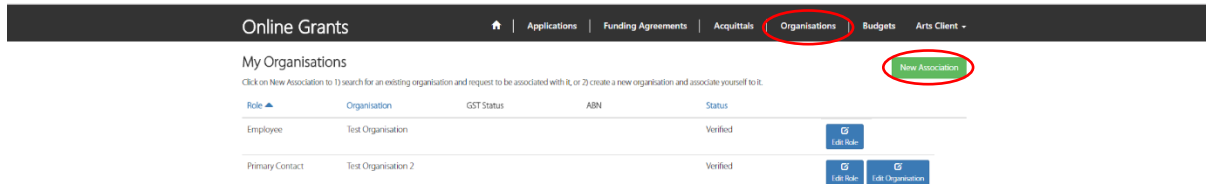


Arts South Australia Grants Portal FAQ

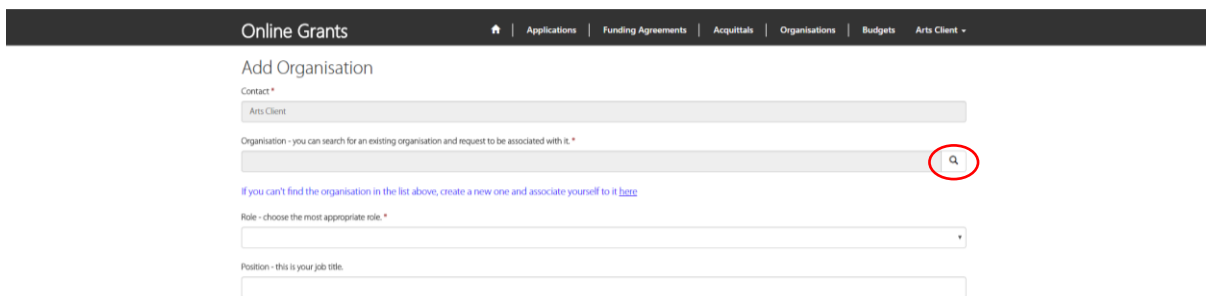
How do I associate myself with an existing organisation?

1. Go to the Organisations tab then click on the New Association button:



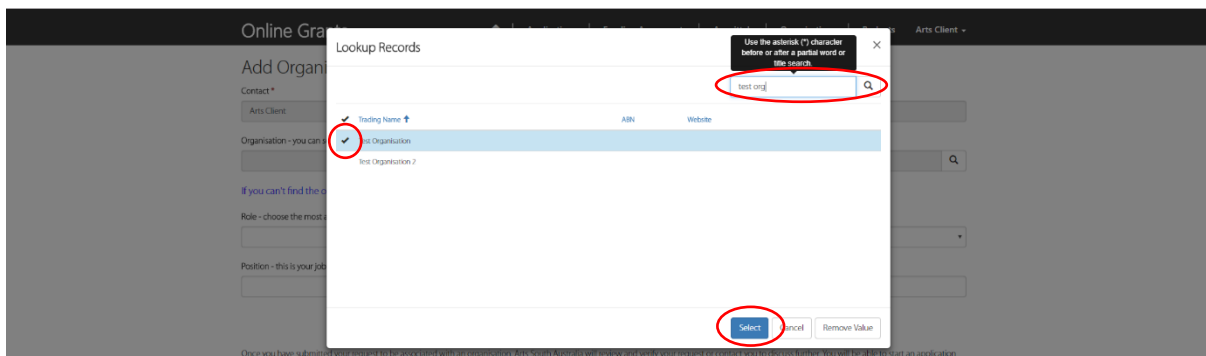
The screenshot shows the 'Online Grants' navigation bar with the 'Organisations' tab selected. Below the navigation bar, the 'My Organisations' section is visible. A 'New Association' button is circled in red. Below this, a table lists existing organisations with columns for Role, Organisation, GST Status, ABN, and Status. Buttons for 'Add Role', 'Edit Role', and 'Edit Organisation' are also visible.

2. Click on the search button:



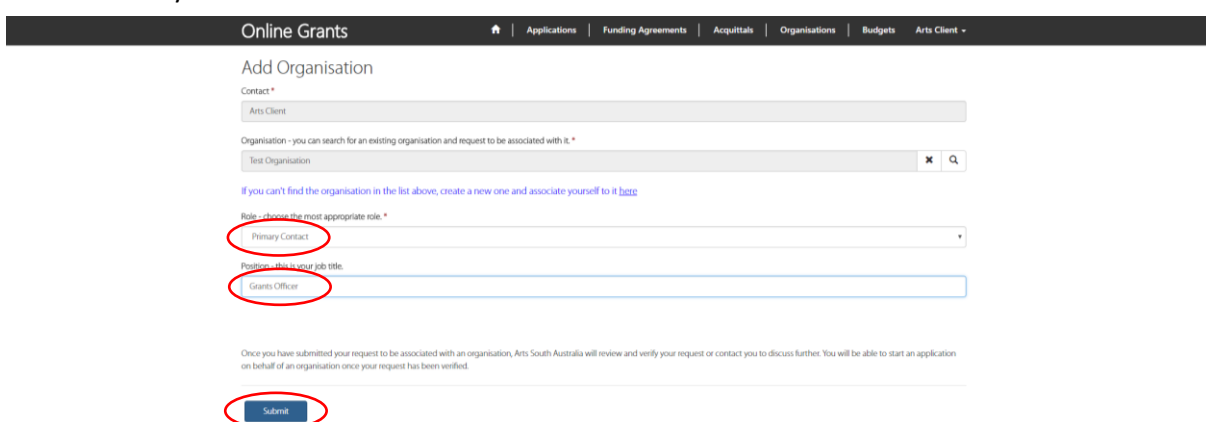
The screenshot shows the 'Add Organisation' form. The 'Organisation' search field is highlighted with a red circle, and the search button (magnifying glass icon) is also circled in red. The form includes fields for Contact, Organisation, Role, and Position.

3. Search for the organisation, ensure the correct option is ticked then click the Select button:



The screenshot shows the 'Add Organisation' form with a 'Lookup Records' modal open. The modal displays search results for 'test org'. The 'Organisation' checkbox is checked and circled in red. The 'Select' button at the bottom of the modal is also circled in red. A tooltip above the search field reads: 'Use the asterisk (*) character before or after a partial word or the search.'

4. Fill in your Role and Position details then click Submit:



The screenshot shows the 'Add Organisation' form with the 'Role' field set to 'Primary Contact' and the 'Position' field set to 'Grants Officer', both circled in red. The 'Submit' button at the bottom is also circled in red. A note at the bottom states: 'Once you have submitted your request to be associated with an organisation, Arts South Australia will review and verify your request or contact you to discuss further. You will be able to start an application on behalf of an organisation once your request has been verified.'

Your relationship to an existing organisation will need to be verified by an Arts South Australia staff member before you are able to apply on their behalf. We will verify the relationship with 24 business hours however if the request is urgent, please contact us on (08) 8463 5444.