

Thank you for your interest in Keychange –a pioneering international initiative which transforms the future of music whilst encouraging festivals and music organisations to achieve a 50:50 gender balance by 2022. 74 emerging artists and innovators each year from across Europe and Canada will take part in international festivals, showcase events, collaborations and a programme of creative labs. Keychange aims to accelerate change and create a better more inclusive music industry for present and future generations.

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.

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 a pioneering international initiative which transforms the future of music whilst encouraging festivals and music organisations to achieve a 50:50 gender balance by 2022.

74 emerging artists and innovators each year from across Europe and Canada will take part in international festivals, showcase events, collaborations and a programme of creative labs. Keychange aims to accelerate change and create a better more inclusive music industry for present and future generations.

Keychange is led by Reeperbahn Festival, PRS Foundation and Musikcentrum Öst, supported by the Creative Europe programme of the European Union, in partnership with Tallinn Music Week, Iceland Airwaves, BIME, Oslo World, Linecheck/Music Innovation Hub, Ireland Music Week, SACEM, Liverpool Sound City, Way Out West, Spring Break, MAMA, Mutek and Breakout West.

Keychange is sponsored by FACTOR, Fundación SGAE, GEMA, Gorwelion Horizons, IMRO, Roskilde Festival, Smirnoff Equalising Music, SOCAN Foundation, Songtrust, SoundCloud, STEF and STIM.

You must read the full Keychange application guidance before applying.



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: <https://keychange.eu/apply>

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

Questions marked with a * must be answered.

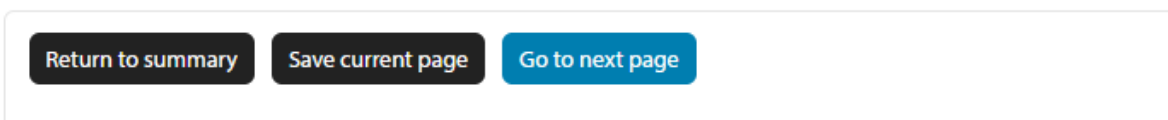
Number	Page	Est. time to complete	Status	Required documents	
1	Contact Details and Eligibility	15 mins	Not Started	0 / 1	Start
2	Your Work	30 mins	Not Started		Start
3	Keychange Application	1 hour	Not Started		Start
4	Monitoring	10 mins	Not Started		Start

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

Keychange application form

KaF:100484

Lord Maxie Gedge

100% complete

4 of 4 Pages

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

[View instructions](#)

The bottom of the form will look like this:

Number	Page	Est. time to complete	Status	Required documents	
1	Contact Details and Eligibility	15 mins	Complete	1 / 1	Edit
2	Your Work	30 mins	Complete		Edit
3	Keychange Application	1 hour	Complete		Edit
4	Monitoring	10 mins	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 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.

Application overview for PRS For Music Foundation

On this page, you can access all current applications.

If you have any queries or questions please visit our [website](#).

Applications in progress

Kaf100484 4 of 4 pages complete Resume Delete

Grant: Keychange application form
 Applicant: Maxie Gedge
 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	Edit
2	About You	1 hour 30 mins	Complete		Edit
3	Monitoring	10 mins	Complete		Edit

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.
- 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.