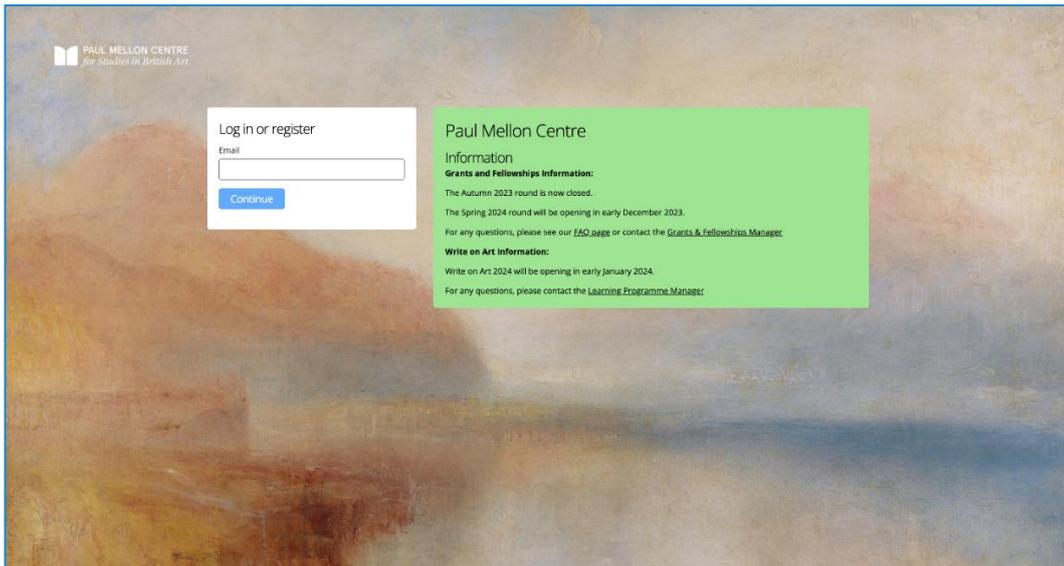


## How to Apply to Write on Art

- 1 Once you are ready to submit your writing, click on the link at the bottom of the “Apply here” page on the Paul Mellon Centre’s website. The link will take you to the competition’s application portal. If you are struggling to access the portal, you can also use this link:  
<https://grants.paul-mellon-centre.ac.uk/>



- 2 The first thing you will need to do is set up an account in the application portal. In the box under “Log in or register” you need to enter your email address and click “Continue”. The email address you enter will be the one to which the Paul Mellon Centre and Art UK will send emails regarding your application. You can use a personal email or your school email. Bear in mind that emails about the winners of the competition and prize-giving ceremony will be sent to you in August, so make sure the email address you choose is one you can access outside of school.
- 3 After you have entered an email address under “Log in or register” a six-digit security verification code will be sent to that email address. Enter the code into the box provided.
- 4 To complete setting up your account, you will need to provide details such as your first name, surname and postal code, and choose a password. Registering other information such as your street address and phone number is optional. Please do not feel that you must share this information. When you have entered your information click “Complete registration”.
- 5 Once you have set up your account will see an Applications page. Please ignore the messaging regarding the Paul Mellon Centre’s Grants & Fellowships. Please read the messaging regarding the Write on Art competition.

The screenshot shows the Paul Mellon Centre website interface. At the top left is the Paul Mellon Centre logo. Below it is a navigation menu with 'Important information' selected. The main content area is divided into two sections. The first section is for the 'Autumn 2023 Grants & Fellowships round', which is now closed. It lists dates, application deadlines (Friday 6 October 2023 at 11:59pm), and support contact information. The second section is for the 'Write on Art competition', which runs from 1 January to 30 June 2024. It also lists dates, application deadlines (Sunday 30 June 2024 at 11:59pm), and support contact information. At the bottom of the screenshot, there are three application boxes. The first box is for 'G & F Application form' with a 'Start application' button. The second box is for 'Write On Art - Year 10/11 (England and Wales), S3/54 (Scotland), Year 11/12 (Northern Ireland)' with a 'Start application' button. The third box is for 'Write On Art - Year 12/13 (England and Wales), S5/56 (Scotland), Year 13/14 (Northern Ireland)' with a 'Start application' button.

- 6 At the bottom of the Applications page you will see a series of boxes with “Start application” buttons. Please press the “Start application” button in the box that includes the year group you are currently in at school. These are the two categories:
  - Year 10/11 (England and Wales), S3/4 (Scotland), Year 11/12 (Northern Ireland)
  - Year 12/13 (England and Wales), S5/6 (Scotland), Year 13/14 (Northern Ireland)
- 7 You will now see a page with four tabs. **You must complete all four tabs to submit your application.** The four tabs are:
  - i. Start Here
  - ii. Personal Information
  - iii. Submission Form and
  - iv. Responsible Adult Form
- 8 You can save your application without submitting it and come back to it at any point until the competition deadline. Just make sure you click “Save + next” to save your work.

- 9 **Start Here:** This section of the application is asking you to select “Programme”, “Opportunity” and input your “Project title”. Under “Programme” please select “Learning” and under “Opportunity” please select “Write on Art”. Under “Project title” please put the name of the artwork your piece is considering.
- 10 **Personal Information:** This section of the application is asking you for information that will help us to contact you, and information that will help us to monitor the diversity of the people this competition is reaching. **This information will not be shared with the judges and will not influence how your writing is assessed.** You can select “Prefer not to say” for any of the diversity monitoring questions if you do not wish to share the information.
- 11 **Submission Form:** Please download the Submission Form from the “Apply here” page on the Paul Mellon Centre website. Complete the form. **Please make sure that you do not put your name or personal information anywhere on the form;** it needs to be anonymous. Once you are happy with it, upload the form to the “Submission Form” tab of your application.

- 12 **Responsible Adult Form:** Please download the Responsible Adult Form from the “Apply here” page on the Paul Mellon Centre website. **Give the form to your chosen responsible adult for them to complete.** This could be your teacher, care worker, youth worker, counsellor, parent, carer or a relative over the age of eighteen. Once they have completed the form, upload it to the “Responsible Adult Form” tab of your application.

- 13 Once all the sections of your application are complete, click the “Submit application” button. After you have done this, you cannot make any changes to your application.

If you have any issues with using the application portal please do one of the following:

- Refer to this helpful guide: <https://help.goodgrants.com/hc/en-gb/articles/4405817472271-Ultimate-guide-for-applicants>
- Contact the Learning Programme Manager at the Paul Mellon Centre [rprosse@paul-mellon-centre.ac.uk](mailto:rprosse@paul-mellon-centre.ac.uk)