Technical guidance

Completing the Youth Open Arts Fund application form

1. Most of the fields in the form are mandatory (these are marked with a red asterisk). You can move through the different sections without completing them but you will not be able to submit the form unless mandatory fields are complete.

If you try to submit the form without answering all mandatory questions the form will flag any missing information (also highlighted in red).

We recommend that you use a separate word document to plan your answers and prepare them offline, before copying into the online form. This will also help you with the word limits and means your work is saved should any technical problems occur.

2. You can save your progress if you want to start the application and then come back to it later. Look out for the 'save my progress and resume later" option at the top right-hand side of each page and check the box.

You will be asked to enter your email address and create a password.

The system will then send you an email with a link to return to your work. Depending on the security settings your organisation uses, this email could be blocked or marked as spam. (If you don't receive an email within a few minutes, check your spam/junk folders). If you don't receive an email you should contact YouthLink Scotland and we can send you the link to access your application.

3. Where you are asked to upload a document, you can upload the following types of file: png,gif,jpg,jpeg,doc,xls,docx,xlsx,pdf,txt, You should not have any trouble uploading a Microsoft Word or Excel file or a PDF, however if you do, please contact us.

4. After you complete the final section of the form, there is an option to review all of your answers. You must then CONFIRM and SUBMIT. You can also print your form before submitting.

5. After submitting your form, you will receive an email confirming it has been received. The email will contain a link to the completed form. As with the "save and resume later" function, this email may be blocked or marked as spam, depending on your security settings. If you do not receive a confirmation email, contact YouthLink Scotland and we will send you a copy of your completed application.

6. If you have any problems with the form you should contact:

Donna Tobin (National Grants Administrator)

dtobin@youthlink.scot