

Online Application Portal User Guide



**Greenwich Healthier
Communities Fund**



Introduction to this user guide

This guide takes you through how to use the online application portal. It covers the process of registration, logging in, site navigation via the dashboard, completing and submitting your application, logging out and what to do if you need help.

The online application portal is called Blackboard Grantmaking, or BBGM for short. This portal helps you to manage all your grant applications to Groundwork London by providing a dashboard where you can view the status of your application and any supporting documents all in one place.

You can save and come back to your application form as many times as you like before you submit. You can also email yourself a copy of your application form during and after you have submitted.

The portal is not compatible with all web browsers, please use one of the following: Microsoft Edge, Google Chrome or Mozilla Firefox. Make sure you are using a laptop or computer, some elements of the application portal may not be compatible with a phone or tablet.

If you need support, email us on GreenwichHealthierCommunities@groundwork.org.uk or call 0207 239 1286.

1. Registration

Before you begin your application, you need to create a BBGM account. This is simple and only takes a minute. If you have previously applied for a grant with Groundwork London, you can skip this step and login with your existing details.

To create an account, click **'New Applicant?'** enter your email address and a memorable password. Your password must contain at least 12 characters, consisting of at least three of the following character types: lower case, upper case, numeric, and/or special. Please make sure you make a note of the email address and password used to register.

You will then be taken through to the application portal and a verification email will be sent to you. Please check that you have received this email before you start your application, and make sure you check your junk/spam folder.

To ensure that you receive all correspondence relating to your application, please save the following email address within your contacts: mail@grantapplication.com. Otherwise some important emails may go to your junk/spam folder.

Applications Requirement Forms

Applications

You may access your In Progress or Submitted Applications by selecting "In Progress" or Submitted Applications" options from the "Show" drop-down box on the right hand side of this page.

You can then click on the link that should appear just below the green header to complete or view the appropriate form.

Show In Progress Applications ▾

Application Name	Project Title	Requested	ID	Last Updated	My Role	Action
Example Application Form	Test Project Title	2,000	44052	2/29/2024	Owner	  

2. Logging in

Once registered, you can log in to your dashboard area by clicking on the link provided in your verification email. You will need to enter your email address and password. We suggest saving this link so you can find it easily later.

If you have forgotten your login information you can reset your password by clicking on **'Forgot your password?'** and following the steps.

Once you have logged in, you will be taken to your dashboard.

3. Dashboard

The picture above shows an example of the dashboard once you login. Here, you will find applications that are in progress and submitted, along with forms that are required as part of any grants you have been awarded via Groundwork London. Select the corresponding **'Applications'** or **'Requirement Forms'** tab at the top left.

To access an application that you have started or would like to start, click on the **'Applications'** tab and then select **'In Progress Applications'** from the drop-down menu on the right-hand side of the page. A list of applications that you have started will appear in a table with key information, such as the application name, how much money you have requested and when it was last updated. Click on the application name to open it.

Under the **'Actions'** heading in the table, there are three actions you can take on an application form:

1. transfer the application to a new owner (the new owner **MUST** already have a BBGM account);

2. delete; or
3. email yourself a copy.

Simply click on the corresponding icon to take the action.

You can see submitted applications using the drop-down menu by selecting **'Submitted Applications'**. You can take two actions on submitted applications, transfer the application to a new owner or email yourself a copy.

If your grant application is successful and you are awarded a grant, you will need to complete different forms to help us process your grant payment and monitor the progress of your project. You can find these by clicking on the **'Requirement Forms'** tab and choosing the relevant option from the dropdown menu on the right-hand side.

4. Applying Online

The online application form has different sections (see image below). We recommend completing each section in order, moving onto the next section once you have completed and saved the previous one. However, you can browse through all of the sections to see all of the questions at any time by clicking on the tabs at the top of the page. Do not use the 'back' button in your browser, as this will cause you to lose work.

You can edit your answers in any completed sections by re-entering the details and saving the section again. Some questions have a red cross next to them, indicating that they are required questions. This means that they need to be answered in order to submit the application form. If a required question is not answered, you will be notified at the end when you try to submit. If this occurs, you will need



✦ Required before final submission

Section 1 - About You

✦ 1. Group/Organisation name:

Please give the name of the group/organisation leading the project.

If you are an informal or non-constituted organisation and do not currently have a name, work together to come up with something that best describes you as a group.

If you're applying as an individual looking to set up an organisation, please enter your own name.

Save & Finish Later Next

to go back and answer the required question before submitting the application form.

At the end of each section at the bottom of the page, you will see two button: **'Save and finish later'** and **'Next'**. To save your application and come back to it later, click the **'Save & finish later'** button. This will take you out of the form and back to your dashboard. Clicking the **'Next'** button will save any information you've entered and allow you to move onto the next section.

If you select the **'Exit'** button at the top right-hand corner of the page, you will be logged out of your account and taken to Groundwork London's landing page on their website. If this happens, you will need to log back into your account via the link in your verification email to complete your application.

Always make sure you save your application before you exit the portal to avoid losing your work.

Please note that if your session has been inactive for a period of 90 minutes, you will be logged out automatically. We advise that you save your application regularly to avoid losing any completed sections.

Once you have completed all of the questions, the portal shows you all of your answers to enable you to review your answers before submitting the form. Once submitted, your application can no longer be edited.

Once you have submitted your application its status will be changed to **'Submitted'**. You can log in to your account and view this application within your dashboard at any time, under **'Submitted applications'**.

5. Logging Out

To log out of your session, either click on **'Save and finish later'** or on the **'Exit'** button on the top right corner of the website.

But remember, your application will not be saved unless you click **'Save and finish later'** button before you exit!

6. Accessibility

BBGM is compatible with some dictation/text-to-speech software, such as Dragon or the read aloud function built in to Microsoft Edge. However, it is not strictly [ADA compliant](#). Some elements, such as dropdown menus, may not be picked up by some dictation software, and so we recommend reviewing the application guidance on our website before applying. This is a MS Word document that has all of the questions and guidance notes to help you apply.

If you have any questions or need any support in applying for a grant, get in touch with Groundwork London and we can provide tailored support.

7. Help

Application guidance and supporting documents are available to download from the Groundwork London website. We advise that you review these before starting your application.

If you have any questions or face any issues, do get in touch with us as soon as possible so we can assist you.

Email: GreenwichHealthierCommunities@groundwork.org.uk

Phone: 0207 239 1286