



Co-funded by the  
Creative Europe Programme  
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**Thank you for your interest in the Keychange talent development programme.**

74 emerging artists and innovators each year from across Europe and Canada take part in international festivals, showcase events, collaborations, and a programme of creative labs. This year, we're launching the Keychange Canada Open Call, inviting up to 8 Canadian artists and innovators (4 artists and 4 innovators) to take part in our talent development programme.

Keychange aims to accelerate change and create a better, more inclusive music industry for present and future generations, while encouraging music organisations to achieve 50% representation of women and gender diverse artists and professionals in any area of their work.

**PRS Foundation is handling applications via funding platform Flexigrant. This document provides applicants with a step-by-step guide in order to make the process as easy as possible. Read the full Keychange guidance and criteria: <https://www.keychange.eu/apply-to-keychange-2024-criteria>**

## Step 1 – Registering an Account

Register an account via <https://prsformusicfoundation.flexigrant.com/>

You will be asked to agree to standard terms and conditions relating to data protection in order to access the Keychange form. Enter your contact details to complete registration:

The screenshot shows the PRS Foundation registration page. At the top is the PRS Foundation logo. Below it is the heading "Register" and a sub-heading "Why do I need to give my details?" followed by a short paragraph explaining that providing details helps with a personalised experience. The form contains several input fields: "First name" (placeholder: "Enter your first name"), "Last name" (placeholder: "Enter your last name"), "Contact phone number" (placeholder: "e.g +44 (0) 12345678"), "Email" (placeholder: "Enter your email"), "Password" (placeholder: "Enter your password"), and "Confirm password" (placeholder: "Enter your password"). There are "Show" icons for the password and confirm password fields. Below the password field, there are four radio button options for password requirements: "8 characters minimum", "One number", "One of the following special characters: ! % & \* = ? @ #", "One lowercase character", and "One uppercase character". At the bottom of the form is a blue "Register" button.

You will receive a Registration Email from Flexigrant

Click 'Confirm Email Address' which will send you back to Flexigrant where you can 'Confirm Email' to access your Flexigrant Account

## Step 2 – Accessing the Keychange Application Form

Once you have completed the registration process (see above), and you are logged in to Flexigrant, click on the 'Application Portal' in the top left corner of your screen and you will see the options to apply for Keychange as either an Artist or an Innovator. Please choose. To help you decide what to apply as, read our guidance: <https://www.keychange.eu/apply-to-keychange-2024-criteria>

The screenshot shows the PRS Foundation Application Portal. The top navigation bar includes the PRS Foundation logo and links for Application Portal, Contact Management, Manage Grants, and Admin. A left sidebar contains links for My account, My contact details, My applications (highlighted), and My downloads. The main content area is titled 'My applications - PRS Foundation' and includes an 'Edit content' button. Below this, there are two sections for 'Applications in progress':

- KCI\100005**: 0 of 5 pages complete. Grant: Keychange Canada Innovators. Applicant: [input field]. Organisation: [input field]. Buttons: Resume, Delete.
- KCA\100005**: 6 of 6 pages complete. Grant: Keychange Canada Artists. Applicant: [input field]. Organisation: [input field]. Buttons: Resume, Delete.

Below these are two sections for 'Start a new application':

- Talent Development Network 2024 (Phase 1 Year 1)**: Closing Date 26/02/2024 18:00. Button: Start.
- Women Make Music 2024**: Closing Date 11/03/2024 18:00. Button: Start.

You now have access to the Keychange Application Form landing page. For Artists here:

## Keychange Canada Artists

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Thank you for your interest in Keychange. Please follow the instructions below to begin your application.

The deadline for this programme is March 7th at 6pm PST.

This is the form for Artist applicants, if you are an Innovator (you work in music but you do not write music), you will need to go back to [Flexigrant](#) and complete a Keychange Innovator application.

### Instructions

Please follow the instructions below to begin your application.

At any stage in the application process you can save your work and return to it at a later date.

Please ensure you have read the [Keychange criteria](#) before you apply as ineligible applications will not be considered.

Questions marked with the red star \* must be completed

Once you have completed all sections of the application a 'submit application' button will become available at the bottom of this summary page (it will also appear at the top of the final page).

Once your application is submitted, you will be able to log in and view your application, but you will not be able to modify it.

### Privacy Notice

By completing an application form for our grants you agree with our Privacy Notice. Please see our [Grant holder Privacy Notice](#).

**You must complete and pass the following eligibility quiz before starting your application.** If you are ineligible, please do not continue with the application as it will not be considered for support.

We reserve the right to ask for supporting evidence relating to your application.

I have read and understood the above information

Start

And for Innovators here:

## Keychange Canada Innovators

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Thank you for your interest in Keychange. Please follow the instructions below to begin your application.

The deadline for this programme is March 7th at 6pm PST.

This is the form for Innovator applicants, if you are an Artist or music creator, you will need to go back to [Flexigrant](#) and complete a Keychange Artist application.

### Instructions

Please follow the instructions below to begin your application.

At any stage in the application process you can save your work and return to it at a later date.

Please ensure you have read the [Keychange criteria](#) before you apply as ineligible applications will not be considered.

Questions marked with the red star \* must be completed

Once you have completed all sections of the application a 'submit application' button will become available at the bottom of this summary page (it will also appear at the top of the final page).

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We reserve the right to ask for supporting evidence relating to your application.

I have read and understood the above information

Start

Please tick the check box before clicking to 'Start' your application.

## Step 3 – Starting Your Application

Before starting your application, please ensure you have read all available guidance here:

<https://www.keychange.eu/apply-to-keychange-2024-criteria>

Once you are ready to apply, begin your application by clicking Start on the ‘Eligibility’ section:

This image is from the Artist application. The innovator will show the same options but without the “Your Music” section.

| Number | Page                  | Est. time to complete | Status      | Required documents |       |
|--------|-----------------------|-----------------------|-------------|--------------------|-------|
| 1      | Eligibility           | 15 minutes            | Not Started |                    | Start |
| 2      | About You             | 30 minutes            | Not Started |                    | Start |
| 3      | Your Music            | 20 minutes            | Not Started |                    | Start |
| 4      | Keychange Application | 60 minutes            | Not Started |                    | Start |
| 5      | Your Preferences      | 30 minutes            | Not Started |                    | Start |
| 6      | Monitoring            | 15 minutes            | Not Started |                    | Start |

## Step 4.1 – Completing Your Application

While completing your application, it is good practice to regularly save your progress. You can do so by clicking ‘Save progress’ at the bottom of the application form.

The ‘Return to Summary’ button allows you to see your application process.

Simply click ‘Next page’ to move between the different pages.

A screenshot of the bottom of an application form showing navigation buttons. From left to right: a light blue button with a left arrow and the text '< Previous page', a light blue button with the text 'Return to Summary', a dark blue button with the text 'Save progress', and a light blue button with a right arrow and the text 'Next page >'. The buttons are arranged horizontally at the bottom of a white form area.

Once you have completed ALL pages and have saved progress, please click on ‘Return to summary’.

If you have completed the form fully, the top of the form will look like this:

A screenshot of the top of a completed application form. The header area is white with a thin border. On the left, it says 'Keychange Canada Artists' and 'KCA\100006'. Below this is a small empty rectangular box. On the right, there is a grey rounded rectangle containing a clock icon and the text 'Session timeout: 1:59:57'. Below the header, there is a horizontal line. Underneath the line are four buttons: 'Instructions' (with a question mark icon), 'Print' (with a printer icon), 'Download as PDF' (with a PDF icon), and 'Submit application' (in dark blue). At the bottom left, it says '6 out of 6 pages'. At the bottom right, it says '100% complete'.

The bottom of the form will look like this:

| Number | Page                  | Est. time to complete | Status   | Required documents |                      |
|--------|-----------------------|-----------------------|----------|--------------------|----------------------|
| 1      | Eligibility           | 15 minutes            | Complete |                    | <a href="#">Edit</a> |
| 2      | About You             | 30 minutes            | Complete |                    | <a href="#">Edit</a> |
| 3      | Your Music            | 20 minutes            | Complete |                    | <a href="#">Edit</a> |
| 4      | Keychange Application | 60 minutes            | Complete |                    | <a href="#">Edit</a> |
| 5      | Your Preferences      | 30 minutes            | Complete |                    | <a href="#">Edit</a> |
| 6      | Monitoring            | 15 minutes            | Complete |                    | <a href="#">Edit</a> |

[Submit application](#)

To complete your application, click the button 'Submit application'.

## Step 4.2 – To Access a Saved Application

PRS Foundation's online application platform allows applicants to save progress and access forms at a later date.

Please ensure that you save the form progress.

To access your Keychange application again, click here when logged in:

<https://prsfoundation.flexigrant.com/>

A list of Applications in progress will be presented. Click 'Resume' to complete your application.

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## Common Issues

On the summary page, applicants often see that forms are 33% or 67% complete when they feel each page has been completed.

| Number | Page                  | Est. time to complete | Status      | Required documents |                      |
|--------|-----------------------|-----------------------|-------------|--------------------|----------------------|
| 1      | Eligibility           | 15 minutes            | Complete    |                    | <a href="#">Edit</a> |
| 2      | About You             | 30 minutes            | Complete    |                    | <a href="#">Edit</a> |
| 3      | Your Music            | 20 minutes            | In Progress |                    | <a href="#">Edit</a> |
| 4      | Keychange Application | 60 minutes            | Complete    |                    | <a href="#">Edit</a> |
| 5      | Your Preferences      | 30 minutes            | Complete    |                    | <a href="#">Edit</a> |
| 6      | Monitoring            | 15 minutes            | Complete    |                    | <a href="#">Edit</a> |

You can see from Page Summary (above) which pages are not yet truly completed. An In Progress status in Orange will indicate which page has not been completed in full.

Please 'Edit' this page and ensure all fields are completed.

### Common Incomplete Boxes

- i) Often on Page 2 – About You, applicants need to 'Edit' the first contacts box to ensure that all address and phone number boxes are completed.