How to continue working on an existing application

Go to the Grants Portal via our homepage: www.jlc.london

Alternatively, go to 'Grants' on the main menu and then click 'Apply Online: Grants Portal'

Please Sign In

If you already have a John Lyon's Charity account, please sign in with your email address and password.

If you do not have an account, please click the 'New Applicant' link to create one.

E-mail
debbie@jlc.london

Password
••••••••

New Applicant?

Forgot Password?

Login

Enter the e-mail address and password that you used when creating your account. Click 'Login'.

Exit

Applications **Requirements**

Applications

Welcome to your grant portal homepage.

This page can be used to start a new application, view any 'In Progress' or 'Submitted' applications.

To find out more about the application process for each grant fund, visit our website. Please note that all information provided will be subject to our Privacy Policy.

Requirements

Requirements refer to any tasks you need to complete to progress your grant further. Primarily this will relate to your reporting. To view any outstanding requirements please click on the Requirement tab above, if this tab is not yet visible it means you currently do not have any requirements linked to your applications.

Tips and guidance

You can save your progress on your application at any time, and return to it later. You will be emailed a copy of your application each time it is saved.

Please note: The application form will time out after 45 minutes if left idle (you are not working on it), or after 60 minutes on one page. If your application times out and you have not saved your progress, any data will be lost. You will receive a reminder to save your work before it times out, however we recommend saving every 30 minutes anyway.

On submitting your application, you will receive an email to confirm that it has been received by John Lyon's Charity. If you have any difficulties, please get in touch.

When completing the application form, we strongly recommend you answer every question. Please take the time to check your application carefully, especially the grammar and spelling of your/your organisation's contact details to avoid any delays in processing your application.

Navigation

You can move forwards and backwards through your application by clicking on any of the section headings at the top of the page. Do not use the back button on your browser as this could lead to you losing your work.

Start a new application

To begin a new application, click on the name of the grant fund you wish to apply to below:

- Stage 1 Proposal (Small Grants / Main Grants / Schools in Partnership)
- School Holiday Activity Fund (SHAF)
- School Explorer Fund

This is your homepage. Please read through this information carefully as it will help when submitting an application.

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Continue an application

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If you are having difficulties, please get in touch.

Show   In Progress Applications ▾

| School Holiday Activity Fund (SHAF) Application Form | 20463 | 4/4/2019 | Owner |
| Proposal Form | 20462 | 4/4/2019 | Owner |

In the bottom right-hand corner of the screen, it gives you the option to view 'In Progress' or 'Submitted' applications

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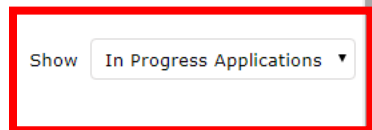
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Show   In Progress Applications ▼

In Progress Applications
Submitted Applications

| School Holiday Activity Fund (SHAF) Application Form | 20463 | 4/4/2019 | Owner |
| Proposal Form | 20462 | 4/4/2019 | Owner |

Click on the little down arrow to choose whether you want to view 'In Progress' or 'Submitted' applications.

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Show | In Progress Applications ▼

School Holiday Activity Fund (SHAF) Application Form	20463	4/4/2019	Owner	
Proposal Form	20462	4/4/2019	Owner	

The relevant applications will automatically appear underneath whichever option you choose.
Click on the title of your 'In Progress' application to continue working on it.

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If you are having difficulties, please get in touch.

Show   Submitted Applications ▼

| Main Grant Application Form | | Testing Main Grants | 20132 | 2/15/2019 | Owner | |

You cannot edit an application once it has been submitted. However you can click on its title to view it.

JOHN LYON'S CHARITY

| 1. Organisation and Contact Details | 2. About your Organisation | 3. About your Project | 4. Financial Information | 5. Attachments & Declaration | Review My Application |

1. Organisation and Contact Details

Printer Friendly Version | E-mail Draft

* Required before final submission

Tips and Guidance

In addition to this online application form, you will be required to submit:

- **Part 2 Project Budget** - This will need to be downloaded, completed and uploaded in the 'Attachments & Declaration' section of this application form. If you wish to complete the form in advance, it can be downloaded here
- **Part 3 Organisation Budget** - This will need to be downloaded, completed and uploaded in the 'Attachments & Declaration' section of this application form. If you wish to complete the form in advance, it can be downloaded here
- **Annual Accounts** - Your organisation's latest signed and audited (if applicable) Annual Accounts
- **An original hard copy bank statement** - Dated within the last three months. You will be asked to provide this once your online application form has been submitted

You will also be asked for the following documents:

- Safeguarding Policy
- Equality and Diversity Policy
- Supporting documents (optional)

You can save your progress on your application at any time, and return to it later. You will be emailed a copy of your application each time it is saved.

You can move forwards and backwards through your application by clicking on any of the section headings at the top of the page and spell check your answer by pressing the tick symbol next to the box.

Organisation Details

* Organisation Name

To navigate between pages of your application, click on the headings.

* Organisation Telephone Number ℹ️

Website Address

* Organisation Email Address ℹ️

Twitter
Please enter your organisation's Twitter name without the '@' symbol e.g. JohnLyonCharity

Main Contact Details

Prefix
- Select One - ▾

First Name   Last Name

Job Title   ✓

Telephone Number ℹ️

Email Address

Confirm Email Address

Save & Finish Later   Save & Continue

Choose File No file chosen

Upload

Additional Information

* How did you hear about John Lyon's Charity?

Young People's Foundation ▾

Please tick if you are currently in receipt of any other funding from JLC.   ℹ️
☐

Please tick if you have previously received funding from JLC.   ℹ️
☑

From time to time John Lyon's Charity is able to provide capacity building support. Please let us know if you are interested in any of the following:

☐ Capacity Building Officer ☐ Comms ☐ Digital/Technology ☑ Finance ☑ Fundraising ☐ Governance/Trustee ☐ Property
☐ Safeguarding ☐ Strategy ☐ Supervision

Declaration: Please read carefully

I declare that the information given in this application form and on accompanying documents gives a full and accurate picture of the organisation's activities and financial position. I understand that any grant received from John Lyon's Charity (the Charity) must be spent in the
* manner agreed and within 12 months of receipt, except where expressly agreed for a longer term project. I agree that the organisation shall not dispose of any item purchased with Charity funds without the prior approval of the Trustee. I understand that it is a condition of receiving the grant that a report must be submitted by us for the benefit of the Trustee.   ℹ️
☑

Please remember to post an <u>original</u> hard copy of your organisation's bank statement to: John Lyon's Charity, Griffin Lodge, 45a Cadogan Gardens, London, SW3 2TB. The bank statement must be <u>dated within the last three months</u>. If you only receive online statements you will need to provide an original letter from your bank confirming your account details, or have your online statement stamped and signed by the bank to confirm the details are correct. We will return the original document to you.

Save & Finish Later   Review & Submit

When you have completed your application, click 'Review & Submit'.
This will take you to a summary of your application.

Choose File No file chosen

Upload

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Save & Finish Later   Update

If you have made any final edits on the 'Review' page, click 'Update'

(Optional)

Choose File | No file chosen

Upload

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Save & Finish Later | Submit

You will then be asked to review once more. Once there are no error messages or missing information, you will have the option to click 'submit' to send your application to the Charity.