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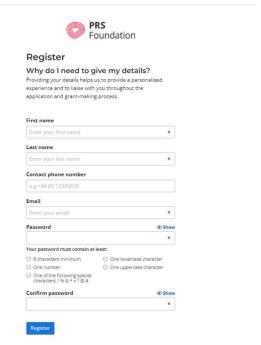
Keychange aims to accelerate change and create a better, more inclusive music industry for present and future generations, while encouraging music organisations to achieve 50% representation of women and gender diverse artists and professionals in any area of their work.

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:
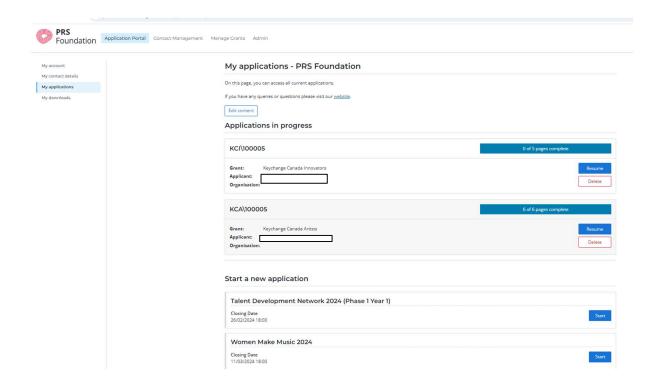

You will receive a Registration Email from Flexigrant

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**

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

Keychange Canada Artists

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
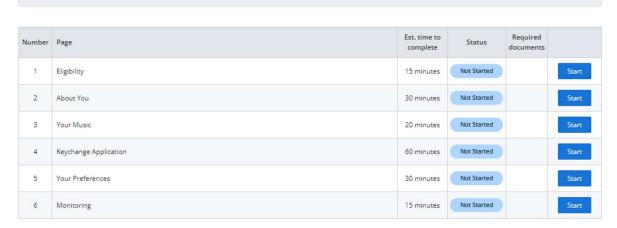
[Start]

And for Innovators here:

Keychange Canada Innovators

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

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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.

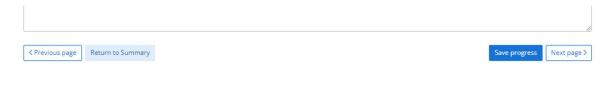| Number	Page	Est. time to complete	Status	Required documents	
1	Eligibility	15 minutes	Not Started		Start
2	About You	30 minutes	Not Started		Start
3	Your Music	20 minutes	Not Started		Start
4	Keychange Application	60 minutes	Not Started		Start
5	Your Preferences	30 minutes	Not Started		Start
6	Monitoring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

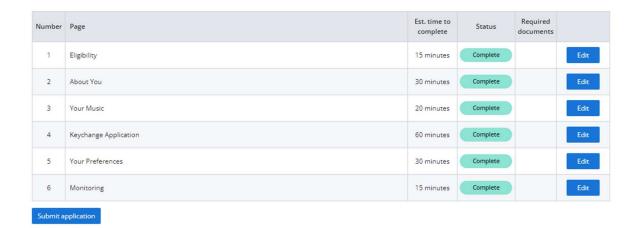| < Previous page	Return to Summary		Save progress	Next page >

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:

Keychange Canada Artists
KCA\100006

⏱ Session timeout: 1:59:57

ⓘ Instructions | 🖨 Print | 📄 Download as PDF | Submit application

6 out of 6 pages

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		Edit
2	About You	30 minutes	Complete		Edit
3	Your Music	20 minutes	Complete		Edit
4	Keychange Application	60 minutes	Complete		Edit
5	Your Preferences	30 minutes	Complete		Edit
6	Monitoring	15 minutes	Complete		Edit

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.

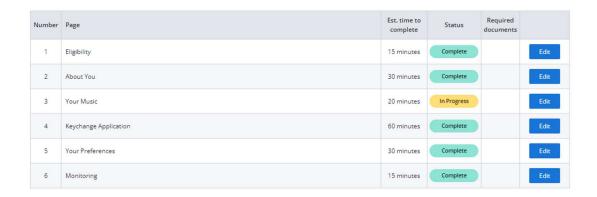Please ensure that you save the form progress.

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.

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		Edit
2	About You	30 minutes	Complete		Edit
3	Your Music	20 minutes	In Progress		Edit
4	Keychange Application	60 minutes	Complete		Edit
5	Your Preferences	30 minutes	Complete		Edit
6	Monitoring	15 minutes	Complete		Edit

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.