



Ontario Crafts Council – Awards & Scholarships Program

Submitting your Application Package online Info and FAQ

This year, to save you and OCC staff valuable time, we have introduced a means to submit your application materials online, via the web platform DropBox: www.dropbox.com

Dropbox is a free service that provides hosted online space for sharing and storing files, images etc... If you don't already have an account, it takes a few seconds to create a new one and does not require the installation of any software on your computer (although, the option is there if you're looking for a good online syncing storage solution).

Once you've created an account you can upload your application materials to an online folder. Once everything is uploaded and ready to go you then "share" that folder with the OCC's Dropbox account allowing us to download your materials directly onto our hard drive. Easy, seamless, free, super quick!

FAQ

Do I *have* to submit my application online?

- No. If you'd still like to submit in traditional hardcopy then simply follow the instructions in the application form and mail it in to the OCC office at **990 Queen St W, Toronto, ON, M6J 1H1**.

When is my application due?

- **ONLINE SUBMISSION:** If you are submitting online, all invitations to share must be received by **5:00pm EST on March 26th, 2011**. Invitations are emailed to us instantly by Dropbox, but it would be advisable to log on/invite to share a little in advance to ensure your message makes it through our servers in time.

- **HARD COPY SUBMISSION:** If you are mailing in a hard copy application package all entries must arrive at the OCC Office by **5:00pm EST on March 26th, 2011**. Due to time constraints we cannot accept postmarked entries – please ensure it arrives at the office on time.

Can I just email you my materials?

Unfortunately, no. Our email server simply can't handle that kind of volume.

I'm ready to submit my application. With which email address should I share my folder?

- Share with: cplewes@craft.on.ca

Does this give the OCC access to my Dropbox personal account and all that's on it?

- No, we can see only the one folder that you specify to share. Once we've downloaded all your application materials we'll unsubscribe from it so that it once again becomes your private folder.

How will you know my stuff is ready to download? Should I email you?

- No need. Once you've shared a folder with us we receive an email notification directly from Dropbox telling us that a new folder is available. We'll then go online, accept your share and download your materials.

How will I know you've received my materials in good order?

- Once we've subscribed to your folder you will receive an email directly from Dropbox telling you that we have accepted your invitation. An OCC rep will also send you an email personally once everything has been downloaded and checked, just so you know it all went through.

This sounds tricky – can you walk me through it?

- Not to worry, it really is quite intuitive once you're online, but we've also created a nice step-by-step tutorial to help you through. Download **[AWS_How to Submit your Application Online.pdf](#)** and get started!

Is the OCC endorsing Dropbox?!

Not officially of course... we're just big fans. It's awfully useful and simple and FREE! You'll probably find a million uses for it outside of this application process.