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THE GREAT ESCAPE

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Thank you for your interest in Keychange - an exciting new European project which celebrates and invests in the talent of female music creators and innovators who will be driving the future success of the music industry.

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.

## Step 1 – Registering an Account

Register an account via <https://prsformusicfoundation.flexigrant.com/policy.aspx?farea=414>

You will be asked to agree to standard terms and conditions relating to data protection in order to access the Keychange form.

**Data Protection**

PRS Foundation will use all the information supplied for the administration of your application and other related purposes. If you provide us with personal data, you explicitly consent to our processing this data where this is necessary for the purposes described above.

**For UK-based Applicants Only:**

We may disclose your information to PRS for Music, our agents and service providers for reporting purposes. We may contact you by mail, telephone, fax or e-mail in connection with your application.

I agree with the terms and conditions:  Yes  No

Continue

Cancel

Enter your contact details to complete registration

# Register

## Why do I need to give my details?

Providing your details helps us to provide a personalised experience. We'll also be able to contact you with news, events, notifications and new funding opportunities.

First name	<input type="text" value="Enter your first name"/>	*
Last name	<input type="text" value="Enter your last name"/>	*
Contact phone number	<input type="text" value="e.g +44 (0) 12345678"/>	
Email	<input type="text" value="Enter your email"/>	*
Password	<input type="password"/>	*
Confirm password	<input type="password"/>	*

Register

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, please paste the following URL into your browser:

<https://prsformusicfoundation.flexigrant.com/startapplication.aspx?id=1841>

You now have access to the Keychange Application Form landing page:

### Keychange application form

Keychange is an exciting new European project which celebrates and invests in the talent of female music creators and innovators who will be driving the future success of the music industry.

Keychange showcases and collaborations, a programme of creative labs and a digital platform will give a new network of 60 women the chance to extend their reach to audiences across Europe and connect with the pioneering work of leaders from tech, design, music, gaming, audiovisual and other sectors which are shaping creative industries development. Our mission is to accelerate the industry's recognition of women's potential artistic and economic value so that we can transform the music industry for current and future generations.

30 emerging female artists & 30 innovators/industry professionals (10 participants per country) will be selected to take part in Keychange and travel to leading music festivals across Europe and in Canada.

The Keychange partners are PRS Foundation, [BIME](#), [Iceland Airwaves](#), [Musikcentrum Sweden](#), [Mutek](#), [Reeperbahn Festival](#), [Tallinn Music Week](#), [The Great Escape](#) and [Way out West](#).

#### Partners:



MUSIKCENTRUM ÖST



ICELAND AIRWAVES

BIME  
CONFERENCE & FESTIVAL

TALLINN  
MUSIC  
WEEK



THE GREAT  
ESCAPE

MUTEK<sup>AE</sup>

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I have read and understood the above instructions

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: <http://bit.ly/keychangeappguidance>

Once you are ready to apply, begin your application by clicking Start on the 'Contact details' section.

Questions marked with a \* must be answered.

### Page Summary

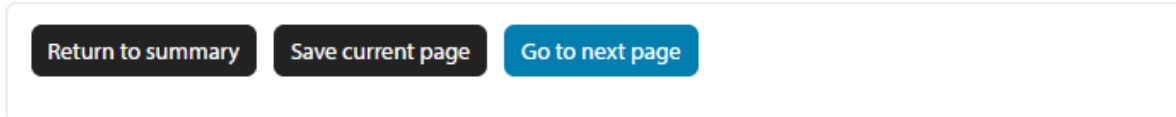
Number	Page	Est. time to complete	Status	Required documents	
1	Contact Details	10 mins	Not Started	0 / 1	Start
2	About You	1 hour 30 mins	Not Started		Start
3	Monitoring	10 mins	Not Started		Start

## 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 current page' at the bottom of the application form.

The 'Return to summary' page allows you to see your application process.

Simply click 'Go to next page' to move between 'Contact Details', 'Your Application' and 'Monitoring' pages.



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:

### Summary

**Current application:**  
Keychange application form (Kaf1100016)

[Print form](#) [Download as PDF](#)

[View instructions](#)

**100% complete**

**You have fully completed:**  
3 of 3 Pages

[Submit application](#)

The bottom of the form will look like this:

### Page Summary

Number	Page	Est. time to complete	Status	Required documents	
1	Contact Details	10 mins	Complete	1 / 1	<a href="#">Edit</a>
2	About You	1 hour 30 mins	Complete		<a href="#">Edit</a>
3	Monitoring	10 mins	Complete		<a href="#">Edit</a>

[Submit application](#)

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

## Step 4.2 – To Access a Saved Application

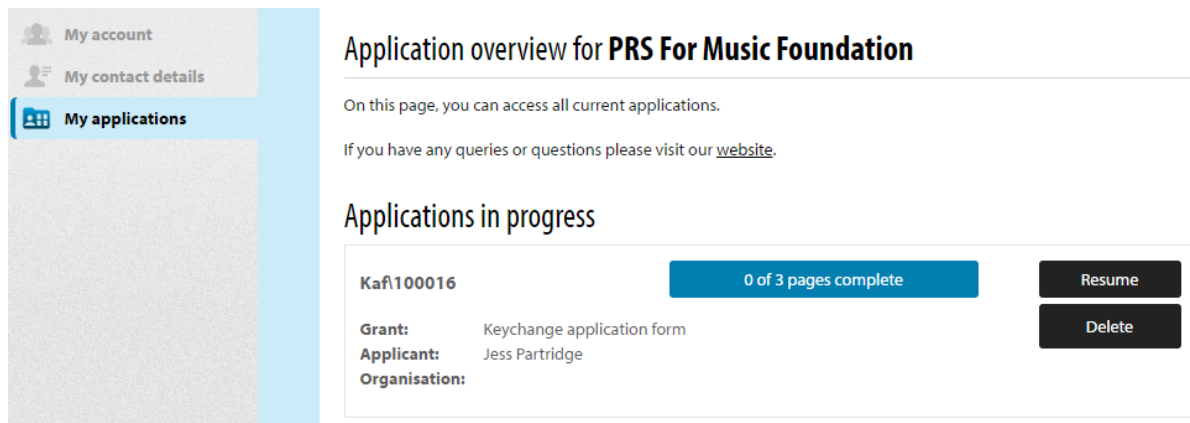
PRS Foundation’s online application platform allows applicants to save progress and access forms at a later date.

Please ensure that you save form progress.

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

<https://prsformusicfoundation.flexigrant.com/applications.aspx>

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



The screenshot shows a user interface for the PRS For Music Foundation application platform. On the left is a navigation menu with three items: 'My account', 'My contact details', and 'My applications' (which is highlighted). The main content area is titled 'Application overview for PRS For Music Foundation'. Below the title, there is a brief description: 'On this page, you can access all current applications.' and a note: 'If you have any queries or questions please visit our [website](#).' The section 'Applications in progress' contains a single application entry for ID 'Kaf100016'. This entry shows '0 of 3 pages complete' and includes 'Resume' and 'Delete' buttons. The application details are: Grant: Keychange application form, Applicant: Jess Partridge, and Organisation: (blank).

Application ID	Progress	Actions
Kaf100016	0 of 3 pages complete	Resume, Delete

**Grant:** Keychange application form  
**Applicant:** Jess Partridge  
**Organisation:**

## Common Issues

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

### Page Summary


Number	Page	Est. time to complete	Status	Required documents	
1	Contact Details	10 mins	In Progress	1 / 1	<a href="#">Edit</a>
2	About You	1 hour 30 mins	Complete		<a href="#">Edit</a>
3	Monitoring	10 mins	Complete		<a href="#">Edit</a>

You can see from Page Summary (below) 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 1 – Contact Details, applicants need to 'Edit' the first contacts box to ensure that all address and phone number boxes are completed. You should see this to indicate a completed field:

	contact name	contact type	phone	email	address complete	
	Jess Partridge	Applicant	01234567890	<a href="mailto:partridge.jess@gmail.com">partridge.jess@gmail.com</a>	Yes	<a href="#">Edit</a>

- ii) On Page 2 – Your Application, please make sure that you have selected at least three options for key partner festivals you would most like to perform at/attend. Any less than three and you will not have completed this page.