

## Registration procedure for My First Application

Applicants must register via [My AFK](#). The various stages of the registration process are explained below.

**PLEASE NOTE:** If you want to make use of My First Application, you must still submit an actual application prior to your interview with AFK staff members. The explanatory notes to the scheme contain an overview of the information that we require from you.

### Preparations

- Create an account on My AFK.
- Check that the organisation for which you are submitting the application has not previously received funding from the AFK.
- If you are applying as a natural person (individual), check whether or not you have received funding from the AFK in the past.
- Mark 9:00 on the last Wednesday of the month in your diary; you can register for a consultation via My AFK from that time onwards.

### Reserving your place

Log in to My AFK on the last Wednesday of the month before 9:00. From 9:00 onwards, you can click on the 'Reserve your place' button to find out immediately whether there are any places still available for the next round of My First Application interviews. After choosing a discipline and answering a few questions, you will see one of three options.

#### 1. There is space

An application form will be prepared for you, accompanied by a deadline.

**Please note:** if you click on 'reserve your place' and the message 'Thank you for your application' appears, this means that a place has been reserved for you. Your application form can be found under 'applications not yet submitted'. Make sure you submit the application form before the deadline, otherwise your place will be given to someone else. The deadline is shown at the top of the application form.

#### 2. There are no places available, but there is still space on the waiting list

You will see the following message: 'All places in your chosen discipline are already taken but there is still space on the waiting list'.

A place on the waiting list does not guarantee you a My First Application interview for the same month. You now have two options:

- You do not want a place on the waiting list and will either try again next month or submit a standard project application.

- You want to reserve a place on the waiting list. In that case, fill in the application form and you will be notified as soon as a place becomes available. If a place does not become available, your application form will not be processed.

### 3. All My First Application places and the waiting list for this month are full

The following message will appear: 'Unfortunately, all of the places in your chosen discipline have already been taken. Please try again next month or submit a standard project application'.

### **The Application**

An application form will only be made available to you if there is space on the waiting list. Be sure to complete the form and also to submit a project plan and budget as attachments. As soon as we have checked your application, you will receive an invitation to the next My First Application meeting, stating the time at which you will be able to explain your application. You will receive this notification 7 days (1 week) before your My First Application interview.