

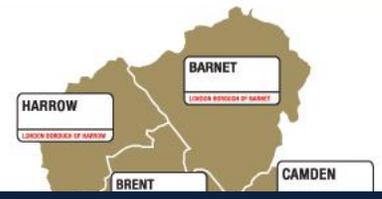


JOHN LYON'S CHARITY

How to start a new application



We give grants to benefit children and young people up to the age of 25 who live in nine boroughs in North and West London. Since 1991, the Charity has distributed over £100 million to a range of organisations that seek to promote the life-chances of children and young people through education.



- WHO WE FUND
- HOW TO APPLY FOR A GRANT
- YOUNG PEOPLE'S FOUNDATIONS
- APPLY ONLINE: GRANTS PORTAL

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



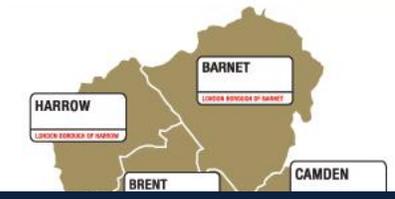
GRANT POLICIES	WHAT CAN I APPLY FOR?	WHICH GRANT FUND SHOULD I APPLY TO?	HOW DO I APPLY?
Policy	Programme Areas	Main Grants Fund	First Steps
Grant-giving Principles	Types of Support	Schools in Partnership Fund	Second Stage Application
Living Wage Friendly Funder	Recent Grants	Bursary Fund	Minimum Requirements
Who We Fund		Small Grants Fund	Apply Online: Grants Portal
What We Do Not Fund		School Holiday Activity Fund	
Information for Grant Holders		School Explorer Fund	



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



JOHN LYON'S CHARITY

Exit

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 Password

[New Applicant?](#) [Forgot Password?](#)

**If you have not applied online to the Charity before, you will need to create a new account.
Click 'New Applicant?' and follow the instructions.
Keep your account details safe, as you will need it for any reporting and/or future applications.**



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Login

If you already have an online account, enter the e-mail address and password that you used when creating your account. Click 'Login'.



JOHN LYON'S CHARITY

Account: debbie@jlc.london | [Change E-mail/Password](#)

Last Log in: 4/4/2019 3:54 PM GMT01:00

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.



JOHN LYON'S CHARITY

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Visit www.jlc.london/grants/which-grant-fund-should-i-apply-to/ to find out more about our Grant Funds.



JOHN LYON'S CHARITY

1. Organisation and Contact Details | Review My Application

1. Organisation and Contact Details | Enter Friendly Version | E-mail Draft

* Required before final submission

* Which Fund are you applying for?
- Select One -

Organisation Details

* Organisation Name

* Organisation Type
- Select One -

Charity Registration Number (if applicable)
Enter your Charity Commission Registration Number. This is required unless you are an organisation with automatic charitable status.
Click [here](#) for further information.

* Street Address [i](#)
 ✓

* City
 ✓

* Post Code [i](#)



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

Each of the forms look slightly different, depending on the Grant Fund you are applying to.



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

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Organisation Details

* Organisation Name

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

* Organisation Telephone Number 

Website Address

* Organisation Email Address 

Twitter

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

Main Contact Details

Prefix

First Name

Last Name

Job Title



Telephone Number 

Email Address

Confirm Email Address

Save & Finish Later

Save & Continue

Don't forget to regularly save your progress by clicking 'save & continue' or 'save & finish later' at the bottom of your screen.