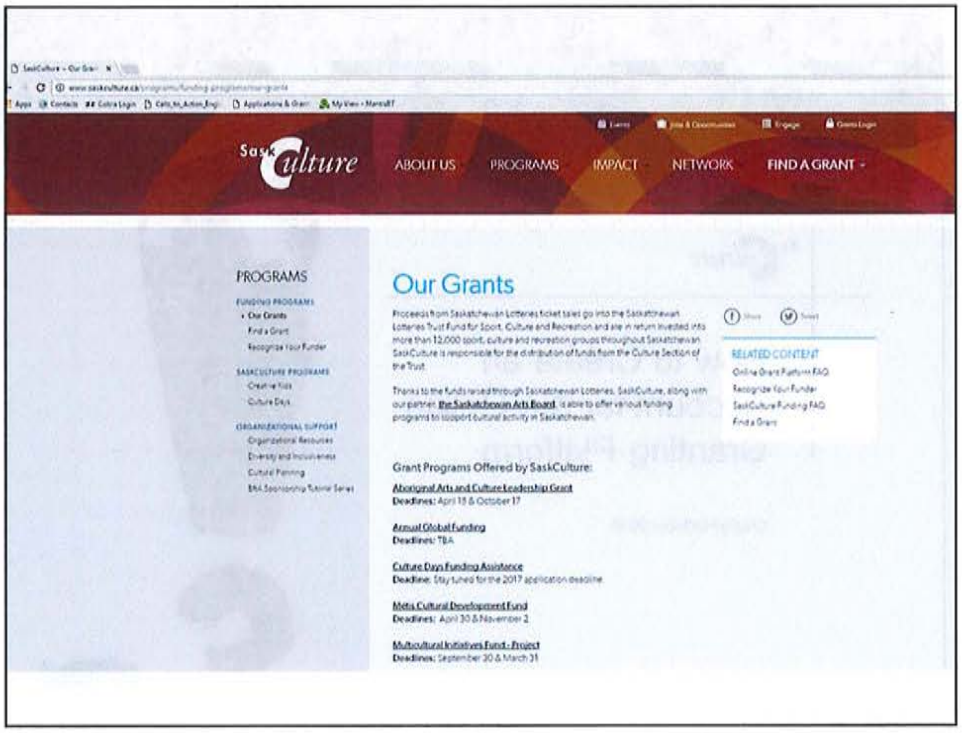
Sask Culture

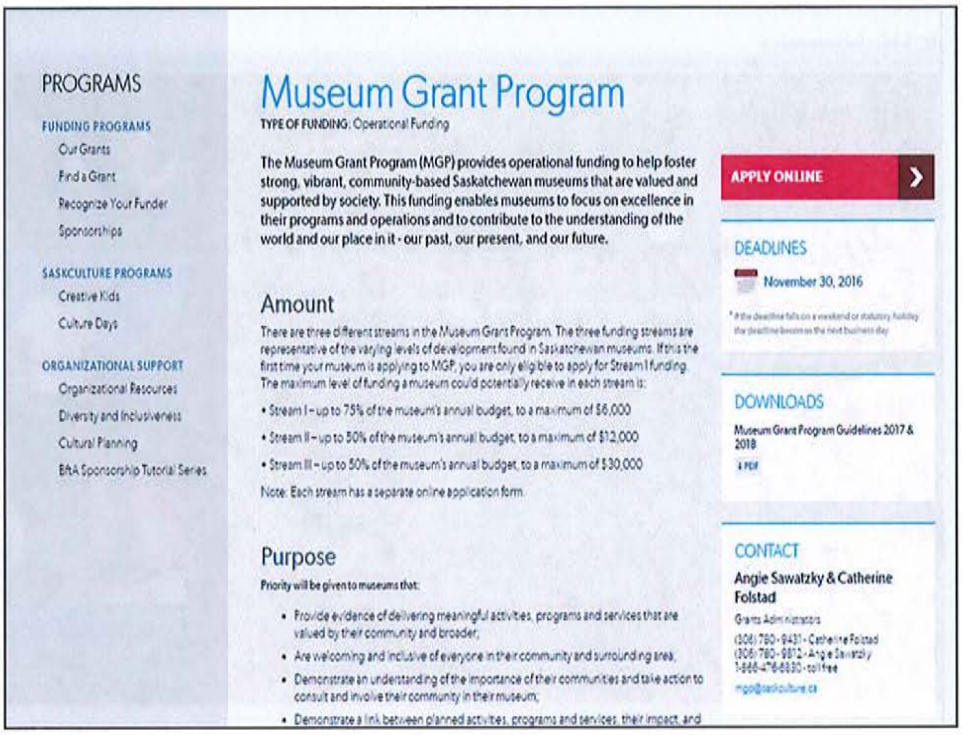
How to Create an Account for the Online Granting Platform

Created October 2016

LOTTERIES

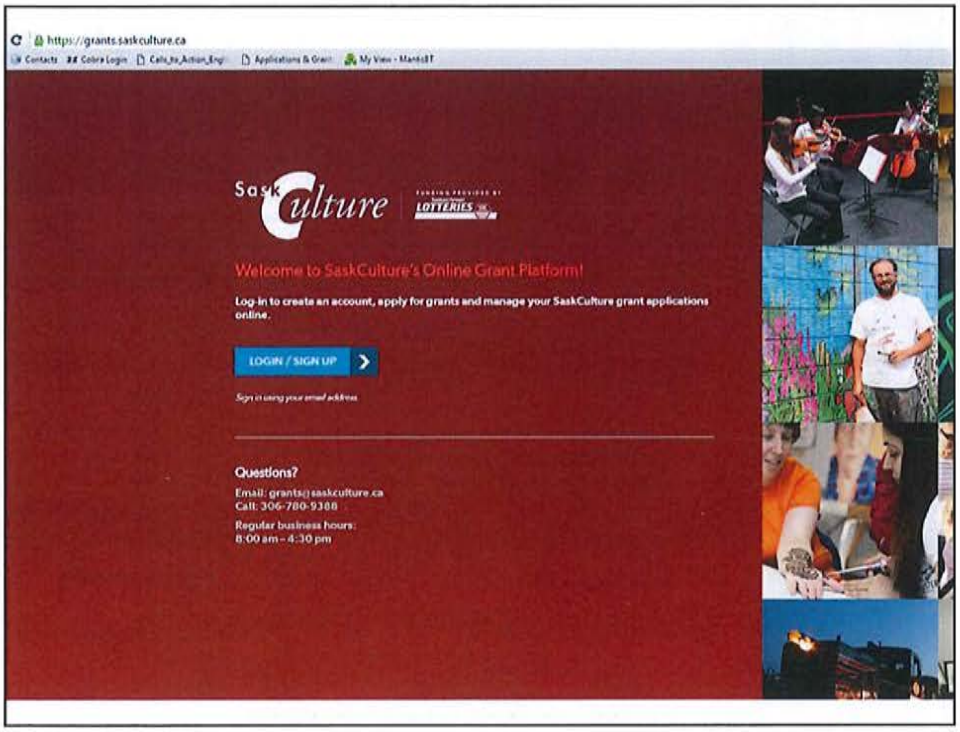


- If you are thinking of applying for a SaskCulture grant, you can go to the SaskCulture website (www.saskculture.ca) and look at the various grant programs (listed under Programs – Our Grants).



- Each grant program page on the website will give you a description of the grant program. A copy of the Guidelines will be available to download. Once you have found a grant that you would like to apply for, click the red "Apply Online" button, which will take you to the Online Granting Platform.

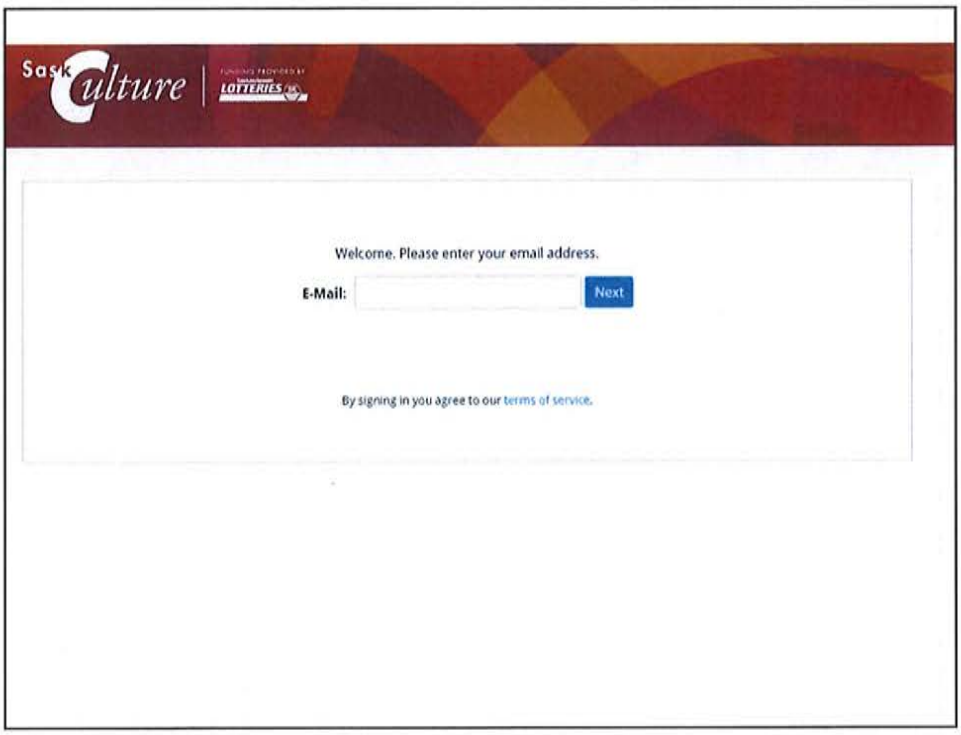
- If the "Apply Online" button is not on the grant program page, that means that the application form is not ready yet. Applications are generally available eight weeks before a grant deadline.



- You can also access the Online Granting Platform directly by going to **grants.saskculture.ca.**

- You can access the Online Granting Platform from any computer that has an internet connection.

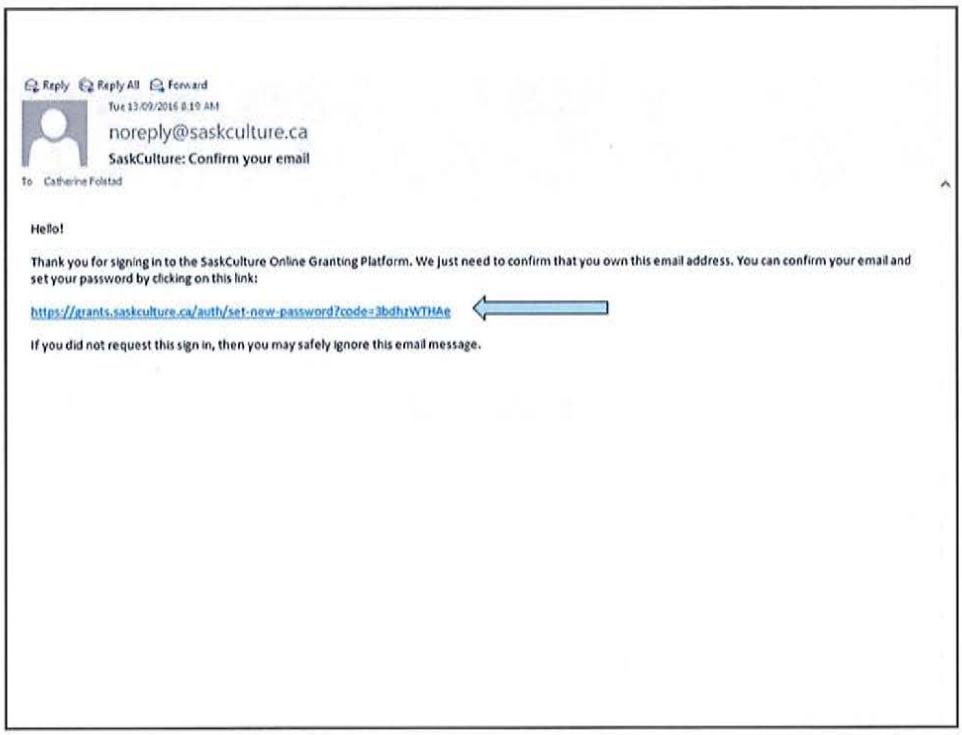
- To create a new account, click on the blue "Login / Sign Up" button.



- Enter your email address and click next.

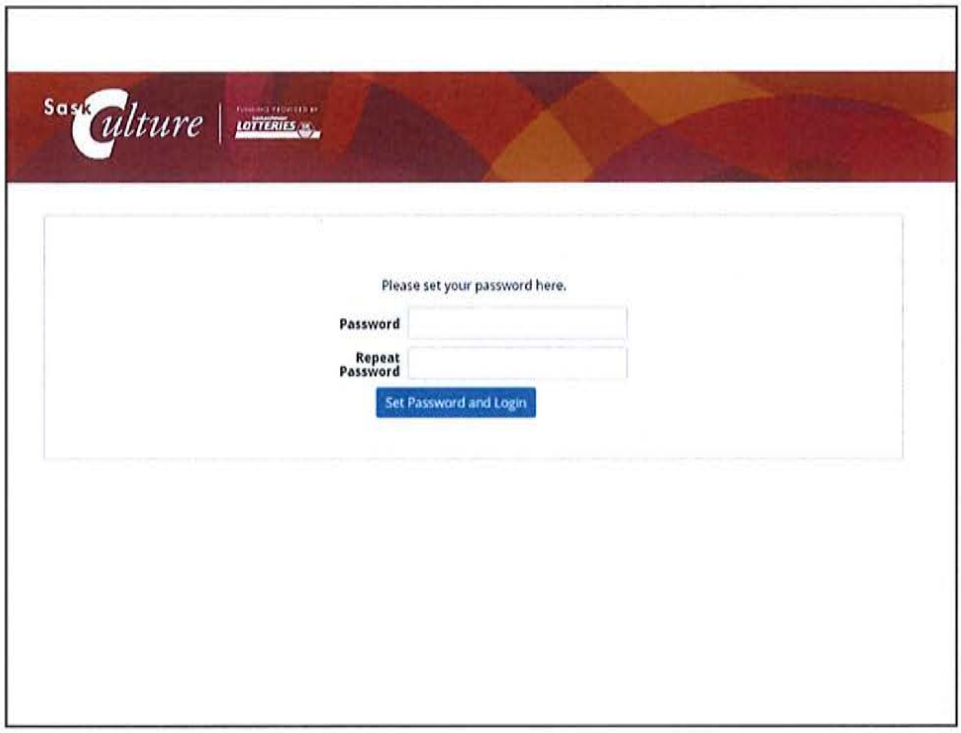
- A confirmation email will be sent to your email address. This email will be delivered right away, so you can go to your email inbox and it should be there.

- If your email is already in the system, you will be asked for your password. NOTE: The system has been updated, so even if you have already been in the system before, it may ask you to update your password.

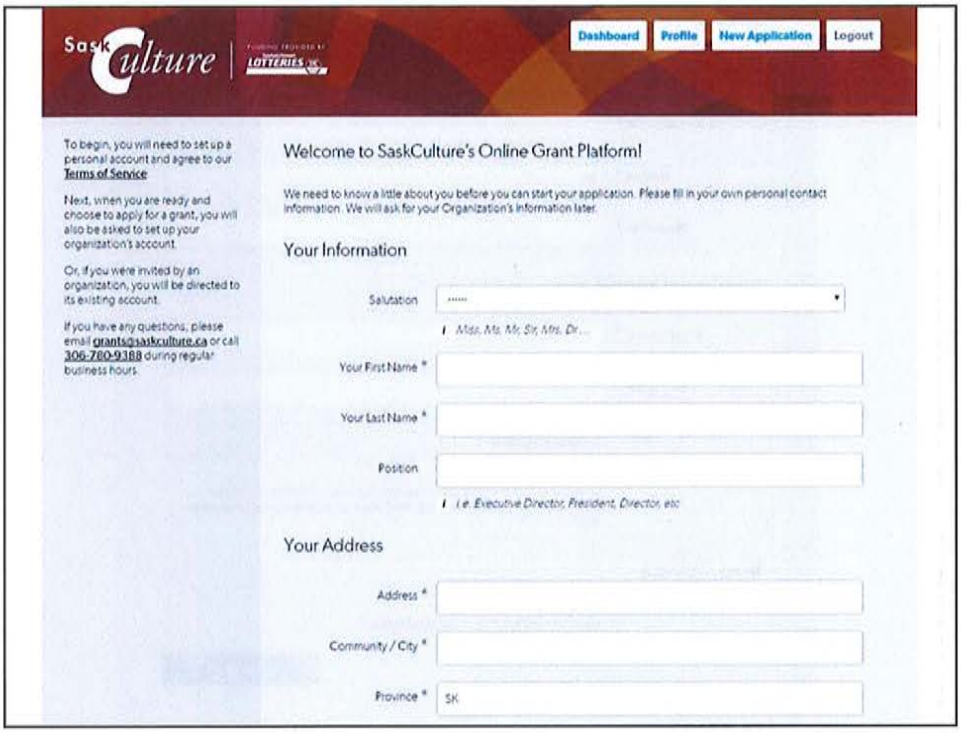


- This is an example of the confirmation email you will receive from noreply@saskculture.ca.

- Click the link provided to create your account password.

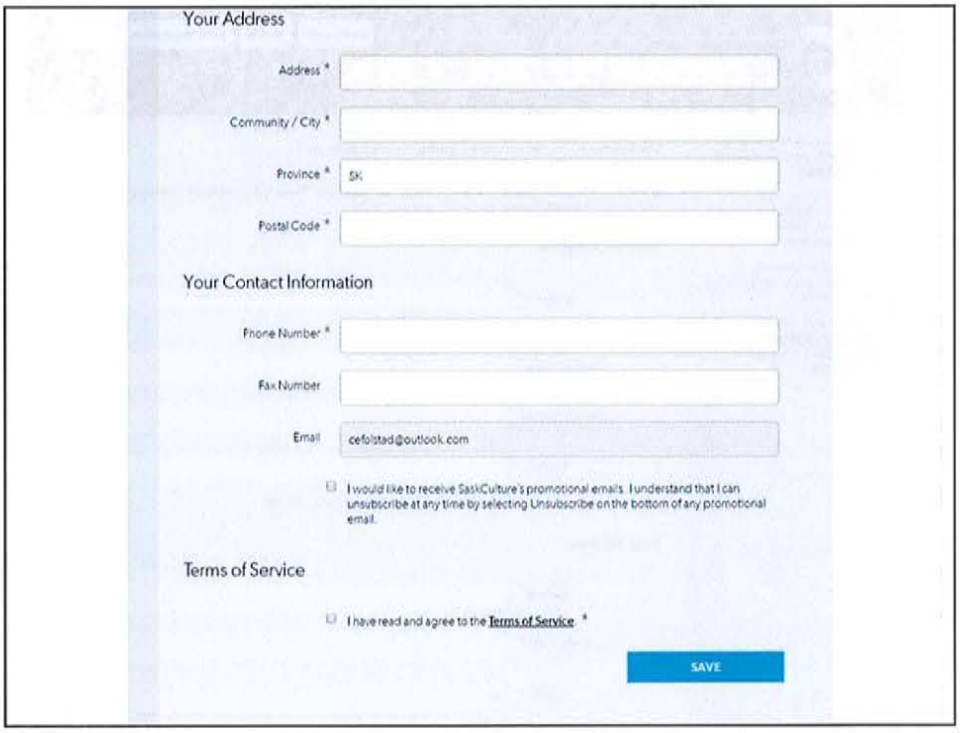


- Create a password. It must be a minimum of eight (8) characters long and can be any combination of letters and/or numbers.

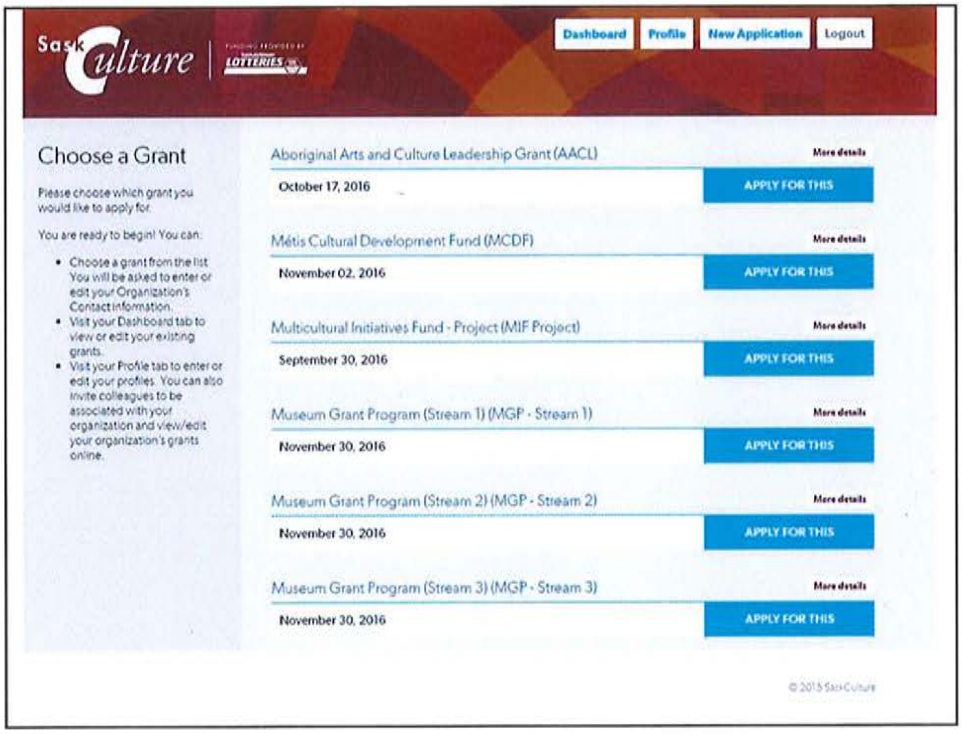


- After you create your password you may be re-directed back to the login page and be asked to enter your email and password one more time.

- You will then be asked to enter your contact information. You will have the opportunity to enter your organization's contact information at a later step when you start an application form.



- After you enter your contact information, then read and agree to the Terms of Service, click Save.



- You will be taken to the Choose a Grant page where you will see a listing of all the open grant programs. Find the grant program that you are looking for and click "Apply for This". A copy of the application form will be opened.

- If you are unsure of which grant to apply for, you can click "More Details" which will take you back to the grant description and guidelines on the website.