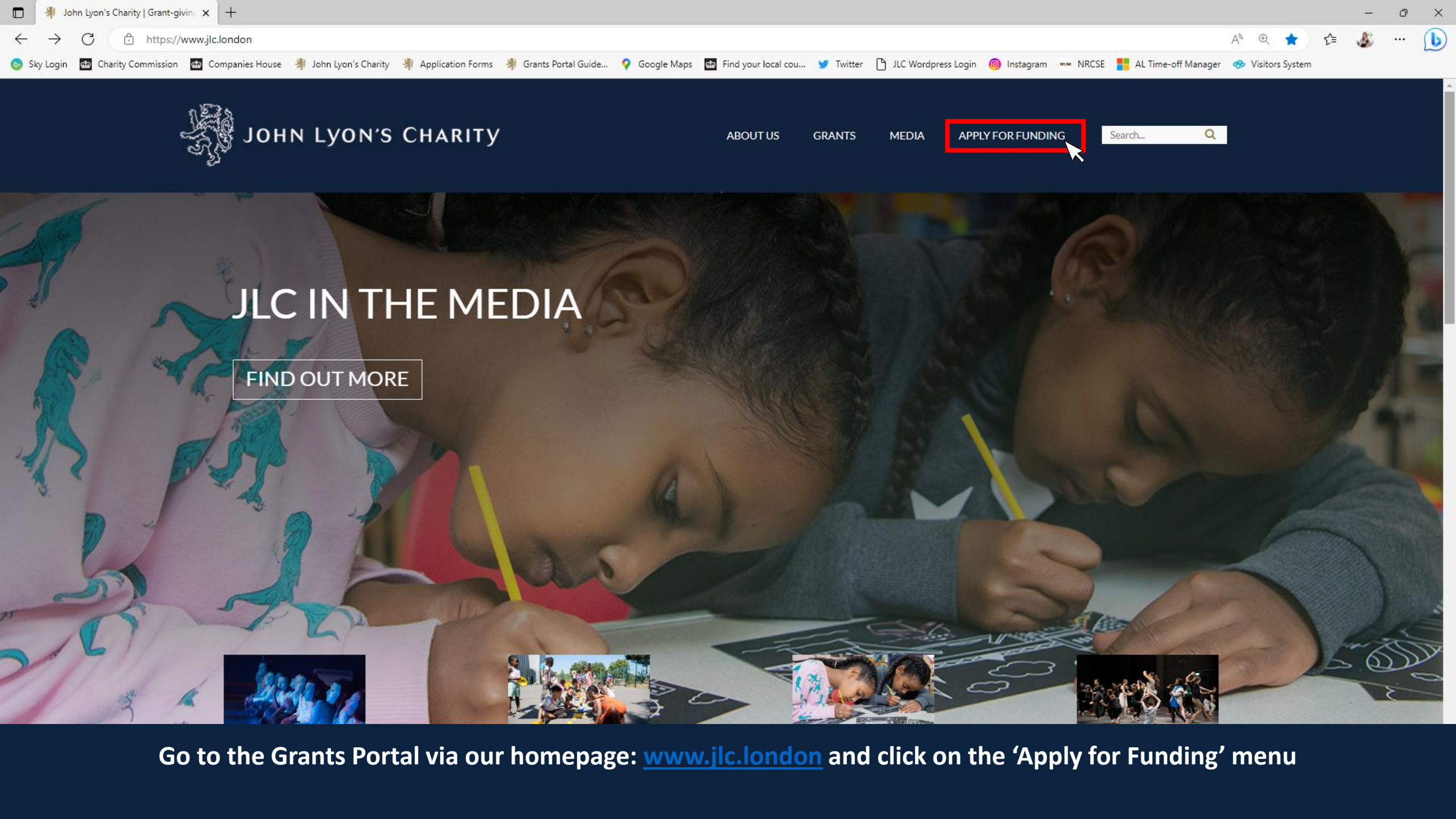




JOHN LYON'S CHARITY

# How to continue working on an existing application



JOHN LYON'S CHARITY

ABOUT US

GRANTS

MEDIA

APPLY FOR FUNDING

Search...

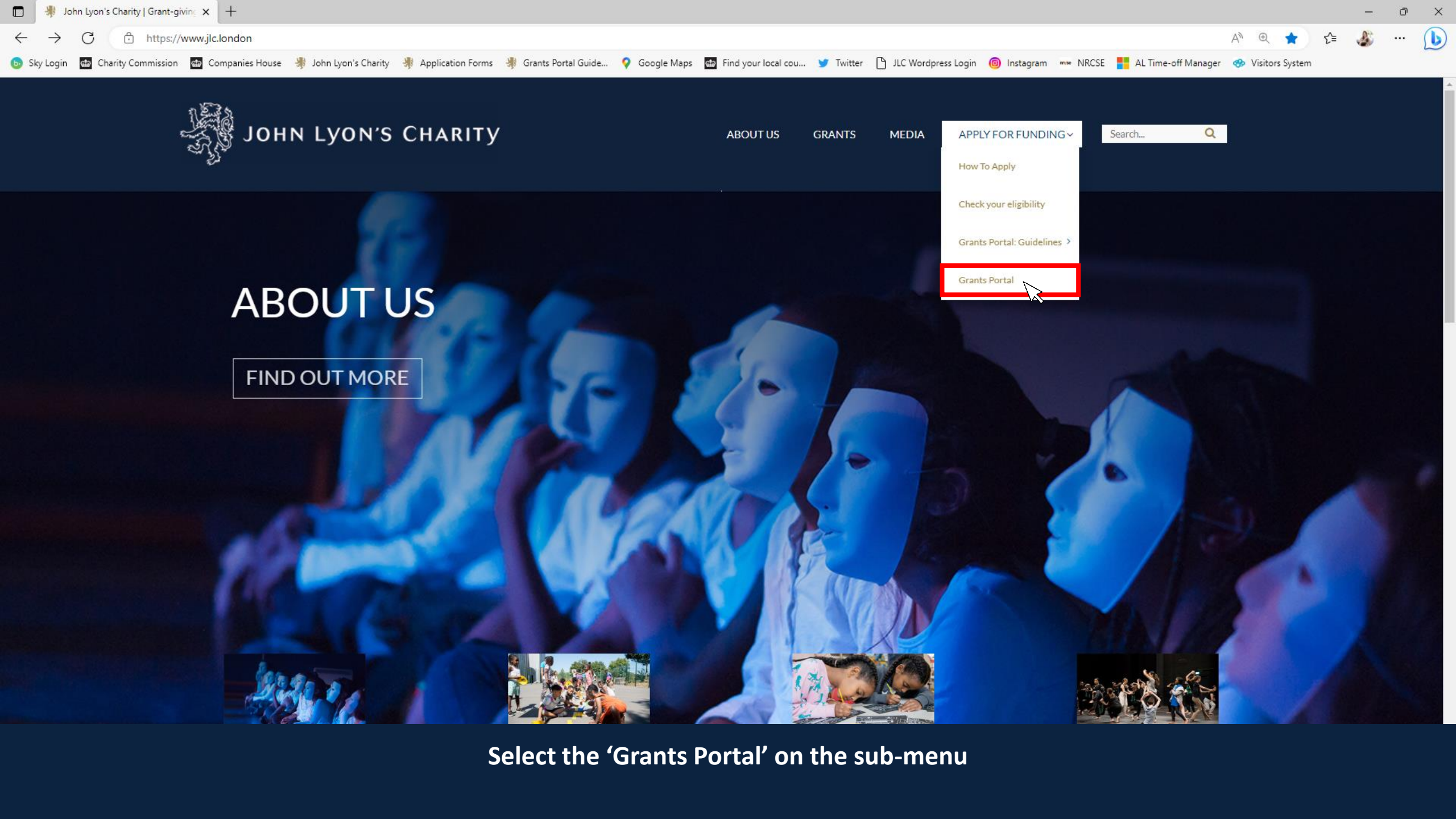


## JLC IN THE MEDIA

FIND OUT MORE



Go to the Grants Portal via our homepage: [www.jlc.london](https://www.jlc.london) and click on the 'Apply for Funding' menu



ABOUT US

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How To Apply

Check your eligibility

Grants Portal: Guidelines >

Grants Portal

ABOUT US

FIND OUT MORE

Select the 'Grants Portal' on the sub-menu





# 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: 19/05/2023 11:34 GMT01:00

Applications

Requirements

## Applications

Welcome to your Grants Portal homepage.

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

[Step-by-step guidelines for using the Grants Portal can be downloaded here](#). To find out more about the application process for each grant fund, visit our [website](#). Please also ensure that you have read our [Eligibility Guidance](#) to understand what we fund. Please note that all information provided will be subject to our [Privacy Policy](#).

## Reporting Requirements

Requirements refer to any tasks you need to complete to progress your grant further. Primarily this will relate to your reporting or grant contracts. 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.

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.

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.

## 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.

**This is your homepage. Please read through this information carefully as it will help when submitting an application.  
Scroll to the bottom of the page to find links to your application(s).**

My Account x +

https://www.grantrequest.co.uk/accountmanager.aspx?SA=AM&sid=103

Sky Login Charity Commission Companies House John Lyon's Charity Application Forms Grants Portal Guide... Google Maps Find your local cou... Twitter JLC Wordpress Login Instagram NRCSE AL Time-off Manager Visitors System

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### Start an application




Before you start any application please ensure you work in our [Beneficial Area](#) and meet our eligibility criteria.

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

- Open Programme Stage 1 Proposal
- Schools in Partnership Fund Stage 1 Proposal
- School Holiday Activity Fund (SHAF)
- Cultural Capital Fund Only for previous JLC grantees or schools based in the Beneficial Area.
- Refurbishment Fund (Main and Small) Only for previous JLC grantees.
- Good Work Capacity Building Only for previous JLC grantees.
- Learning & Development Capacity Building Only for previous JLC grantees.

Show

In Progress Applications ▾

Application Name	Project Title	Requested	ID	Last Updated	My Role	ACTION
<a href="#">Proposal Form</a>			33311	02/06/2023	Owner	  

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

My Account

https://www.grantrequest.co.uk/accountmanager.aspx?SA=AM&sid=103

Sky LoginCharity CommissionCompanies HouseJohn Lyon's CharityApplication FormsGrants Portal Guide...Google MapsFind your local cou...TwitterJLC Wordpress LoginInstagramNRCSEAL Time-off ManagerVisitors System

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Show

In Progress Applications

In Progress ApplicationsSubmitted Applications

Application Name	Project Title	Requested	ID	Last Updated	My Role
Proposal Form			33311	02/06/2023	Owner

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

[Step-by-step guidelines for using the Grants Portal can be downloaded here](#). To find out more about the application process for each grant fund, visit our [website](#). Please also ensure that you have read our [Eligibility Guidance](#) to understand what we fund. Please note that all information provided will be subject to our [Privacy Policy](#).

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- [Learning & Development Capacity Building](#) Only for previous JLC grantees.

Show In Progress Applications

Application Name	Project Title	Requested	ID	Last Updated	My Role	ACTION
Proposal Form			33311	02/06/2023	Owner	  
SHAF Application Form - Current Grantees			33310	02/06/2023	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.



This page can be used to start a new application, continue working on 'in progress' applications or view 'Submitted' applications.

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- [Learning & Development Capacity Building](#) Only for previous JLC grantees.

Show Submitted Applications ▾

Application Name	Project Title	Requested	ID	Submitted	My Role	Action
Main Grant Application Form	DH Reviewable Test		21528	21/08/2019	Owner	 
Proposal Form	Junior Youth Club (EXEMPLAR)		21535	21/08/2019	Owner	 
Proposal Form			20462	21/08/2019	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 | Grant-giving

My Account

School Holiday Activity Fund (SH

https://www.grantrequest.co.uk/Application.aspx?sid=103&aid=20465



# 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 

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.

51% of the senior managers, management committee, board, governing body or council are BAME. The same percentage is used to define disabled-led, LGBTQ+ led and women-led.

Is your organisation:

\* BAME-led? \* Disabled-led? \* LGBTQ+ led? \* Women-led?

No No No Yes

**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.

☒

The Charity expects that you have taken adjustments for Covid-19 and other similar instances into your project planning and will make necessary alterations, when required, to ensure the safety of your beneficiaries, staff, volunteers and wider general public.

John Lyon's Charity sends monthly newsletters and updates regarding funding and capacity building opportunities to all current grantees. There is an opportunity to opt out from these if you would prefer not to receive them.

**Bank Statement Procedure:**

If you are applying to the Charity for the first time or you have not received a payment from then Charity in the last three years, the Charity requires you to submit a PDF version of your Bank Statement. It must clearly show your organisation's name, bank account details and must be dated within the last 3 months. The Bank Statement must be sent via email to info@jlc.london at the same time or shortly after, submitting your online application.

Save & Finish Later Review & Submit

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

51% of the senior managers, management committee, board, governing body or council are BAME. The same percentage is used to define disabled-led, LGBTQ+ led and women-led.

Is your organisation:

\* BAME-led? \* Disabled-led? \* LGBTQ+ led? \* Women-led?


No ▾

No ▾

No ▾

Yes ▾

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Save & Finish Later

Update

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



51% of the senior managers, management committee, board, governing body or council are BAME. The same percentage is used to define disabled-led, LGBTQ+ led and women-led.

Is your organisation:

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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.**