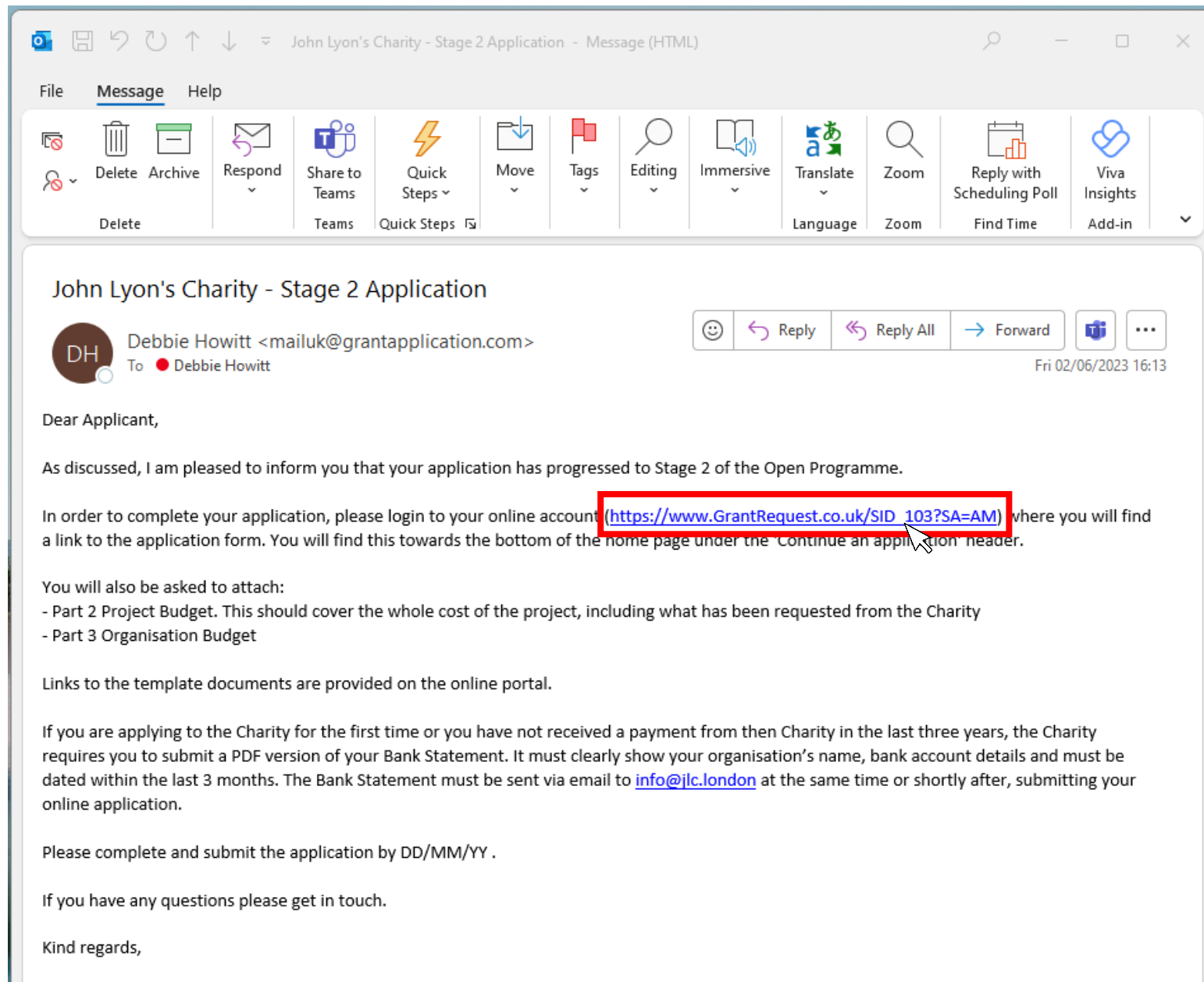




JOHN LYON'S CHARITY

# How to access your Stage 2 Application Form



**If your application has progressed to Stage 2, you will receive an email that looks like this.  
If you have not received it, please check your junk inbox. Click on the link.**



# 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

The link will take you to our Grants Portal (which can also be accessed via our homepage at [www.jlc.London](http://www.jlc.London))  
Enter the e-mail address and password that you used when creating your account. Click 'Login'.



JOHN LYON'S CHARITY

ABOUT US

GRANTS

MEDIA

APPLY FOR FUNDING

Search...



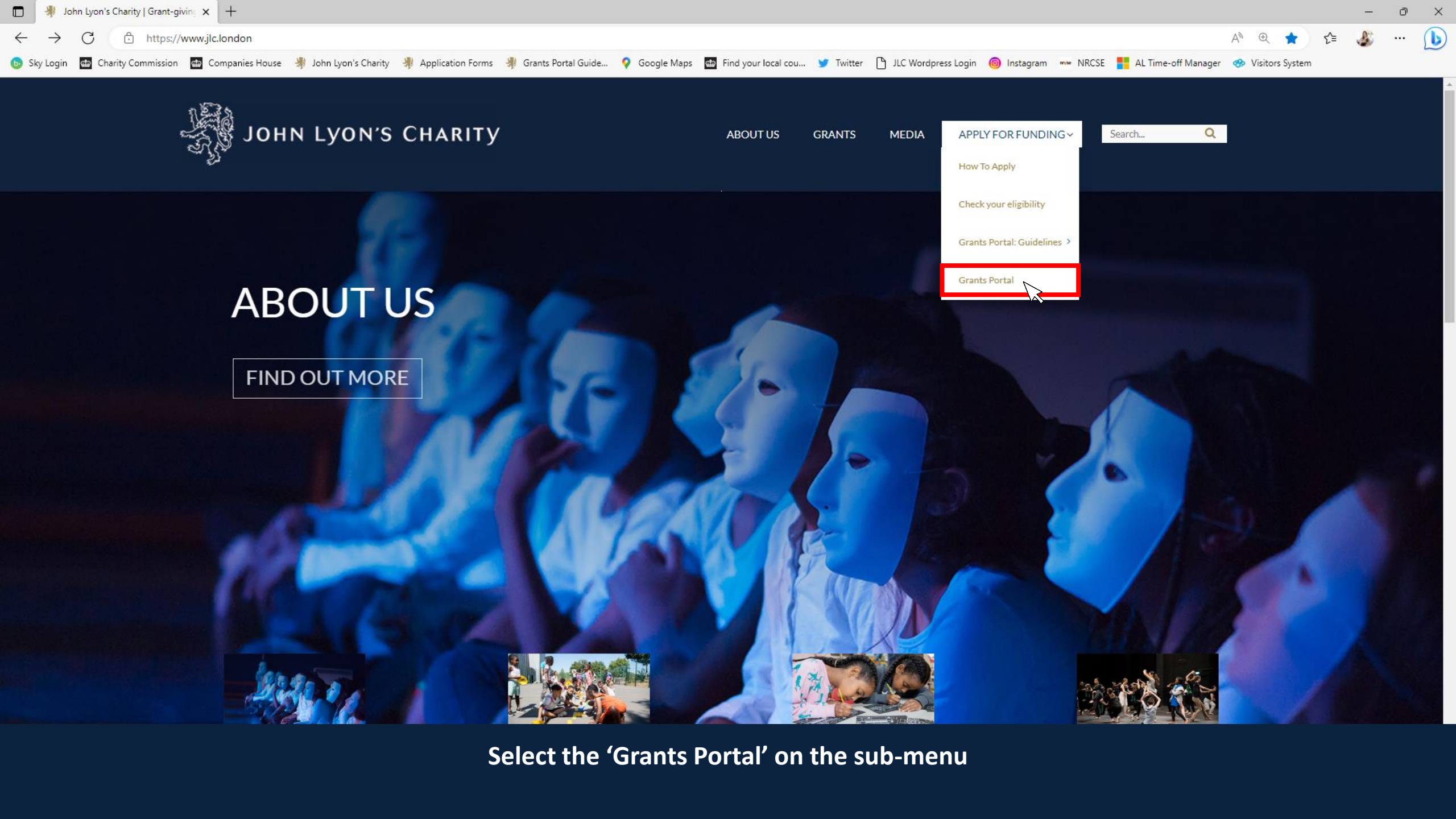
## JLC IN THE MEDIA

FIND OUT MORE



Alternatively, you can access the Grants Portal via our homepage: [www.jlc.london](https://www.jlc.london).  
Click on the 'Apply for Funding' menu





ABOUT US

GRANTS

MEDIA

APPLY FOR FUNDING ▾

Search... 🔍

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

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. Scroll to the bottom of the page using the bar on the right-hand side.**

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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.

### New

To begin the second stage of your application, click on one of the links below:

[Open Programme Application Form](#)

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	  

Under the subheading 'New' you will find an option to begin the Stage 2 Application Form.  
Click on the blue link.

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

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New

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[Open Programme Application Form](#)

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	
<a href="#">SHAF Application Form - Current Grantees</a>			33310	02/06/2023	Owner	

If you have started your Stage 2 Application and saved it for later, you can return to it by looking at your 'In Progress' applications. Click on the title of your 'In Progress' application to continue working on it.



\* 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.