



STEP-BY-STEP APPLICATION DETAILS

1. Visit <https://unison.smartsimple.ca>

The screenshot shows the Unison Fund Portal interface. On the left, there is a 'Login' section with fields for 'Email' and 'Password', a 'Log In' button, and a 'Forgot Password?' link. Below this is a 'New to the System?' section with a 'Register' button. On the right, there is a 'Welcome to The Unison Fund Portal' message. The message states: 'Unison is a non-profit, registered music industry charity that provides counselling and emergency relief services to the Canadian music community. We are here to help professional music makers in times of hardship, illness or economic difficulties. Welcome to our online application system. This portal is where you can submit, track and manage your requests. Please start by registering an account. If you are a returning user, please login. Visit our [website](#) to learn more about us.'

2. Click the **“Register”** tab located at the bottom left.

Your registration helps us negotiate better deals, discounts and more services for our community!

When you register with Unison, we are able to keep you in the loop about new services and programs as they become available. Although you may never need to use the free Counselling or Health Solutions services or Financial Assistance, Unison will be here for you and your family members if you do.

We will NOT sell or give your information to anyone else. So, take a minute, sign up today and then tell your friends in the music community to do the same.

REGISTER NOW

3. You will be taken to the **“Contact”** registration part of our portal

The screenshot shows the 'Eligibility Information' registration form. It features a question: '* Are you part of the Canadian Music Industry?'. Below the question is a dropdown menu with 'Select One' and a downward arrow. A 'Submit' button is located to the right of the dropdown. At the bottom left, there is a checkbox labeled 'I'm not a robot' and a reCAPTCHA logo with links for 'Privacy' and 'Terms'.

4. Once there fill out the required fields. Click **“Submit”**

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Contact Registration



Instructions

Required fields are marked with an asterisk **. You will receive login details to your email.

* First Name

* Last Name

Preferred Name

Pronouns

* Email

* Confirm Email

* Phone Number

* Address

Address 2

* Country
Canada

* City

* Province

* Postal Code

Preferred Language

Select One



* Are you First Nations, Métis or Inuit?
Select One

* What are your racial or cultural groups?

Arab Chinese Japanese Latin American Southeast Asia White Prefer not to say
 Black Filipino Korean South Asian West Asian Other



* Do you identify as a Deaf person?
Select One

* Do you identify as Differently-abled?
Select One

* What do you identify as? Check all that apply.

Straight Gay Lesbian Queer Bisexual Pansexual Asexual Prefer not to answer

I'm not a robot



reCAPTCHA
Privacy - Terms

Submit



STEP-BY-STEP APPLICATION DETAILS

5. **Registration Complete** - You will receive an email in the next 5 minutes with login and password credentials. If you do not receive this email, please check your spam folder.

Complete Registration - Unison Fund UNISON x

unison@smartsimplemailer.com

to me ▾

Dear Suzanne,

Welcome to the Unison Fund's system.

Your username is **X** @gmail.com and you can go to the address below to reset your password.

https://unison.smartsimple.ca/ex/ex_activate

Once you have activated your account and set a password, log in at the address below.

<https://unison.smartsimple.ca>

Sincerely,

Unison Fund

Account Activation

New Password:

Confirm Password:

Policy:

- ✘ Password must have at least 8 characters
- ✘ Password must have at least one lowercase letter
- ✘ Password must have at least one uppercase letter
- ✘ Password must have at least one number
- ✘ Password must have at least one special character

I'm not a robot



Submit



STEP-BY-STEP APPLICATION DETAILS

6. Once you have activated your account and set a password, this will confirm your membership and you will receive an email outlining Unison's membership resources/services.

unison@smartsimplemailer.com

to me ▾

4:03 PM (3 minutes ago) ☆ ↶

Dear K,

WELCOME!

This email confirms your membership registration with The Unison Fund.

You can now access Unison's membership resources here:

[Counseling & Health Solutions](#), [Peer-To-Peer Support by Togetherall](#) and [Financial Assistance programs](#).

Unison is here to help the professional music community in times of hardship, illness or economic difficulties. We believe in:

- Supporting music workers with compassion and discretion in times of crisis
- The Canadian music community should be able to achieve their career potential and enjoy a good quality of life
- A supported, well-informed and healthy Canadian music community

If you wish to apply for financial assistance, your username is **X@gmail.com** you can go to the address below to reset your password.

https://unison.smartsimple.ca/ex/ex_activate.jsp?lang=1&token=%24otTzrruBfl4TkU6FJjrxbiTpWFhK5DrM1L2IDCDxxq%2B4ROBQhLixfpBcMLI%2BFAT%2FCRyPA%2BGCHt2k7ExR6VO5wA%3D%3D

Once you have activated your account and set a password, log in at the address below.

<https://unison.smartsimple.ca>

Sincerely,
The Unison Fund

7. If you wish to apply for financial assistance, use your username **“Your Email Address”** and you can go to the link provided in your welcome email OR log in at this address <https://unison.smartsimple.ca>



STEP-BY-STEP APPLICATION DETAILS

8. You will now be taken to the home page of our online financial assistance portal. This is where you can view the Funding Opportunities available & also track every step of the application process.

APPLICATIONS

2 Funding Opportunities	0 In Progress	0 Under Review	0 Completed
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FUNDING AGREEMENTS

0 Draft	0 Pending Acceptance	0 Completed
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SURVEYS

0 Draft	0 Completed
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9. Click the **“Funding Opportunities”** tab. Once there you will see 2 of the available streams. Click **“Apply Now”** to begin your application.

FUNDING OPPORTUNITIES

Search: x Q 1-2 of 2

Program Call Name	Program Type	Cycle Deadline	
Live Music Workers Fund	Live Music Workers Fund	04/19/2023 12:00 AM	Apply Now
Industry Assistance Fund	Industry Assistance Fund	04/19/2023 12:00 AM	Apply Now



STEP-BY-STEP APPLICATION DETAILS

10. First, you will be taken to a short eligibility questionnaire. Fill out the questions, then click **“Submit Eligibility.”**

The screenshot shows the 'Edit Grant' page on the UNISON website. The page has a navigation bar with 'Main' and 'Notes' tabs. The main content area is titled 'Edit Grant' and contains the following sections:

- Application ID:** A text input field.
- * Are you a resident of Quebec?** A dropdown menu with 'Select One'.
- * Are you a self-employed individual or on a salary?** A dropdown menu with 'Select One'.
- * Occupation (Select all that apply)**
 - A note: 'Please include your primary occupation and any additional employment in the industry beyond your primary occupation.'
 - A grid of checkboxes for various occupations:
 - Artist, Association, Booking Agent, Composer
 - Consultant, DJ, Distributor, Event Production/Festival
 - Graphic Artist, Artist Manager or Management Company, Marketing/Communications, Merchandiser
 - Musician, Publisher, Producer, Production Company
 - Promoter, Trade Publication, Publicist/Public Relations/Media, Music Educator
 - Music Photographer, Record Company, Recording Studio, Recording Engineer
 - Retailer (Instruments and Supplies), Stagehand/Roadie, Technician, Tour Management/Operator
 - Songwriter, Talent Buyer, Venue, Video
 - Other
- * Years in Canadian Music Industry** A text input field.
- FREQUENTLY ASKED QUESTIONS** A section with a link to the FAQ page.
- At the bottom, there are two buttons: 'Save Draft' and 'Submit Eligibility'.

***** NOTE:** You can always click **“Save Draft”** to revisit your application at a later time under the **“In Progress”** tab on the home page. *******

11. Once complete, you will be taken to the long form portion of the application. Please complete the mandatory questions and upload the required documents. Once complete, click **“Submit”**

*****NOTE:** If you wish to communicate with staff regarding your application, use the **Notes tab** located within the left side menu. *******



STEP-BY-STEP APPLICATION DETAILS

UNISON Home

Main 2022-1254 Individual

Notes

i Please click the Application tab and complete the mandatory questions.

- This application will pull information from your user profile so please review and ensure all contact information is correct before you begin.
- If you wish to communicate with staff regarding your application, use the **Notes** tab located within the left side menu.
- Please visit the frequently asked questions tab to be directed to our website for responses to common questions.

Application ID: 2022-1254 Individual [Application Summary](#)

CONTACT INFORMATION **APPLICATION** FREQUENTLY ASKED QUESTIONS

Are you a resident of Quebec?
No

Are you a self-employed individual or on a salary?
Self-Employed

Occupation (Select all that apply)
Please include your primary occupation and any additional employment in the industry beyond your primary occupation.

<input type="checkbox"/> Artist	<input type="checkbox"/> Association	<input type="checkbox"/> Booking Agent	<input type="checkbox"/> Composer
<input type="checkbox"/> Consultant	<input type="checkbox"/> DJ	<input type="checkbox"/> Distributor	<input type="checkbox"/> Event Production/Festival
<input type="checkbox"/> Graphic Artist	<input type="checkbox"/> Artist Manager or Management Company	<input type="checkbox"/> Marketing/Communications	<input type="checkbox"/> Merchandiser
<input type="checkbox"/> Musician	<input type="checkbox"/> Publisher	<input type="checkbox"/> Producer	<input type="checkbox"/> Production Company
<input type="checkbox"/> Promoter	<input type="checkbox"/> Trade Publication	<input type="checkbox"/> Publicist/Public Relations/Media	<input type="checkbox"/> Music Educator
<input type="checkbox"/> Music Photographer	<input type="checkbox"/> Record Company	<input type="checkbox"/> Recording Studio	<input type="checkbox"/> Recording Engineer
<input type="checkbox"/> Retailer (Instruments and Supplies)	<input type="checkbox"/> Stagehand/Roadie	<input type="checkbox"/> Technician	<input type="checkbox"/> Tour Management/Operator
<input type="checkbox"/> Songwriter	<input type="checkbox"/> Talent Buyer	<input type="checkbox"/> Venue	<input type="checkbox"/> Video
<input type="checkbox"/> Other			

Years in Canadian Music Industry
3

Provide a copy of a valid piece of provincial or federal photo identification (i.e., Driver's License, Health Card or Passport).

Provide a brief outline of work history by uploading a current resume, CV, or bio.

Please enter any additional information, if applicable.

Provide working links to a key selection of professional music-related social media accounts, websites, articles, tours/shows, etc. that help to illustrate your career in the Canadian music industry.

Provide names and contact details of two references. These individuals will only be contacted to verify your career in the music industry if Unison staff are unable to complete the verification through other resources.
Include the full name, company, email, and phone number for each reference.

Please advise us of any other organizations you have approached for funding to help you through your current situation. If you haven't approached any other organizations, please enter "N/A".
This includes other organizations such as The SOCAN Foundation, The AFC, Fondation Des Artistes, GoFundMe, and other community fundraisers. Failure to disclose additional sources of funding may put the application in jeopardy and flagged as fraudulent.

Briefly outline why you're applying for assistance and what your most essential needs are.

[BACK](#) [Save Draft](#) [Submit](#) [NEXT](#)



STEP-BY-STEP APPLICATION DETAILS

Submission Successful

Application submitted successfully

[Home](#)

12. You can now return to the homepage of the portal. The **“Under Review”** tab will have your submitted application.

APPLICATIONS

2 Funding Opportunities	0 In Progress	1 Under Review	0 Completed
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FUNDING AGREEMENTS

0 Draft	0 Pending Acceptance	0 Completed
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SURVEYS

0 Draft	0 Completed
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STEP-BY-STEP APPLICATION DETAILS

13. You will receive a confirmation email within an hour acknowledging that Unison has received your application. Please see the attached PDF for a summary of the information you submitted.

Application Received UNISON x ✕ 🖨️

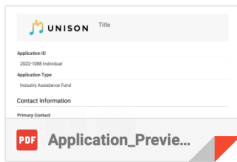
unison@smartsimplemailer.com 📧 Tue, Apr 26, 2:25 PM ☆ ↩️
to me ▾

Dear Suzanne,

We have received your final grant application. Please see the attached PDF for a summary of the information submitted. We will be reviewing the application and will notify you should you be asked to proceed.

Best regards,
Unison Fund

This message is sent from a non-production version of SmartSimple Cloud



14. We will review your application and provide you with a response outlining next steps as soon as possible.