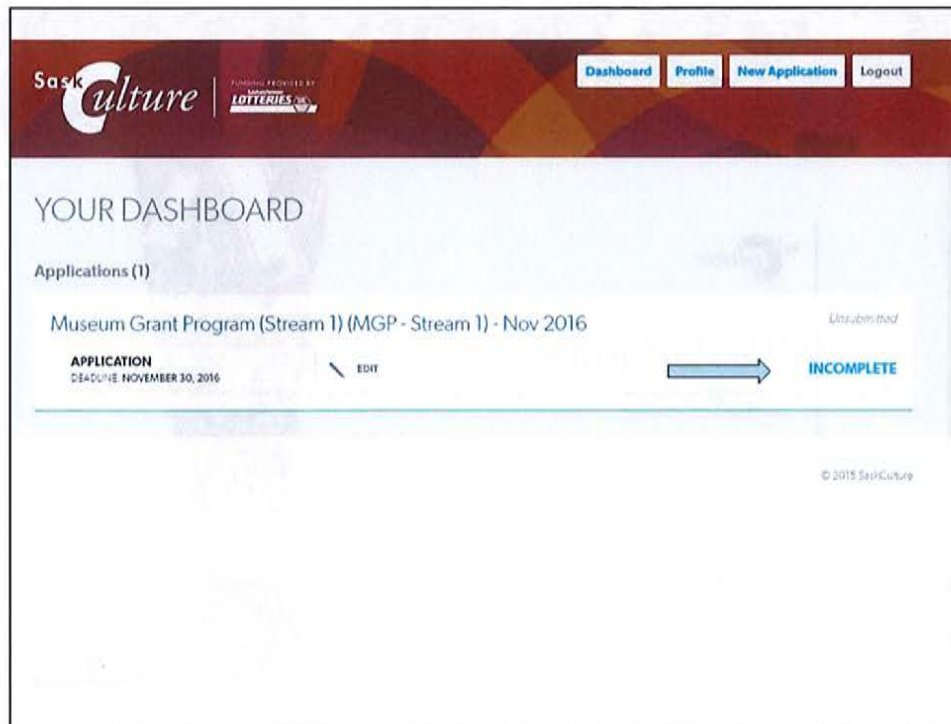




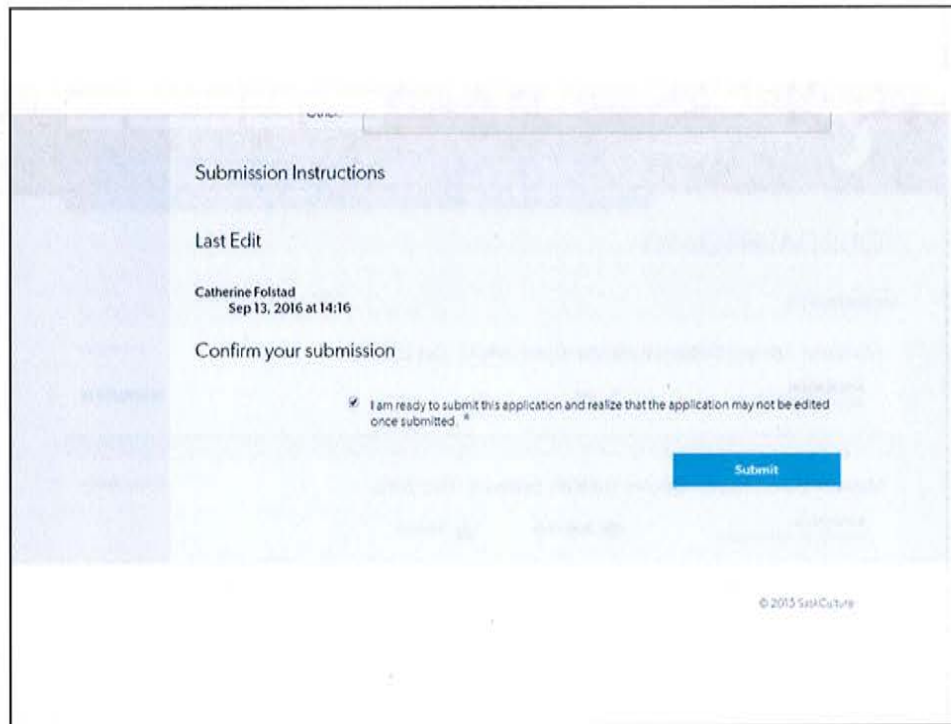
How to Submit an Application

Created October 2016

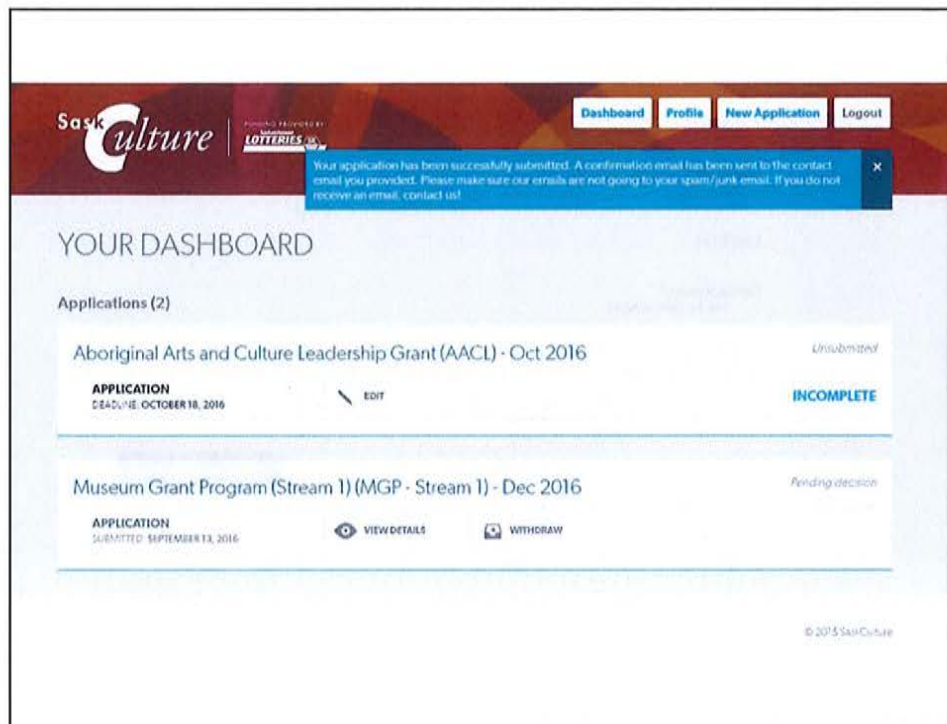




- Your dashboard will show that the application is Unsubmitted and Incomplete before you have submitted it.
- To submit your application, click on the Edit icon and go to the final section, labelled "Submit".



- The final Submit page gives you the opportunity to review your application one last time before submitting it.
- At the very end you will be able to see who made the last edits to the application.
- Click the checkbox to confirm that you are ready to submit. Then click Submit.



- After you click Submit, you will be taken back to your Dashboard.
- A blue pop-up box appear to confirm that you successfully submitted your application.

From: noreply@saskculture.ca

Date Sent: 2015-10-09 12:10

Subject

Your Application has been successfully submitted to SaskCulture

Message

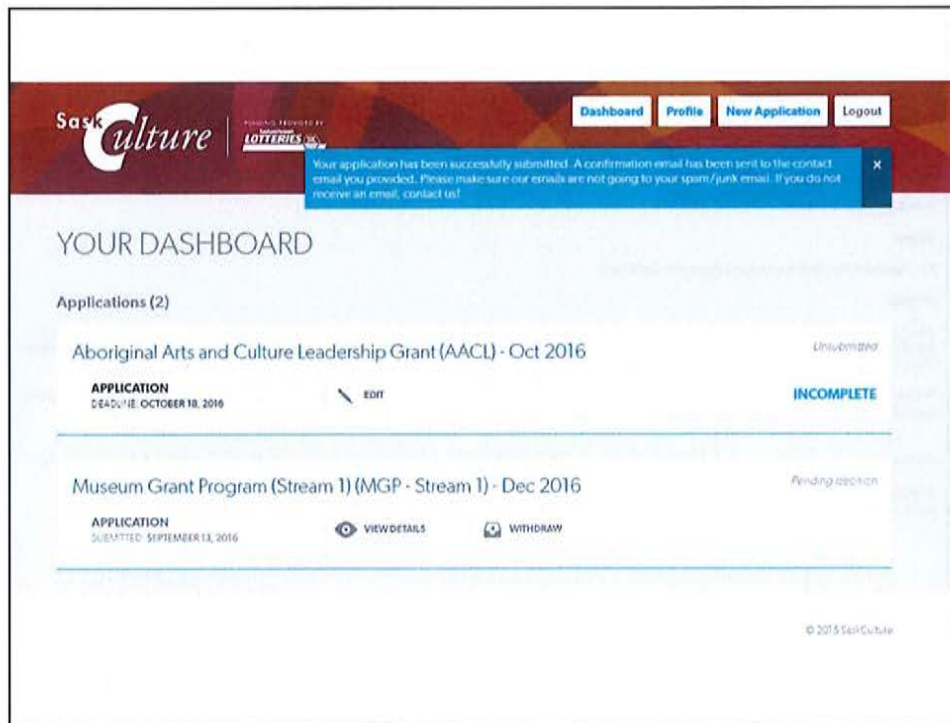
Your Application to Aboriginal Arts and Culture Leadership Grant (AACL) - Oct 2015 has been successfully submitted. Your application will be reviewed prior to being sent to one of SaskCulture's volunteer peer juries. SaskCulture staff may contact you by email if more information, or edits, are required. Please check your email regularly (including your junk email).

The status of your grant application will appear in your SaskCulture Grant Dashboard. At this point, you can access your grant in a read-only format. The status will be updated once all funding results for this grant have been mailed.

If you have any other questions, please contact Damon Heit by phone 13067809251, or email dbheit@saskculture.ca during regular office hours (8am to 4:30 pm, Mon - Fri).

Sincerely,
SaskCulture

- You will also receive a confirmation email from noreply@saskculture.ca.
- If you do not receive an email, contact SaskCulture right away.



- The status of the application has been changed to Pending Decision.
- If you click the View Details icon, you will see a read-only copy of your application form.
- The Consultant reviewing the application may request edits before it is sent to the jury. An email will be sent to you with a link that will unlock your application so that you can make the required edits.
- The read-only application form will always be available on your dashboard.
- Once your grant application has been adjudicated, you will also be able to review the jury comments in the View Details section.