Flexi Grant software: Step by Step Guidelines for individual applicants

If you require assistance at any point in the process, please email
applications@prsformusicfoundation.com with the subject line 'PRSF Individuals new form'
and we will be able to help.

GETTING STARTED
- The 'Register' and 'Login' buttons are in the top right hand corner of the screen. Use the 'Register' button to create an account, or choose 'Login' if you have already registered. You can also click 'Register' in the 'Need an account?' box.
- At the bottom of the screen you can see our live Twitter feed and also link to our other social networks
- Once you have entered your details and a message has explained that a confirmation will be sent to your email address, make sure you check your inbox and junk folders, then click the link in the email to confirm your registration.
- Read the terms and conditions and check the box if you agree.

SUMMARY PAGE
- Make sure you're eligible before progressing any further. If you haven't already, it's worth checking the Funding Criteria and FAQ pages to ensure you're eligible to apply for funding before you begin.
- Read the instructions at the top in full, before starting your application.
- The Summary page shows you the status of each section at the bottom, and the overall progress of your application at the top.

TIPS BEFORE YOU START
- The application is split up into stages, and you can save your work and return to it at a later date at any stage. However, once you have submitted it, you cannot modify it further – it will only be available to read.
- Click 'Go to next page' or 'Save current page' when you want to save the information you have entered, and 'Return to summary' to examine the progress of each section and make sure you haven't missed any sections.
- Make sure you save your work as you go along and log off when you're finished editing for the moment, as you will be logged off after two hours of inactivity.

PAGE 1 - ELIGIBILITY
- Please complete the eligibility quiz to check that your project meets our priorities.

PAGE 2 – CONTACT DETAILS
- Look out for the instructions below each box.

- Click Edit, on the right column of the Address table, to provide primary contact address details.
- When filling in address details, on the Country drop down list, type 'U' on your keyboard to find United Kingdom. [Note: do not type anymore letters, e.g. 'un' or 'uni' because it the system will default to the most recently typed letter.]
- Make sure you click the 'Save this Contact' button.
- If you, or the main music creator, are not a PRS Member, put 0 in the textbox requesting a CAE number.

PAGE 3 – YOUR MUSIC
- Make sure you read the instructions and guidelines very carefully here, as this is an extremely important section of the application.

PAGE 4 – YOUR PROJECT (Part 1)
- Type the number in the boxes provided for budget figures – it's quicker than using the arrows.
- Make sure the performances you list are AFTER the decision date.
- The Start and End date are required, despite the lack of an asterisk. If your activity takes place within one day, please use the same date for both Start and End.

PAGE 5 – YOUR PROJECT (Part 2)
- Click 'Save current page' when you have completed the form, and then when you 'Return to summary' you will be able to click 'Submit Application'. Make sure you read through your application and are completely happy with it before you submit.
- After submitting, please read through the tips at the bottom of the page.
- You should then receive email confirmation of your application.

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