Perform Applicant Guide

How to apply

You will need the following documents prepared in advance so that you can upload them to your Perform application:

1) Budget and tour itinerary template

2) Marketing plan

Choose the correct Applicant Profile: Check which Applicant Profile you are using either by the text in the bottom left of your screen, or by clicking on the Switch Applicant Profiles icon in the top right (Building icon) to see which profile has a checkmark beside it. If you are associated with other Applicant Profiles, this is where you can see the list. To switch profiles, simply click on the one you wish to apply as.

Start an application: Click the Apply Now button next to the Perform program information. This will open the application form.

Pop-ups: Please ensure that pop-ups are allowed by your browser. To close the pop-up upload windows and table windows, simply click the X in the top right corner.

Save Draft: Save Draft to enable all uploads and tables. It is recommended that you Save Draft frequently to ensure you don't lose any of your previous work.

Once you have saved a draft of the application, it will appear under My Applications, in the Drafts folder.

Applicant Information tab: The first tab is your Applicant Information. When you Save Draft, this section populates with the information already entered in your Applicant Profile. If you wish to update any information on the Applicant Information tab, you must do so through your Applicant Profile.

At the bottom of the Applicant Information tab, click the checkbox under Submission Declaration to indicate that you agree to the terms of the application.

Project Information tab: Click on the Project Information tab to see the application form.

Fill out the information requested in all text boxes, tables, and dropdown menus.

Collaborators: When in an application, you can add collaborators by clicking on the Collaborators located in the left side bar menu. Here you can invite persons to assist in creating and managing the grant and any reporting requirements. For your team, even those who are associated with your profile, they must be invited as a

collaborator to be able to access the grant. Any profile contacts will only have access to the applications they have started or that they have been invited to be a collaborator on.

Submit: Once you've completed the application, click the Submit button. If you have missed any mandatory fields, you will receive an error message that will link to the incomplete fields.

Help: You can contact music staff with questions about the application process any time at music@mbfilmmusic.ca, or by using the Notes section on the left side of your screen.

Approved/Declined: If the application is approved, you can view the letter of commitment, contract, and final report in My Action Items – Requires Attention, and My Action Items - Completed. If the application is declined, it moves to the Closed folder under My Applications.