

Sign your application

Last Modified on 23/12/2019 4:01 pm NZDT

The screenshot shows the Creative New Zealand portal interface. At the top, the logo 'creative nz' is displayed alongside the text 'ARTS COUNCIL OF NEW ZEALAND TOI AOTEAROA'. A navigation bar contains tabs: 'Start', 'Applicant Details', 'What', 'How', 'Who', 'How Much', 'Support Material', and 'Sign'. The 'Sign' tab is currently selected and highlighted in orange. Above the tabs, there are buttons for 'CANCEL', 'PRINT', 'SAVE', 'VALIDATE', and 'SUBMIT'. A user profile dropdown labeled 'Your Name' is in the top right corner. The main content area is titled 'SIGN' and contains the text: 'Signing this application' and 'I confirm that I am logged in to the Creative New Zealand portal and signing this application as myself, and not on behalf of any other individual.' Below this text is a 'Sign' button, which is circled in pink. A pink arrow points to the button with the text '(Click here to sign your application)'. At the bottom of the form, there are fields for 'Applicant' (containing 'Your Name'), 'Signed by', and 'Date signed'.

Before you submit an application all applicants must sign the application by clicking the 'Sign' button.

- Joint Applicants
- Signing on behalf of an organisation

Joint Applicant

If you are applying jointly with another person or organisation both Applicants need to sign the application before it can be submitted.

Keep in mind that only one user can edit an application at a time so it's important to co-ordinate.

If a joint applicant is unavailable to sign the application or having trouble doing so **contact Creative New Zealand for help** before the round closes.

On behalf of an organisation.

If you are the primary contact person for an organisation's application you need to sign the application on behalf of the organisation.

Only one person can sign the application on behalf of an organisation. If you invite another person from your organisation to contribute to the application invite them as a Contributor, not a Joint Applicant, or you may have technical issues trying to sign and submit. [Contact Creative New Zealand for help](#) before the round closes.