

### APPLICATION INSTRUCTIONS

#### Note

This online application is optimized for Internet Explorer version 11 and works well with Firefox version 68 or later, or Safari version 11 or later, or Chrome version 72 or later, or Edge version 40 or later.

Applications received by the Swedish Arts Council after 24.00 on the last application date will be evaluated the next application round.

Maximum login time per session is 2 hours. Please use the function "Save" at the end of the form so that your data is not lost if you are logged out.

Mandatory questions are marked with an asterisk (\*). It is important for the Arts Council that questions are answered directly in the fields, even if an attachment is sent.

Data in the grey areas will be filled in automatically.

Information about the grant can be found on the Arts Councils website. This information may change over time.

#### APPLICANTS

Details of the applicant (organisation) will be automatically downloaded from your user account. Make sure that the information is correct before you start filling in the application. Any changes must be made in "My contact information" which can be found on the home page when you log in.

The applicant must be a legal entity.

#### APPENDICES

To attach files digitally, click "Attach Files". The file name can be a maximum of 20 characters. If the file name has more than 20 characters, only the first 20 characters of the filename will be used. The files you attach may not exceed a total of 30 MB.

Attachments can also be sent by e-mail to: [artscouncil@artscouncil.se](mailto:artscouncil@artscouncil.se). If you send any additional information by e-mail or by post, refer to the case number you received when you sent in your application.

#### Submitting the application form

The last page contains a scroll list with three choices - "Send", "Save" and "Cancel". To submit your application, select "Send" and click "OK". Note that you can save your completed application by choosing "Save" and by then clicking "OK". A saved application can be viewed once again by going to "My cases" on the home page when you have logged in. To cancel the application, select "Cancel" and then "OK".

After you have selected "Send" and clicked "OK", step 1 of 3 then starts. You must complete all three steps for your application to be submitted correctly. In step 3, you will receive your case number. It is important that you do not close the window until you have received this confirmation. In step 3, an automated e-mail message is also sent to the contact person responsible for the application, it includes your case number and your application in PDF format.

For technical questions, contact [support@artscouncil.se](mailto:support@artscouncil.se) or phone: +46-8-519 264 01.

For the Arts Councils contact person, visit our website [www.artscouncil.se](http://www.artscouncil.se).

For application deadline, visit the Arts Council's website

### DETAILS OF APPLICANT

Fields marked with \* are mandatory

Information in the grey boxes is automatically downloaded from your user account. See Instructions for the application.

Applicant organisation

Postal address, PO box

Postcode

City

Country

Phone number (switchboard)

Organisation/institution's e-mail address (not specific person)

Website

### CONTACT INFORMATION FOR THIS APPLICATION

Contact person (first name and family name)

E-mail address of contact person

Phone number of contact person

Mobile phone number of contact person

\* I have the right to represent the applicant organisation/institution. I, the authorised signatory or authorised agent for the applicant, hereby confirm that the applicant has no Swedish tax debts or debts due to the Swedish Enforcement Authority and is not in a state of liquidation or bankruptcy.

\* I hereby declare that the applicant will abide by applicable laws, regulations, government provisions and recommendations in the applicants activity. I also understand that the applicant is obliged to provide supplementary information if the applicants circumstances change substantially.

For the Arts Councils contact person, visit our website [www.artscouncil.se](http://www.artscouncil.se)

Applicant organisation

BANK DETAILS

Fields marked with \* are mandatory

Information in the grey boxes is automatically downloaded from your user account. See Instructions for the application.

BANK DETAILS

\* Company registered for this bank account. (Not a name of a person)

\* Bank

Swedish bank

Bank outside of Sweden

\* Name of the bank

\* Bankgiro- or plusgirokonto

\* BIC (Swift)

\* IBAN/FW/ABA/BSB-code/Routing number

\* Account number

\* Bank postal adress, PO box

\* City

\* Country

Applicant organisation

## THE PROJECT

Fields marked with \* are mandatory

It is important that questions are answered directly in each of the fields, even if an attachment is sent.

\* The application relates to the following organisation/institution/group

\* Project name (in English)

\* Planned/expected start date (YYYYMMDD)

\* Planned/Expected end date (YYYYMMDD)

\* Country in which the project will take place

\* Key activities of the project. Attach a project description if needed. (Max 1000 characters.)

\* Objectives and purposes of the project. (Max 1000 characters.)

Applicant organisation

THE PROJECT

Fields marked with \* are mandatory

It is important that questions are answered directly in each of the fields, even if an attachment is sent.

\* Describe the target groups who benefit directly and indirectly from the proposed activities. (Max 1000 characters.)

\* Describe how the project will be followed up and evaluated. (Max 1000 characters.)

Working material



Applicant organisation

**FINANCIAL CALCULATIONS**

Fields marked with \* are mandatory

It is important that questions are answered directly in each of the fields, even if an attachment is sent.

State the sums that are to be contributed by all financiers and your own investment. "Total revenue" and "Total costs" shall be the same. State the total amount to the nearest whole SEK.

\* EXPENDITURE

	Specify	SEK
* Salaries, fees, honorary	<input type="text"/>	<input type="text"/>
* Marketing expenses	<input type="text"/>	<input type="text"/>
* Administrative expenses	<input type="text"/>	<input type="text"/>
* Other costs	<input type="text"/>	<input type="text"/>
* Other costs	<input type="text"/>	<input type="text"/>
* Other costs	<input type="text"/>	<input type="text"/>
* Other costs	<input type="text"/>	<input type="text"/>
Sum		<input type="text"/>

\* INCOMES

	Specify	Status	SEK
* Grants from the Swedish Arts Council (the applied amount for the project)	<input type="text"/>		<input type="text"/>
* Other governmental grants	<input type="text"/>	<input type="text"/>	<input type="text"/>
* EU Funding	<input type="text"/>	<input type="text"/>	<input type="text"/>
* Other funding	<input type="text"/>	<input type="text"/>	<input type="text"/>
* Other funding	<input type="text"/>	<input type="text"/>	<input type="text"/>
* Other revenues	<input type="text"/>	<input type="text"/>	<input type="text"/>
* Own contribution	<input type="text"/>		<input type="text"/>
Sum			<input type="text"/>

