) and Treble Clef Company (the organisation applicant). Thomas only has access to the Treble Clef Company applicant.