

Navigating the Help Musicians Application Portal

This guide covers applications for both creative support and Health and Welfare support. Where the guidance is aimed specifically at creative support or Health and Welfare support, it will be clearly marked out.

After you register an account

You've registered a new account and you're now able to log into the Portal home screen. This guide will help you to navigate this and give you information on how to change your details and apply for a range of support, from creative activities to requesting support for your health and welfare.

Home Page

The home screen is divided into three main areas:

Welcome + Your Name

- **Start an Application:** explore the opportunities available and make an application
- **My Profile:** find the contact information that you shared when registering and make changes if necessary (see below for more on how to do this). This is also where you will need to enter your bank details if you have been offered financial support
- **Change Password:** change your account password

My Applications

This will show you the status of all applications you will have submitted via the system:

- **In Progress:** any applications you are working on which haven't yet been submitted. Once you submit your application the status might return to 'In Progress' while it is being review by us. This is normal and means we have received your application.
- **Submitted:** applications which you have completed and submitted to us will remain here until they have been assessed and a decision made
- **Approved/Declined:** any applications that we have approved or declined following a review by our team

My Support

Here you can see the progress of any support you have been awarded and check and complete any actions required from you:

- **Upcoming actions:** any actions you will need to take in the future such as completing a progress report (creative support applications only)
- **Outstanding actions:** any actions that you need to address now, such as due progress reports or grant agreements that need to be accepted (creative support applications only)
- **Completed:** any actions that have been completed, such as signed agreements, payments made and progress reports you have submitted

Welcome Nicola Suttill

0 Start an Application	 My Profile	 Change Password
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My Applications

Update your application in progress and check the status on those you've completed

11 In Progress	1 Submitted	9 Approved/ Declined
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My Support

Update your application in progress and check the status on those you've completed

11 Upcoming actions	2 Outstanding actions	5 Completed actions
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Top tip

To get back to the home screen just click on the Help Musicians logo at the top left corner of the screen or go back on your web browser.

How to update your registration details (My Profile)

It is important that you keep your contact details up to date. To update your profile information, select 'My Profile'.



You can update any of your registration information including:

- Consents around future contact and sharing your story
- Contact details
- Banking information

Required fields are marked with an asterisk *

Update the information you need to and then select 'Save'.

Save Draft

On rare occasions when your bank account information has just been submitted and is not yet approved by us, this button may not be available. It will usually become visible within 24 hours.

PLEASE NOTE: If you wish to update both your profile and banking details at the same time select 'Update Banking Information'.

Update Banking Information

How to update your banking information (My Profile)

When you first register or update your profile, you do not need to provide banking information. However, if your application is successful and we offer you a grant, you will need to provide us with details of your UK bank account.

To submit or amend bank details select 'My Profile' from the home screen and then enter or change the relevant details.

Once a bank account has been saved in your profile and approved by us for use, we will use the same account for any current and future grants you receive. You must make sure your bank details are accurate and up to date.

▼ Banking Information

Name of Account Holder

This should be the name as it appears on your bank statement. It should reflect the name on your application.

N Test

Bank Sort Code

Please note payment can only be made to UK bank accounts. Enter your 6 digit sort code as numbers only as it appears on your bank statement.

30-23-55

Bank Account Number

Bank account number must be 8 digits.

12345678

Building Society Role no.

Bank Statement



To verify your bank account details are correct, we ask you to upload a recent bank statement that matches the details in your profile – this can be in the form of a .pdf, excel or .jpeg file.

We only accept UK personal current accounts.

Once updated, save your information by selecting 'Update Banking Information'.

Update Banking Information

How to make an application

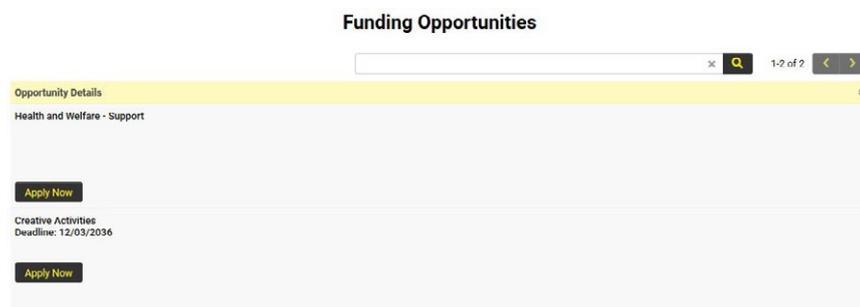
This next section will take you through how to apply using the system.

If you are applying for Health and Welfare support and would like more detailed instructions on how to make an application please see our 'guide to making an application for assistance' on the ['how to apply' page on our website here](#).

If you are applying for creative support and want to understand more about the different activities that you can apply for, please [find the guidance notes for creating music, learning a new skill or collaborating with others here](#).

Start an application

- Select 'Start an Application' to begin this process.



If you are applying for creative support:

- Select 'Apply Now' to be taken to the next screen
- Select 'New Grant' and then 'Continue' to start your application

If you are applying for Health and Welfare support:

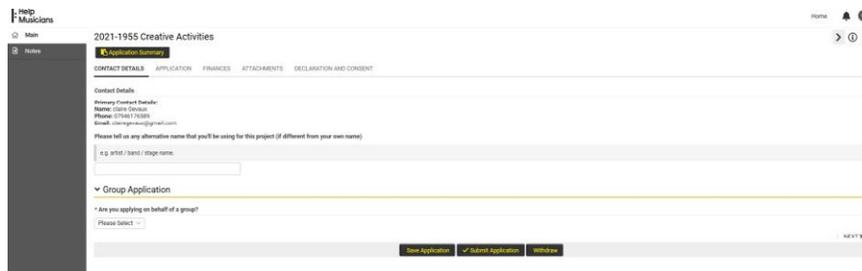
- Select 'Health and Welfare – support' to be taken to the next screen
- From here follow the questions on the form

You're now in the application form and there are five sections to complete: Contact Details, Application, Finances, Attachments and Declaration and Consent.

Once you begin an application, you can save your progress at any time by hitting the 'Save Application' button at the bottom of the page. This will save your progress for you to return to in the future. Your saved application will display on your home page under 'In Progress' the next time you log on.

Contact details

Your contact details are pulled from your profile.



If you are applying for creative support, you will be asked whether you're applying as an individual musician or as part of a group.

If you're applying as an individual, you can also include co-applicants and collaborators.

Co-applicants can edit the application but cannot submit it on your behalf, whereas collaborators can only view the application.

So, decide which is most appropriate and if you select 'Yes' from the drop-down list you will be asked to invite them to your application by selecting 'Invite Co-applicants/ Collaborators'.

This will open another window where you can enter their details.

- To add more people just use the '+' button
- When you've finished adding all your Co-Applicants or Collaborators, select 'Invite'

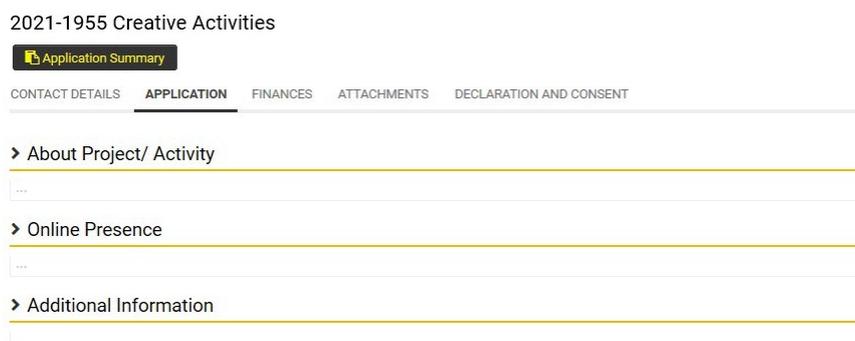
If you make a mistake, you can use 'x' button the at the end of the row to remove the invite.

At this point you can select 'Save application' or continue by selecting the next section in the form from the top menu bar.

Application

The Application Section will look different depending on the type of support you are requesting.

We ask for three areas of information:



If you are applying for creative support:

To expand any of these sections select the '>' arrow next to the title.

About Activity: Share your biography, the type of activity you are applying for, a short description, when it will start and end, key milestones, a summary of your activity and what impact it will have on your career.

If you would prefer to send us videos you can upload these in the 'Attachments' section for the following questions:

- Biography
- Summary of your activity
- Impact of your activity

Then select the type of activity you are applying for. More on what to apply for can be found **here**.

*** Please tell us the type of activity you are applying for (select all that apply)**

- Skills and professional development (Transmission)
- Music-led creative collaboration (Fusion)
- Recording and releasing music (Do It Differently)
- Recording and releasing music (MOBO HM Fund)

Online Presence: You can share your social media, website and streaming links, and will need to include links to your music to support your application.

Additional information: This is where you can tell us more about the genre you are working in, what outcomes or impacts you hope to see, and information about your working life as a musician.

[See our 'advice for funding applications' here](#) for more information on how to fill in these sections.

If you are applying for Health and Welfare support:

We will ask you what your main musical discipline is and the length of your career in music, as well as the contact details of someone that can provide a reference for you. We use this information to ensure we provide the right support for you.

We support musicians at all levels of their career and this information will help our team assess the next steps of your application.

Save, then select 'Next' or 'Finances' to continue.

Finances

In this section you'll be asked some financial information.

2021-1955 Creative Activities

Application Summary

CONTACT DETAILS APPLICATION **FINANCES** ATTACHMENTS DECLARATION AND CONSENT

* Amount Requested

Budget

Please complete the budget below with the estimated costs for your project.

Read our [budget advice blog](#) for guidance.

ADD Budget Information

BACK

Save Application Submit Application Withdraw

NEXT

If you are applying for creative support:

You will need to share the amount you need for your activity and your budget with estimated costs. Please refer to the Activity Guidance for advice on how much to apply for each type of activity.

To add lines to your budget, select 'Add budget information' and a new window will open.

If you are applying for Health & Welfare support:

You will need to share three months' worth of bank statements and a recent tax return if you have one. We ask these questions because our help is means tested, so we need you to confirm your income, expenditure, and debts. You can add this to the 'Attachments' tab on the next page of the application form.

Once you have completed the information select 'Save' then close.

To proceed, save and then select 'Attachments' or 'Next'.

Attachments

This is where you can upload video answers to the questions in the Application section, your financial information and music to support your application. The maximum file size for any of your uploads is 2GB.

2021-1955 Creative Activities

Application Summary

CONTACT DETAILS APPLICATION FINANCES ATTACHMENTS DECLARATION AND CONSENT

Upload Video Biography

Video should be no longer than 2 minutes in length.

Upload Video Summary of your Project

Video should be no longer than 2 minutes in length. Remember to provide enough detail for us to clearly understand your project. Think about including the following: roles, timescales, who you will be working with and why, where the work will take place and the reasons behind your choice.

Upload an example of your music to support your application

This is the music that will be shared with the decision-making panel.

Upload video summary of the impact of your project / activity

Video should be no longer than 2 minutes in length. This should tell us why you feel this opportunity will make a crucial difference to you at this particular point in your career. Think about what specific career goals you are working towards and how this project will help you achieve this.

Upload Additional Information

BACK

See Application Submit Application Withdraw

NEXT

Declaration and Consent

When you are finished with your application select 'Submit application'.

If you have not completed the application form, you will be notified of which sections still need to be filled in, otherwise congratulations, you have just submitted your application for support from Help Musicians!

We will contact you if we need further information and to give you any updates on the status of your application.