

Manual KIOSK

What is KIOSK?

KIOSK is the abbreviation of Integrated Follow Up System Arts (in Dutch). It is a new web application within the new Art Flemish Parliament Act for subsidy management.

Through KIOSK subsidy applications can be submitted electronically. The rest of the procedure happens digitally as well: submissions are read and evaluated, recommendations are drafted and finalized.

Hence the digital submission is a step in the electronic evolution of the subsidy file. KIOSK will be completed with other functionalities in the near future allowing the applicant to follow up as well.

How does KIOSK work?

KIOSK is a web application implying the need for an internet connection to make it possible to submit the request.

One subsidy file can be accessed by various persons however not simultaneously. It is advisory to establish a schedule or draft questions on the local drive of a computer. Modifications in KIOSK are saved automatically whenever the cursor moves to another text box. When working in a text box for a long time, it is recommended to save regularly.

Who can submit a subsidy file through KIOSK?

The subsidies of the Art Flemish Parliament Act aim at art professionals and art organizations. Foreign organizations can also use KIOSK for some kind of subsidies.

Representation

The submission and the follow up of the subsidy request file in KIOSK can be done by another person besides the applicant. As a KIOSK user you represent an artist or an organization filing a request.

An artist or an organization can be represented by various persons.

When you are an artist yourself and you would like to file a request, you will need to fill out the representation box with your proper name.

It is possible to represent various artists or organizations.

How does KIOSK verify the identity?

KIOSK contains various control mechanisms in order to prevent random requests or preventing persons to submit a request without the authorization of the artist or organization they are so called representing.

Code

One of the security measures in KIOSK is the use of a code. When the representation box is filled in, a code is sent to the represented artist or organization. This code is meant to be passed on to the KIOSK user, implying the representation is authorized by the artist or organization. The code is sent by regular post mail to the registered address of the artist or the registered office of the organization.

Who is the main user?

The main user is the first person registering in KIOSK as a representative of an artist or an organization. The main user can appoint secondary users, activate and deactivate a user or appoint another user as main user. A code is needed for the main user to be able to make changes.

Appointing various users allows more people to work in KIOSK on a request.

Step-by-step plan

1 Create an account

In order to be able to work in KIOSK, you need to create an account. Register the personal details and click the "continue" button. KIOSK will send you a confirmation mail. When received, click on the link in the mail message en confirm your KIOSK account.

2 Create a representation

Before creating a file in KIOSK, you need to indicate who will submit and manage the request for you. This can be done for an artist as it can be done for an organization. Complete the details and push the save button. You will receive a mail message confirming the representation request.

3.1 Introduce the code

After having received the code from the artist or the organization you are representing, the code can be introduced in KIOSK. Click on "detail" in the list of representations.

3.2 Create a file

A file can be created for the artist or the organization you represent. Click on the kind of subsidy and push the "save" button. Fill in the data asked for. Attention: you can create a file without having introduced the code.

4 Submit the file

You can submit a file without a code. After having received the code and after having introduced the code in KIOSK confirming your representation, it is no longer possible to file other requests without introducing this code. When submitting a request without having received the code, you are advised to introduce the code as quickly as possible upon receipt. If not, the administration will get in touch to check the authorization of the artist or organization that the KIOSK user is so called representing.

Questions?

KIOSK contains a list of frequently asked questions - FAQ. If it doesn't provide an answer, you can always get in touch through the "contact" button on the upper right of the KIOSK main page.