



## Features of the Online Form

Created October 2016



**Sask Culture** | Lottery  
 Dashboard Profile New Application Logout

**APPLICATION**  
**Museum Grant Program (Stream 1)**  
 DEADLINE: NOV 30, 2016 11:59PM PROGRAM DETAILS PRINT

OUTREACH COORDINATOR  
**Angie Sawatzky**  
 8AM-4:30PM Monday-Friday  
 306-760-9812  
 sawatzky@saskculture.ca

**Profile** \* mandatory field

This profile provides helpful context for adjudicators who may not be familiar with your museum or community.

**1. About Your Community**

Community Name \*

Population \*

How many schools are in your community?

Elementary \*

High School \*

Other

Table of Contents:

- Organization Contact Information
- Contacts
- Guidelines
- Eligibility
- Profile
- Management
- Programs
- Collections
- Communications
- Budget and Request Amount
- Financial Information
- First Authorization
- Second Authorization
- Stay in Touch
- Submission Instructions
- Submit

- There is a table of contents on the left hand side of the application form.
- Blue checkmarks will appear once you have completed all the required fields in a section.
- You can move to different sections in the application form by clicking on a section title in the table of contents (i.e. Management, Programs, etc.).
- Helpful Hint – click on the word, not the circle icon in the table of contents.

**Sask Culture** | LOTTERIES SK

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Programs \* mandatory field

1. Museum Stories  
Please describe 1 to 3 key stories your museum shares with visitors about your community and explain how these stories are conveyed (e.g. through artifacts, through storytelling, etc.).

Stories \*

\* This field is required

How does your museum connect the stories of the past to the present and future of your community?

Connecting The Past To The Present And Future \* Testing

- Mandatory fields are marked with a star (\*).
- All mandatory fields must be completed in order to submit an application.
- If you try to save a page without filling out a mandatory field, the answer box will be highlighted in red. Don't worry – you can come back to these sections later to fill them out.
- If you really don't have an answer for a required field, you can bypass it by entering "N/A." However, it is recommended to fill out every section as the jury can't award points for unanswered questions.

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### 1. Museum Stories

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Stories \*

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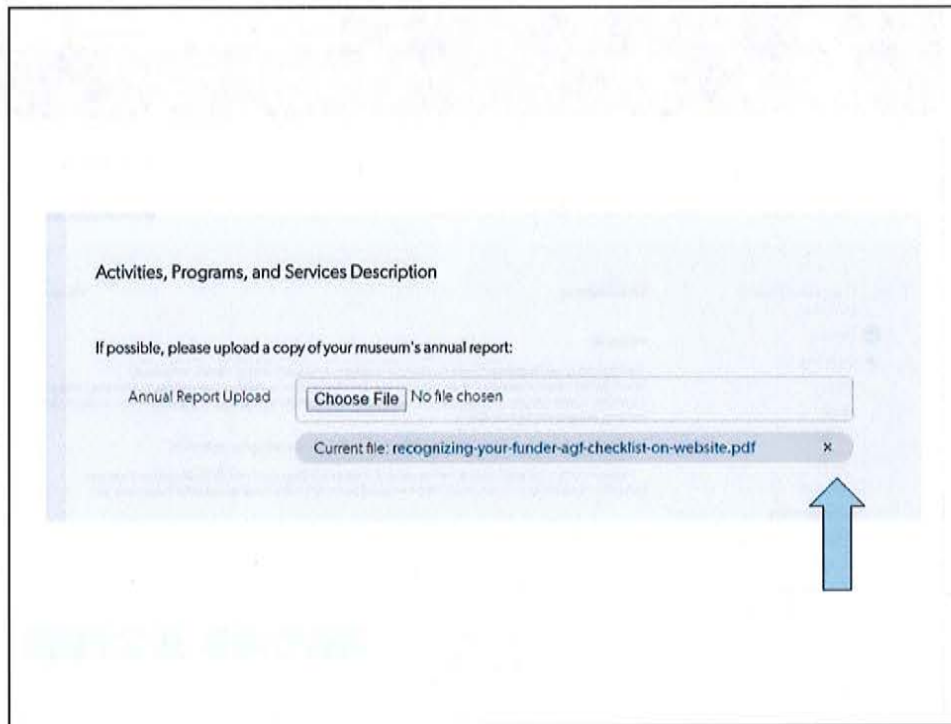
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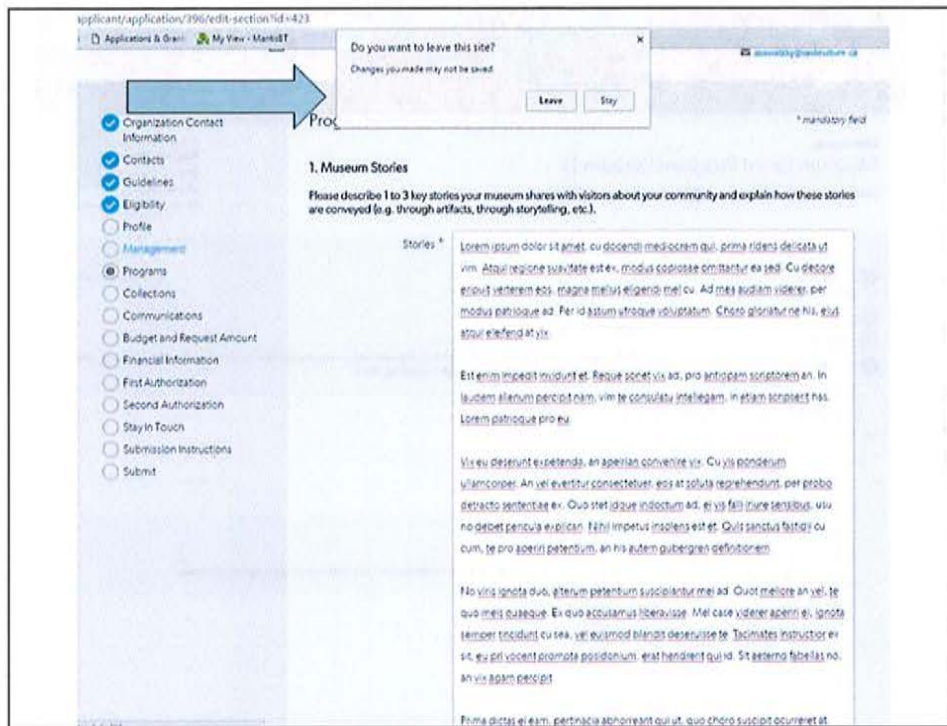
- Answer boxes will expand as you type information into them.



- You may be asked to upload a file.
- To do this, click the Choose File icon and select your file.
- If you need to change the file that you selected, click the "X" next to your file and then select a new one.

- There is a Save button and a Save and Continue button at the bottom of each page.
- If you click Save, it will save your work and keep you on that page.
- If you click Save and Continue, it will save your work and take you to the next section.
- It is recommended that you frequently save your work.





- If you attempt to close your browser window before saving your work, you will receive a pop-up message. Click “stay” and then save your work before leaving this page.



- The logout button is in the top right hand corner.
- When you click this you will be taken back to the login page.