

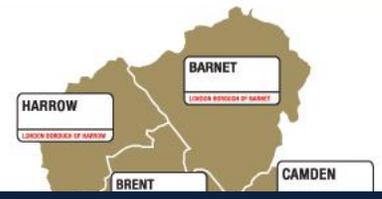


JOHN LYON'S CHARITY

# How to submit a report online



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

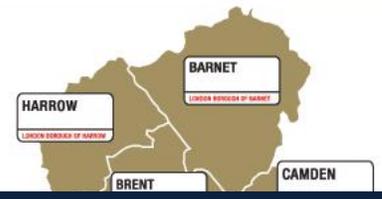
Go to the Grants Portal via our homepage: [www.jlc.london](http://www.jlc.london)



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



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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:  [New Applicant?](#)

Password:  [Forgot Password?](#)

[Login](#)

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

[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. Click on the 'Requirements' tab.  
'Requirements' are any tasks you need to complete for your application.**



# JOHN LYON'S CHARITY

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

Last Log in: 8/21/2019 2:54 PM GMT01:00

Exit

[Applications](#) [Requirements](#)

## Requirements

'Requirements' refer to tasks you need to complete in order to progress to the next stage of funding and/or complete your grant with the Charity, such as reporting.

Below you will find a list of requirements for your live applications. The **first date** is the deadline. To continue writing a report select the 'In Progress Requirements' in the drop down box below.

If you have any questions, please [contact us](#).

<a href="#">T1 Reporting Form</a>	DH Reviewable Test	T1 Report	196519	8/21/2019	8/21/2019	Owner	 
<a href="#">T1 Reporting Form</a>	Testing SHAFs	Monitoring Report	187482	4/1/2019	3/25/2019	Owner	 
<a href="#">T2 Reporting Form</a>	Testing SHAFs	Final Report	187481	5/1/2019	3/25/2019	Owner	 

Show

- In Progress Requirements
- New Requirements**
- In Progress Requirements
- Submitted Requirements

Use the right-hand side menu to see your 'New Requirements'.  
'New Requirements' are tasks you have not worked on yet.  
Once you have started, it will become an 'In Progress Requirement'.



# JOHN LYON'S CHARITY

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

Last Log in: 8/21/2019 2:54 PM GMT01:00

Exit

[Applications](#) [Requirements](#)

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<u>Requirement</u>	<u>Name</u>	<u>Type</u>	<u>Doc No.</u>	<u>Date sent</u>	<u>Due Date</u>		
<a href="#">T1 Reporting Form</a>	DH Reviewable Test	T1 Report	196519	8/21/2019	8/21/2019	Owner	<input type="button" value="Show"/> <span>In Progress Requirements</span> <span>New Requirements</span> <span>In Progress Requirements</span> <span>Submitted Requirements</span>
<a href="#">T1 Reporting Form</a>	Testing SHAFs	Monitoring Report	187482	4/1/2019	3/25/2019	Owner	<input type="button" value="Show"/> <span>In Progress Requirements</span> <span>New Requirements</span> <span>In Progress Requirements</span> <span>Submitted Requirements</span>
<a href="#">T2 Reporting Form</a>	Testing SHAFs	Final Report	187481	5/1/2019	3/25/2019	Owner	<input type="button" value="Show"/> <span>In Progress Requirements</span> <span>New Requirements</span> <span>In Progress Requirements</span> <span>Submitted Requirements</span>

**At this stage, unfortunately our system does not allow us to add headings to the list. Please find the headings labelled above. This is a work in progress!**



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

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[Applications](#) [Requirements](#)

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Show [In Progress Requirements](#) ▾

<a href="#">T1 Reporting Form</a>	DH Reviewable Test	T1 Report	196519	8/21/2019	8/21/2019	Owner	 
<a href="#">T1 Reporting</a> <small>Click here to fill out this requirement</small>	Testing SHAFs	Monitoring Report	187482	4/1/2019	3/25/2019	Owner	 
<a href="#">T2 Reporting Form</a>	Testing SHAFs	Final Report	187481	5/1/2019	3/25/2019	Owner	 

Click on the title of the requirement to work on it.



# JOHN LYON'S CHARITY

Exit (Don't forget to save!)

- About Your Project
- Outcomes
- Participants
- Financial Information
- Supporting Documents & Declaration
- Review My Requirement

## About Your Project

Printer Friendly Version | E-mail Draft

\* Required before final submission

### Organisation Details

**This information has been taken from your original application. If this is no longer correct please contact your Grants Manager.**

Organisation Name    Charity Registration Number  
Debbie Test Org      123456

Report Due Date  
8/21/2019

### About your Project

\* Please tell us about the past year of your grant.  
What has it enabled you to do? Has it met your expectations? Who took part? Please explain.

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

Word count 0 of 500

Were there any challenges with this project? if so, what would you do differently next time?  
Were there any unforeseen problems? How did you over come them? What would you change to make it an even bigger success?

Word count 0 of 500

Please detail any partner organisations you worked with on this project.

Word count 0 of 250

Were there any significant organisation changes during the project? If so, please provide details.

Word count 0 of 1000

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.

### Supporting document 2 (optional)

Please feel free to attach any supporting documents you would like to send in with your report.

No file chosen

### **Declarations: Please read carefully**

\* Has the previously awarded grant been fully spent?

If no, your Grants Manager will contact you to discuss when you will be ready for the next grant payment.

\* I declare that the information given in this reporting form and on accompanying documents provide a true and accurate picture of the project's activities and financial position.



\* Name of person who completed this report:

 This is a required field.

### **Feedback**

We have a quick favour to ask: John Lyon's Charity has recently moved its application and reporting forms online for the first time. We would be really grateful for any feedback you may have about the reporting or application form such as ease of use, length, any confusing questions etc. Feedback we receive about the online forms will not, in any way, affect this or future grants for your organisation. Thank you.

Word count 0 of 500

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

Supporting document 2 (optional) 

Please feel free to attach any supporting documents you would like to send in with your report.

No file chosen

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Word count 0 of 500

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

Supporting document 2 (optional) 

Please feel free to attach any supporting documents you would like to send in with your report.

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All feedback appreciated! 

Word count 3 of 500

**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 report to the Charity.**