

Annual Funding Survey (AFS) 2016/17

How to register your organization?

Your organization will receive an invitation email providing a link which allows you access to the 2016/17 Annual Funding Survey. It is important that you follow the link in the email identifying your organization as this link is unique to your organization. You will then be able to register your organization and communicate this fact to the survey administrators.

Note: Whilst the survey does not have to be completed and submitted before the Friday 28th April 2017 **it is important that you complete the registration process now.**

On receipt of the AFS invitation email

Dear Paul

If you have received this email in error please notify us by responding to the sender's email address.

As an organisation in receipt of Annual Funding Programme funding from the Arts Council of Northern Ireland, you will have received notification of the new Annual Funding Survey requirements for 2016-17.

The following is the link to access and complete your AFS return to ACNI for Annual Funding received during 2016-17.

[Access the Annual Funding Reurn here...](#)



You can access support material at: <http://www.artscouncil-ni.org/funding/rfo-survey>

Click the link to access the Survey which will take you to the following web page.

Check if your organization is registered with a survey account

The screenshot shows the Arts Council Northern Ireland logo at the top. Below it, there are two main sections:

- STEP 1 - Click here to register**: This section contains a red-bordered box around the text "Click here to register". A red arrow points from the left towards this box.
- STEP 2 - Login**: This section contains a login form with the following fields:
 - Email address:
 - Password:
 - Language:
 - Keep me logged in
 -Below the login form, there is a link: "To reset your password, enter your email and click here".

You will be taken to the following web page which will allow you to create your own login account.

My profile

Preferred language

Preferred time zone

* First name

* Last name

* Email

1. First name, Last name and email should be pre-populated but you can change the name details. Please enter the details of the person who will most likely deal with AFS issues.
2. The email address **SHOULD NOT** be changed without first contacting IT Services at ACNI. This is the organization's email address and will be used to login to the survey and track your unique responses.

Note: Contact the survey administrator if there is a requirement to change your email address.

3. Create your own unique password (at least 8 mixed characters).
4. Key in the CAPTCHA (i.e. displayed digits). This is a security check.
5. Click the Save button

Password

Password

Confirm password

 Refresh

Enter the characters shown in the image above

Note: The password is known only to your organization. If it is forgotten then use the login screen (see below) to reset the password.

If, when you click on the Save button, you receive notification that the Email is already used by another user

First name

Last name

Email

Email is already used by another user

This indicates that your email address is already registered within the system so progress to the next section **Login to the survey**.

You should now have successfully completed registration and launched the opening page of the Annual Funding Survey.

 **2016/2017 Arts Council NI Annual Funding Survey (AFS)**

2016/17 ANNUAL FUNDING SURVEY

The Annual Funding Survey (AFS) is to be completed, as a condition of grant, by all organisations in receipt of Annual Funding Programme (AFP) funding.

Findings are used to review the annual performance of your organisation in-line with targets set at the beginning of the financial year and establish who benefits from your work.

Guidance notes can be found, together with a PDF version of the survey by going to: www.artscouncil-ni.org/funding/rfo-survey

The survey should be completed by all organisations by **Friday 28th April, 2017** and can only be completed on-line.

Survey navigation index

1. Organisation Profile (Completed)
2. Finances: Income and Expenditure (Not started)
3. Programme of Activity (Not started)
4. Resource Organisations (Not started)
5. Publications (Not started)
6. Narrative (Not started)
7. Location Data (Not started)

Since it is unlikely that you will enter data at this stage you can scroll through the survey, create a PDF file of the survey for browsing at your leisure or even print the entire survey. The latter is NOT advised as it is more economical to generate a PDF file and then only print required pages.

To exit the survey click the **Save and Close** button (bottom left of each screen after the Opening page). You will receive a message screen informing you that any data entered has been saved and that it is safe to close the browser window/tab.



**Your registration process is now complete.
You DO NOT have to repeat this process again.**

Login to the survey

Once the registration process has been completed you can use the organization's email address and the password you entered to login to the survey. On subsequent occasions when you access the link to the survey select **STEP 2**.

A screenshot of the Arts Council NI login screen. At the top is the Arts Council NI logo. Below it, there are two steps: "STEP 1 - Click [here](#) to register" and "STEP 2 - Login". A red arrow points to the "STEP 2 - Login" section. The login form includes fields for "Email address", "Password", and a "Language" dropdown menu set to "English (United Kingdom)". There is a checkbox for "Keep me logged in" and a "Login" button. At the bottom, there is a link: "To reset your password, enter your email and click [here](#)".

1. Enter you email address
2. Enter your password
3. Click the Login button

Reset your organization's password

Follow the instructions on the login screen to reset your password (enter your email address and click on the reset password link).