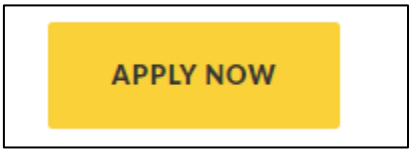
Submitting an application for a grant with Groundwork London

Before you begin, please ensure you are using **Firefox, Internet Explorer or Microsoft Edge** – our application portal does not work well with Google Chrome or Apple Safari and it could mean that you lose your work!

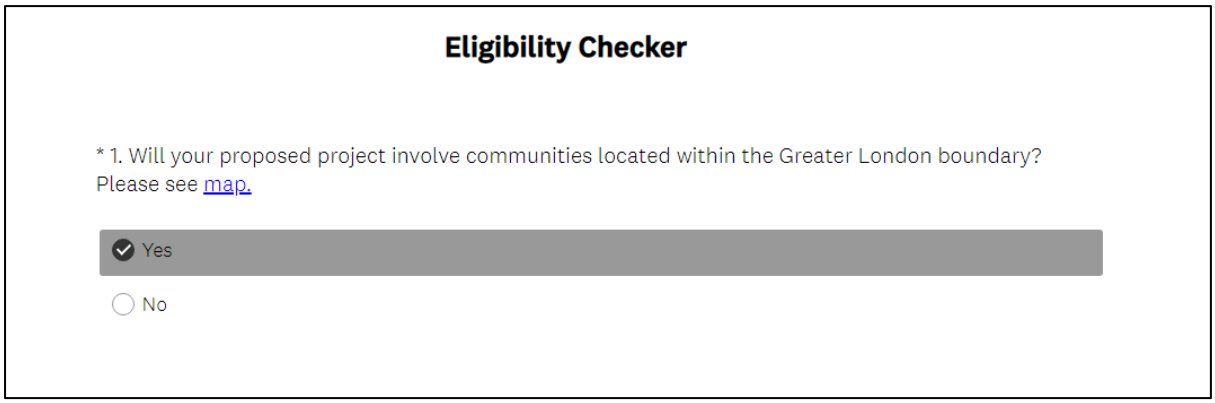
Step 1) 'Apply Now'

Once you have read all the relevant documentation for the grant you wish to apply for, click this button on our webpage:



Step 2) Eligibility Checker

Once you have clicked 'Apply Now' you will be taken to a short questionnaire to determine whether you are eligible to apply for the grant. This will look something like this:



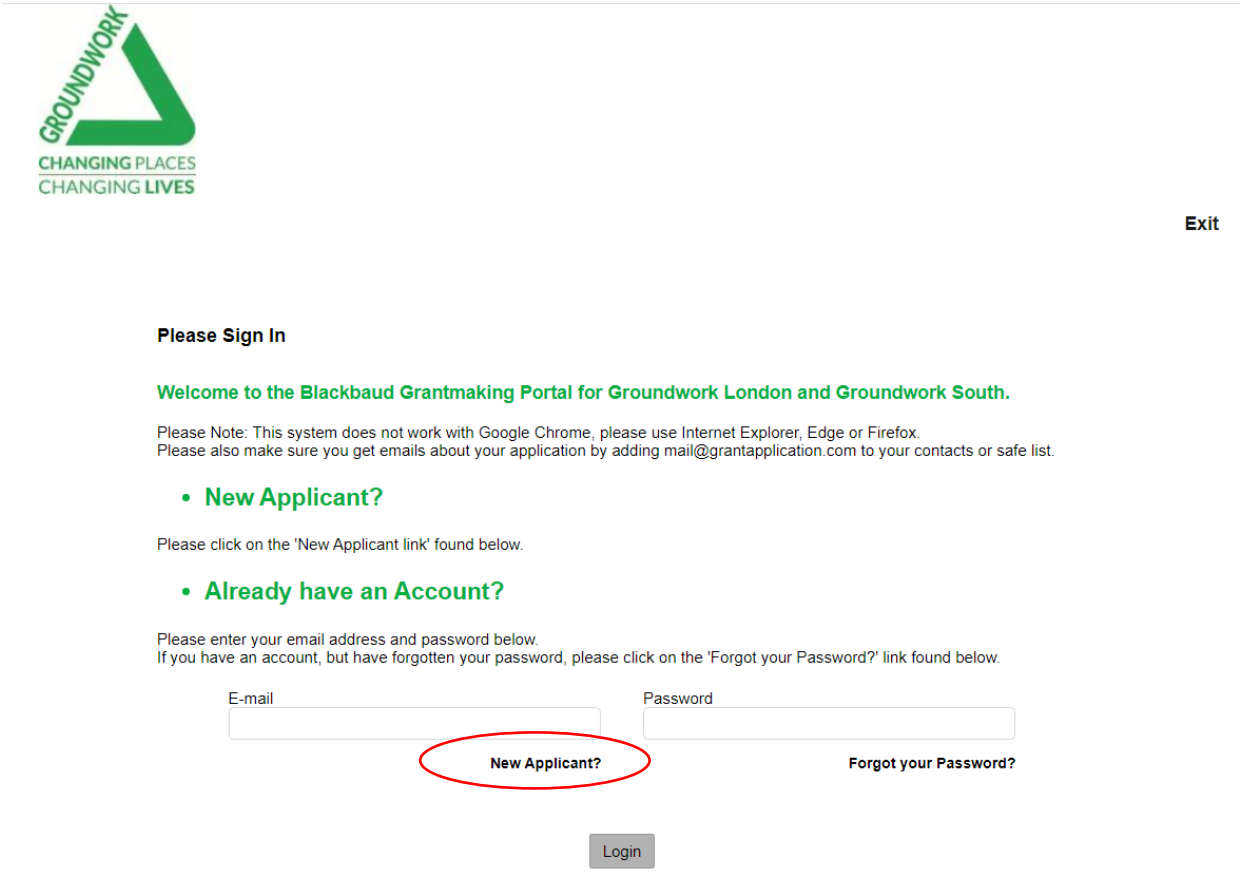
The questions will differ depending on which grant you are applying for. Answer all of the questions. If you answer something that isn't eligible, our system will let you know and will take you back to the previous question.

If you are eligible the end of the questionnaire will contain a link to take you to the login page for the application.

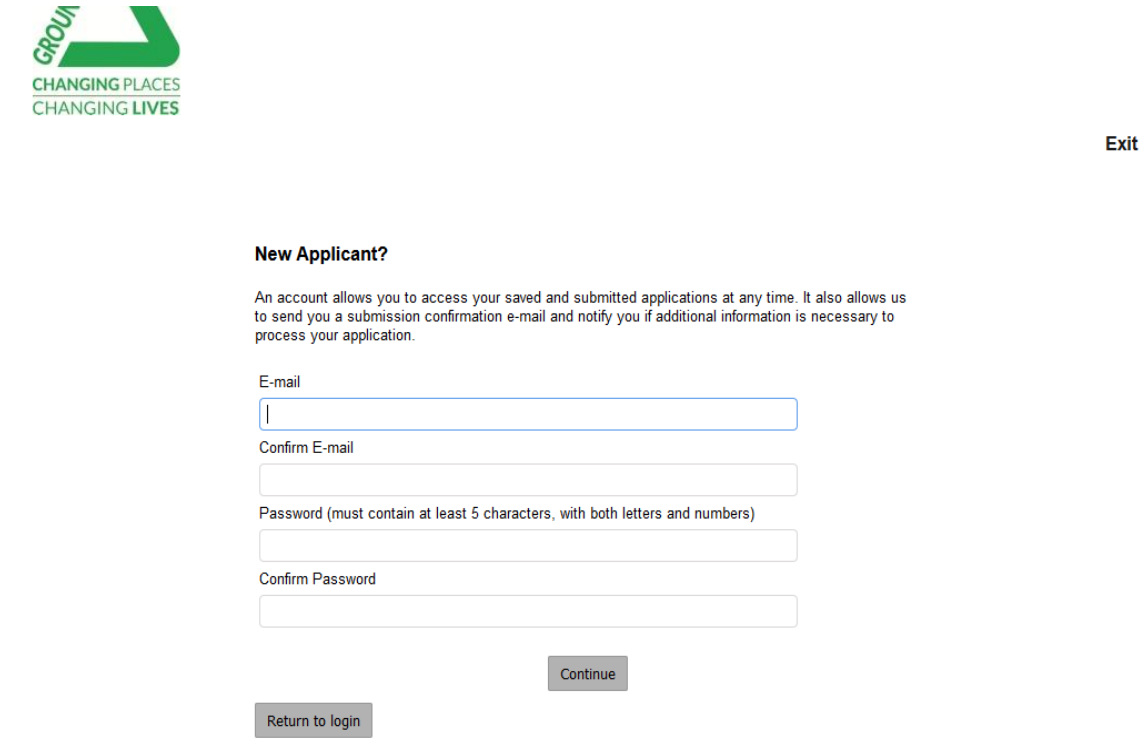
Step 3) Creating an account

The application login page will look like the image below. A reminder that this system does not work with Google Chrome, please make sure you are using Internet Explorer, Edge or Firefox.

If this is your first time using the portal, click on '**New Applicant?'** to create a new account. If you are returning to an application you have already started, or have made an account with us before, please login as usual.



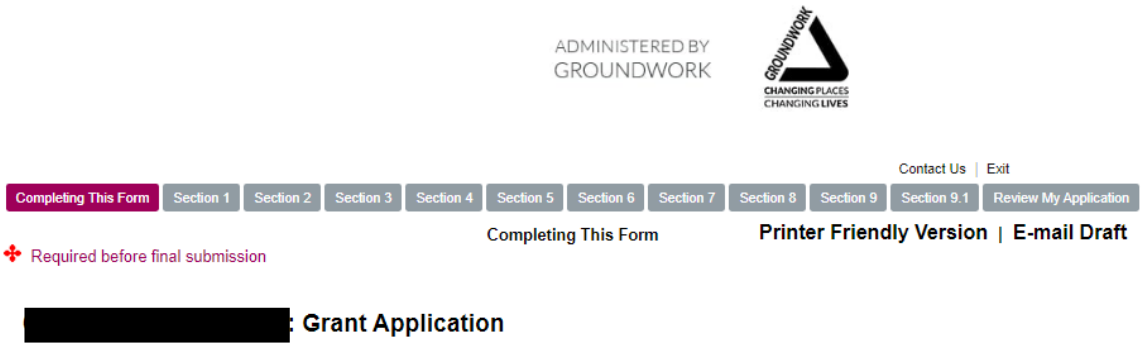
This will take you to here, where you should follow the steps to create an account:



When you save or submit an application, this system will email you with the email you used on your account login. These emails come through from the address 'mailuk@grantapplication.com'. You should save this email address to your contacts or safe emails list to avoid emails ending up in your junk folder.

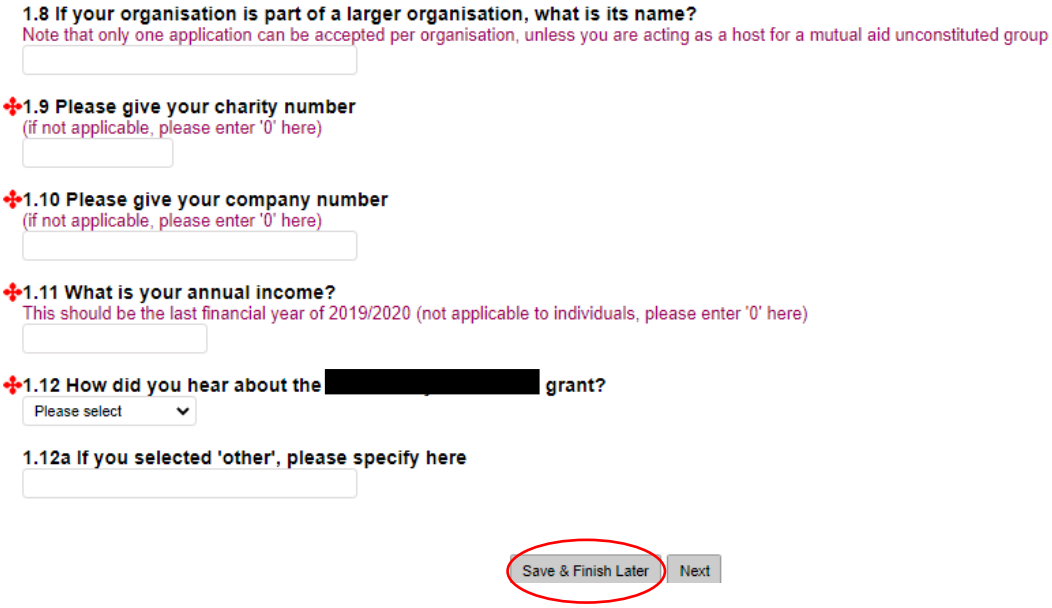
Step 4) Filling out your application

Once you have created your account, or logged in, you will be taken to the application form. It will look something like this:



There's a few things to note about the form itself: You cannot use the back and forward buttons on your browser or it may cause you to lose work. Use the 'next' button at the bottom of the page or the tabs at the top of the page.

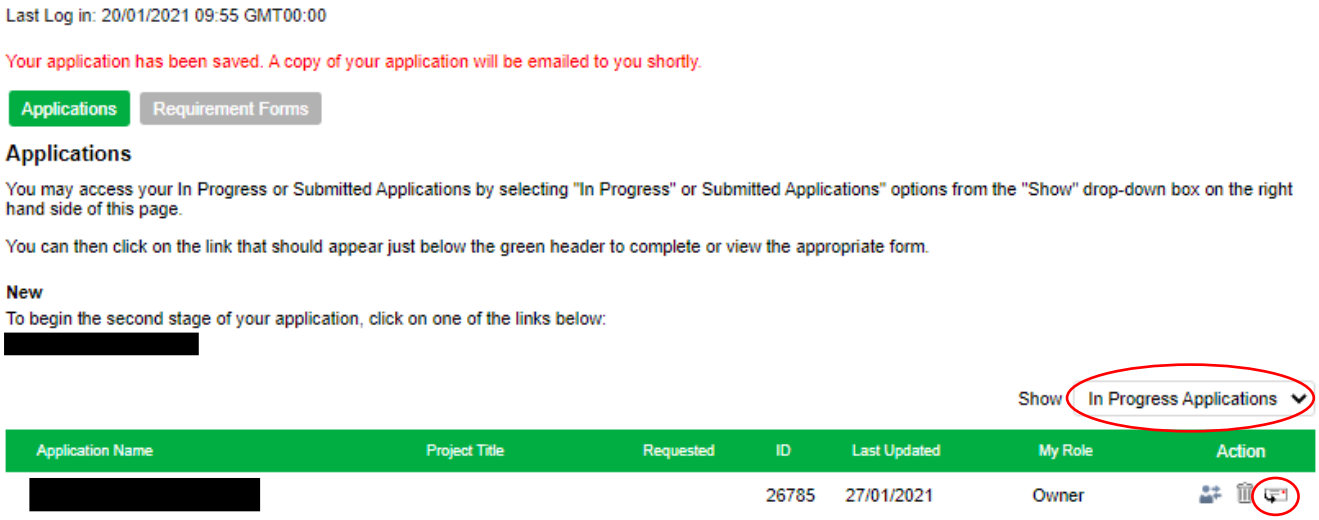
It is **crucial** that you save the form frequently (at least once every 90 minutes) to avoid losing work. You save using the button at the bottom of the page **'save and finish later'**. This will send a copy of your progress on the application to your email, but it will also take you out of the form so you will have to log back in to continue working on it.



To avoid losing work, we recommend writing out the answers to longer questions on a word document and copying and pasting them into the application when you are ready to submit – just remember the word counts for the questions!

Step 5) Returning to your application

When you save the form you will receive confirmation email which will also contain a link to access the portal again (https://www.GrantRequest.co.uk/SID_123?SA=AM). Clicking the link will take you to the log in page. Once you have logged in you will see this dashboard:

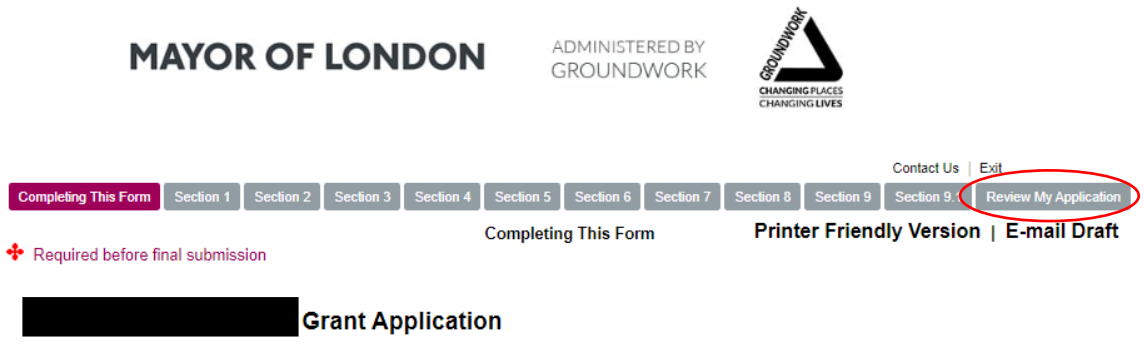


You can find your application by using the drop down menu and selecting 'in progress applications'. The drop down box will also let you see submitted applications.

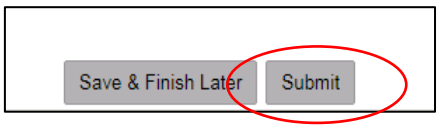
You can also send yourself a copy of your application using the small email icon on the right hand side of the page.

Step 6) Submitting your application

When you want to submit your application, click on the **'Review My Application'** tab. This is where you can review your answers, and the system will show if you have any errors. You will not be able to submit until you have rectified the errors.



Make sure you read over everything before you submit! Once you have reviewed, press the '**Submit'** button at the bottom of the page.



What happens next?

You will receive an email confirmation once successfully submitted (ensure you have added mailuk@grantapplication.com to your contacts or safe list to prevent it going to spam/junk).

You will be notified via email whether or not you have been successful once there has been the panel.