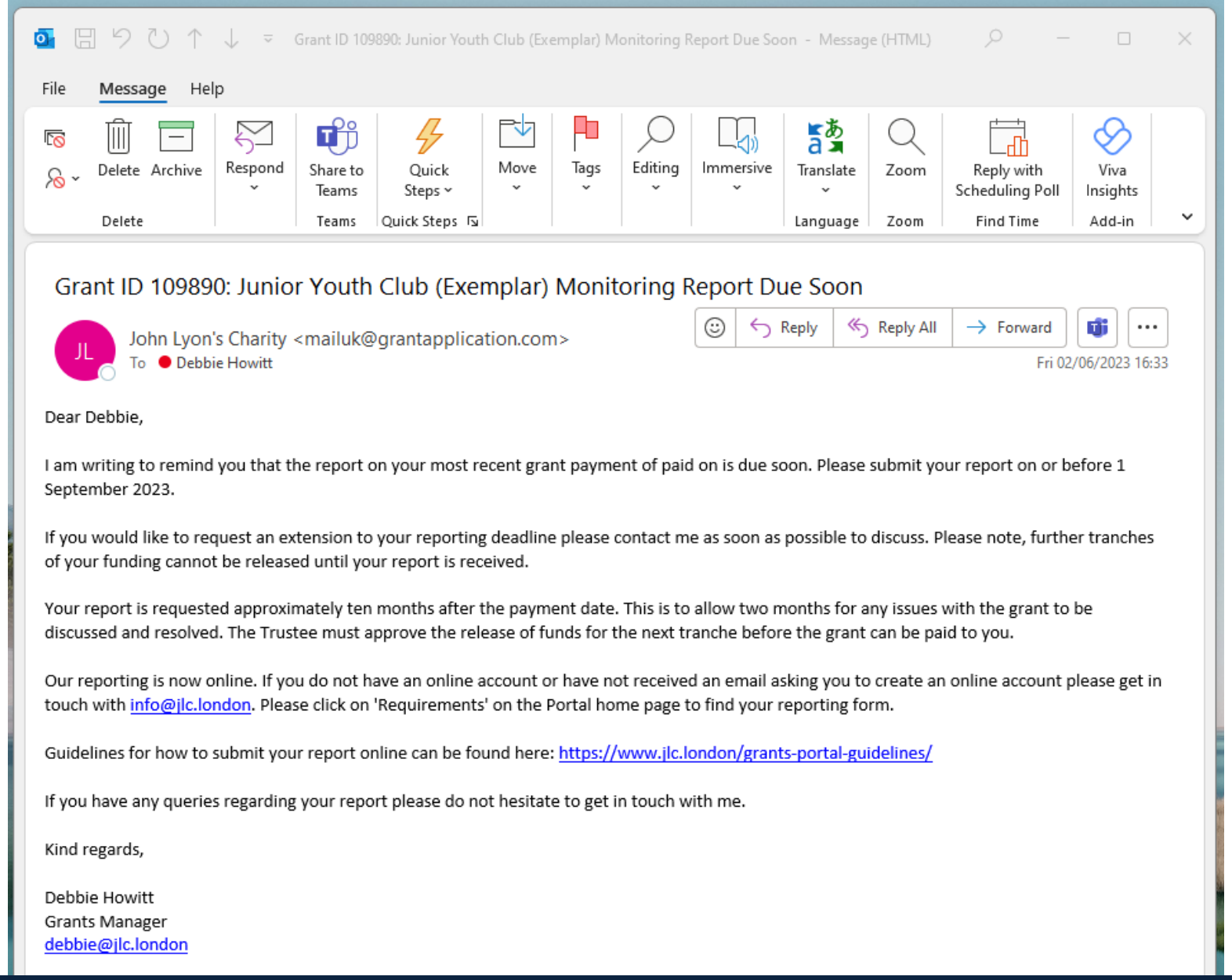
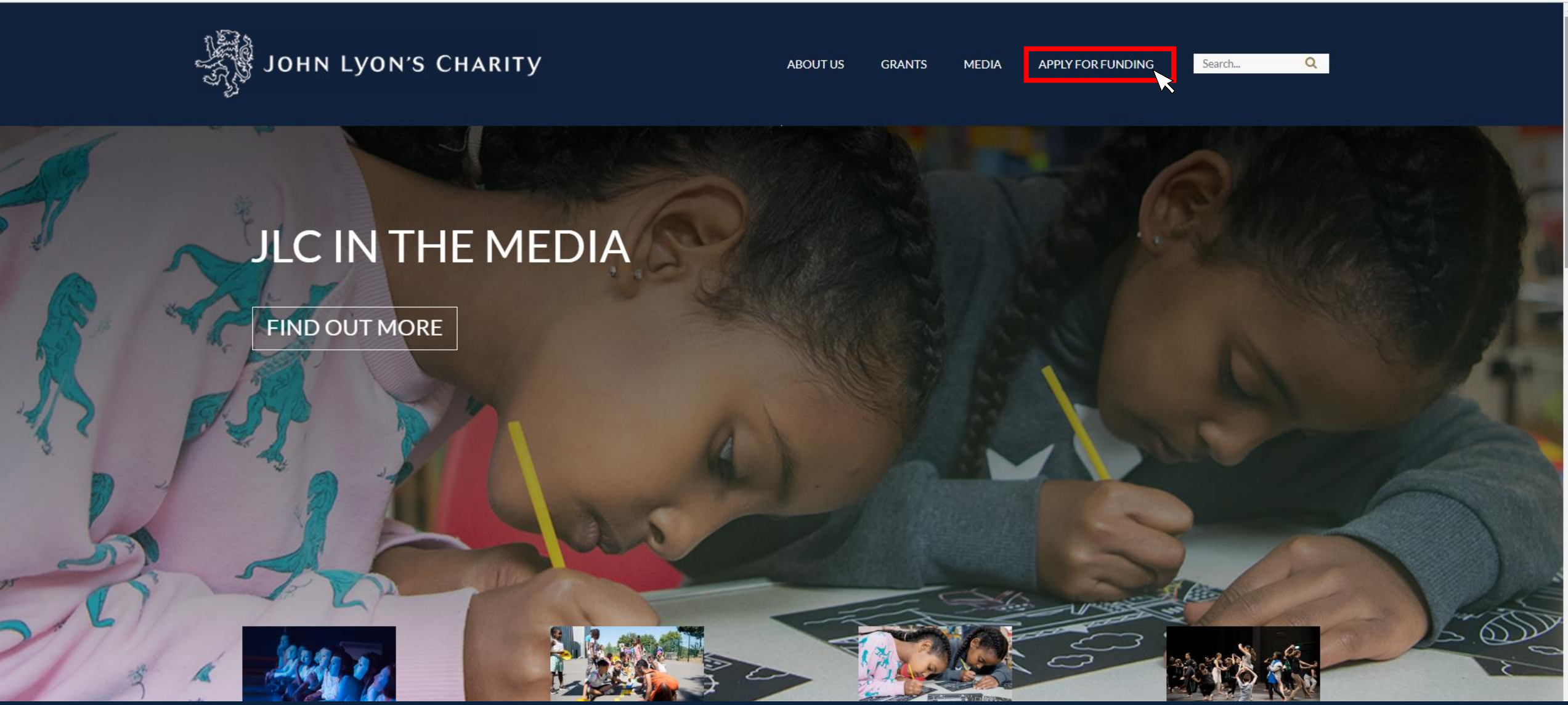
JOHN LYON'S CHARITY

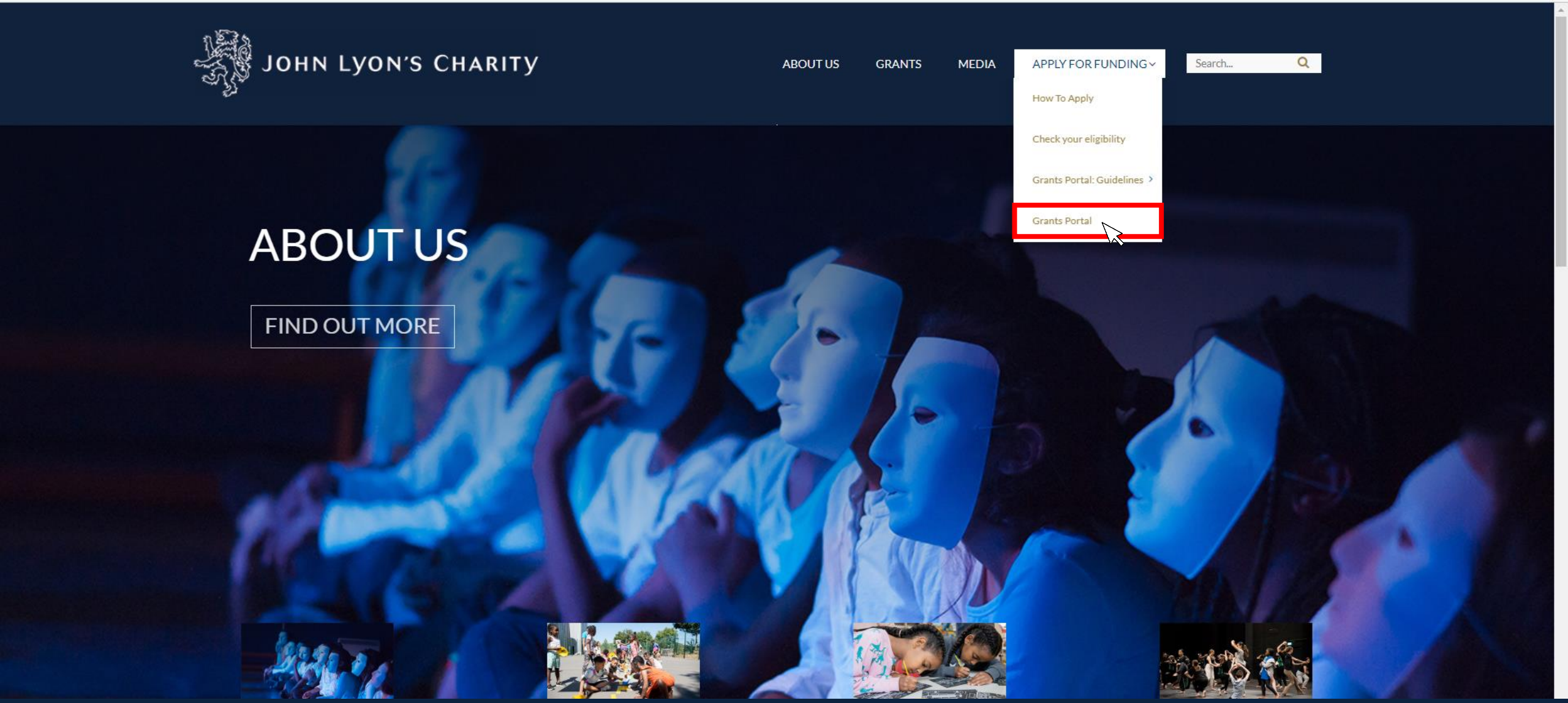
How to submit a report online



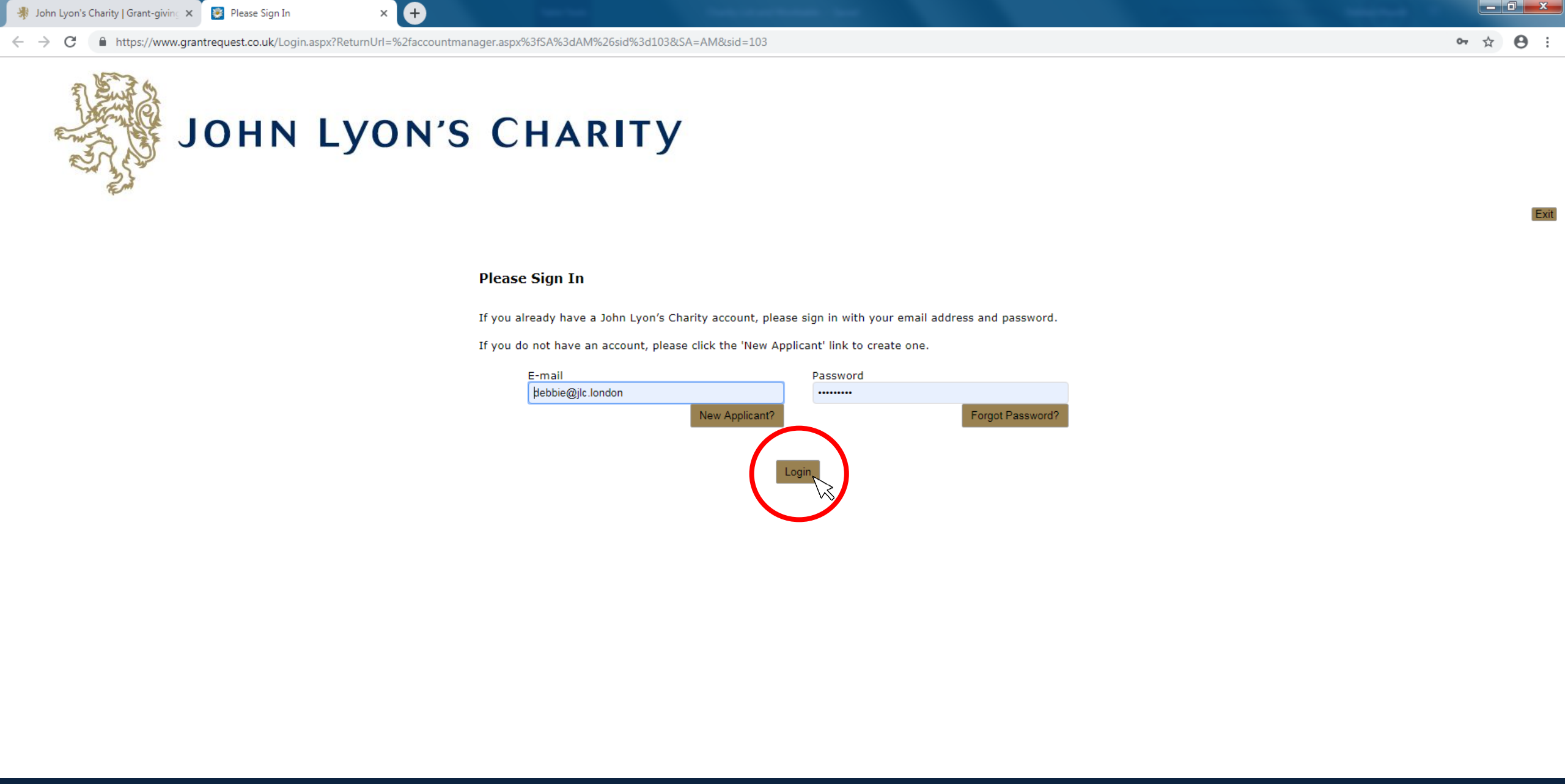
Reporting Forms are made available on our Grants Portal two months before the deadline date (on your Grant Contract). You should receive an automated reminder email that looks like this. Visit www.jlc.london to submit your report online.



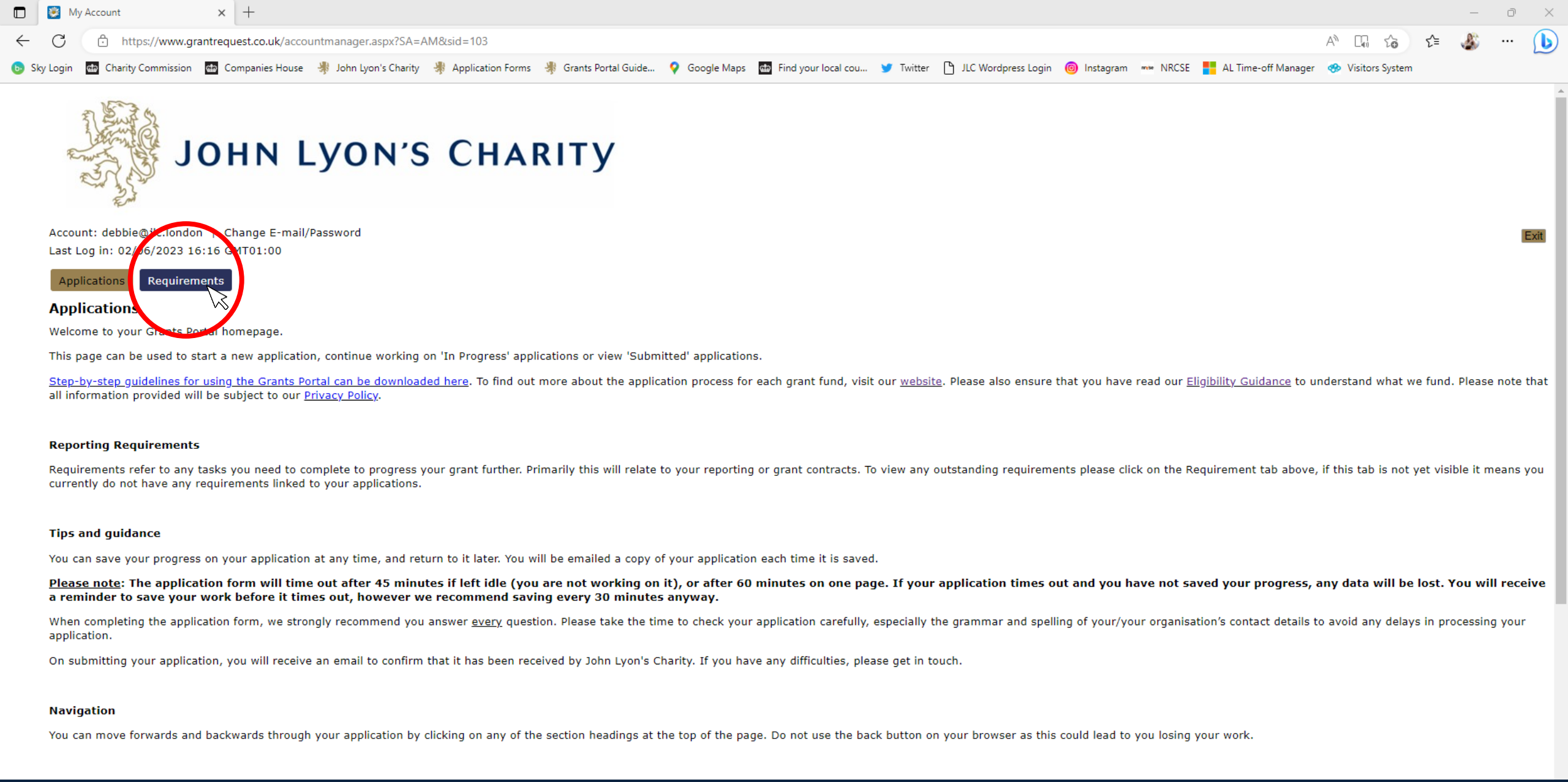
Access the Grants Portal via our homepage: www.jlc.London.
Click on the 'Apply for Funding' menu

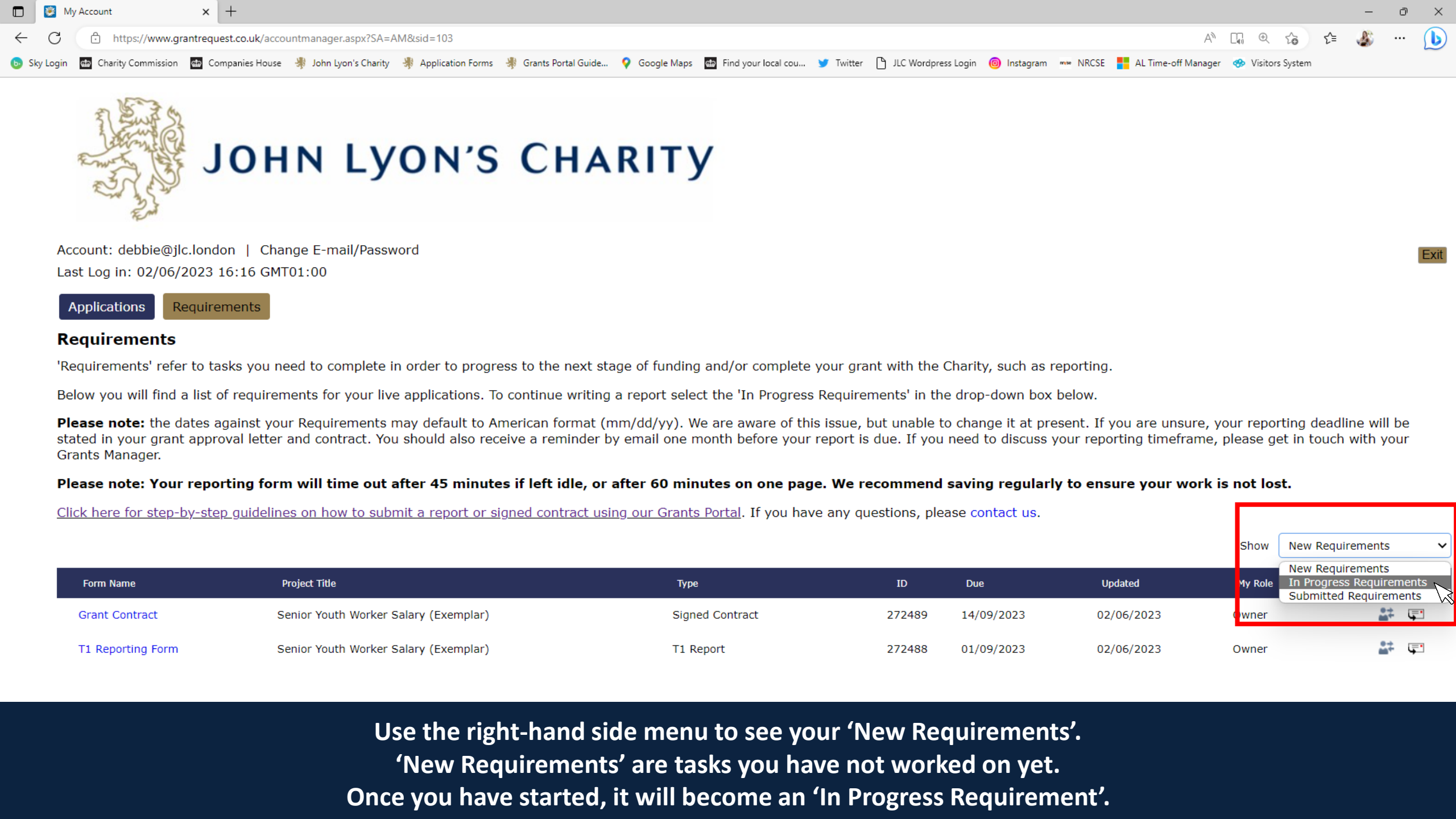


Select the 'Grants Portal' on the sub-menu

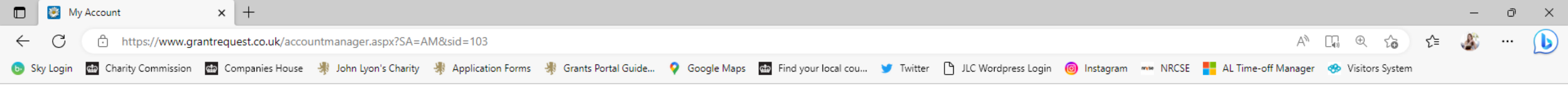


The link will take you to our Grants Portal Login Page.
Enter the e-mail address and password that you used when creating your account. Click 'Login'.


My Account
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
JOHN LYON'S CHARITY
Account: debbie@jlc.london | Change E-mail/Password
Last Log in: 02/06/2023 16:16 GMT01:00
Exit
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 Grants Portal homepage. Click on the 'Requirements' tab.
'Requirements' are any tasks you need to complete for your application.
If you are unable to see the 'Requirements' button, try using another internet browser, such as Google Chrome: https://www.google.com/intl/en_uk/chrome/



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: 02/06/2023 16:16 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. To continue writing a report select the 'In Progress Requirements' in the drop-down box below.

Please note: the dates against your Requirements may default to American format (mm/dd/yy). We are aware of this issue, but unable to change it at present. If you are unsure, your reporting deadline will be stated in your grant approval letter and contract. You should also receive a reminder by email one month before your report is due. If you need to discuss your reporting timeframe, please get in touch with your Grants Manager.

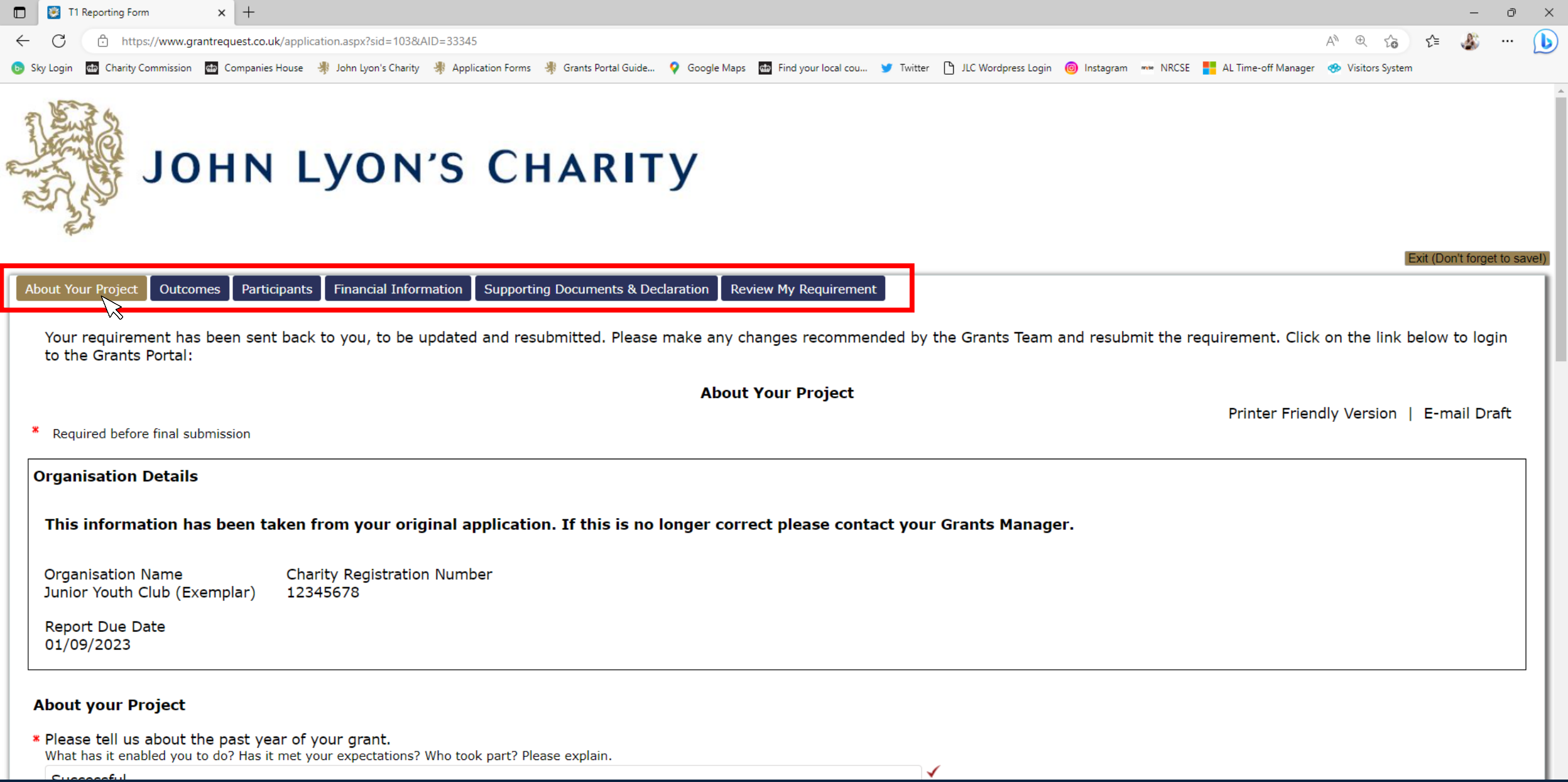
Please note: Your reporting form will time out after 45 minutes if left idle, or after 60 minutes on one page. We recommend saving regularly to ensure your work is not lost.

Click here for step-by-step guidelines on how to submit a report or signed contract using our Grants Portal. If you have any questions, please contact us.

Show: New Requirements (New Requirements / In Progress Requirements / Submitted Requirements)

Form Name	Project Title	Type	ID	Due	Updated	My Role
Grant Contract	Senior Youth Worker Salary (Exemplar)	Signed Contract	272489	14/09/2023	02/06/2023	Owner
T1 Reporting Form	Senior Youth Worker Salary (Exemplar)	T1 Report	272488	01/09/2023	02/06/2023	Owner

Click on the name of the report to access the form. T1 refers to 'Tranche 1', which is the first 'tranche' or 'payment' of grant. We also have 'Final Reports' for the final year of funding.


T1 Reporting Form
https://www.grantrequest.co.uk/application.aspx?sid=103&AID=33345
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
JOHN LYON'S CHARITY
Exit (Don't forget to save!)
About Your Project
Outcomes
Participants
Financial Information
Supporting Documents & Declaration
Review My Requirement
Your requirement has been sent back to you, to be updated and resubmitted. Please make any changes recommended by the Grants Team and resubmit the requirement. Click on the link below to login to the Grants Portal:
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
Junior Youth Club (Exemplar)
Charity Registration Number
12345678
Report Due Date
01/09/2023
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 <u>regularly save your progress</u> 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.
Choose File No file chosen
Upload

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.
Yes

* 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

Save & Finish Later | Review & Submit

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.
Choose File No file chosen
Upload

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.
Yes

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Word count 0 of 500

Save & Finish Later | Update

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.
Choose File No file chosen
Upload

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.
Yes

* 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:
Jane Bloggs

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All feedback appreciated!

Word count 3 of 500

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 report to the Charity.