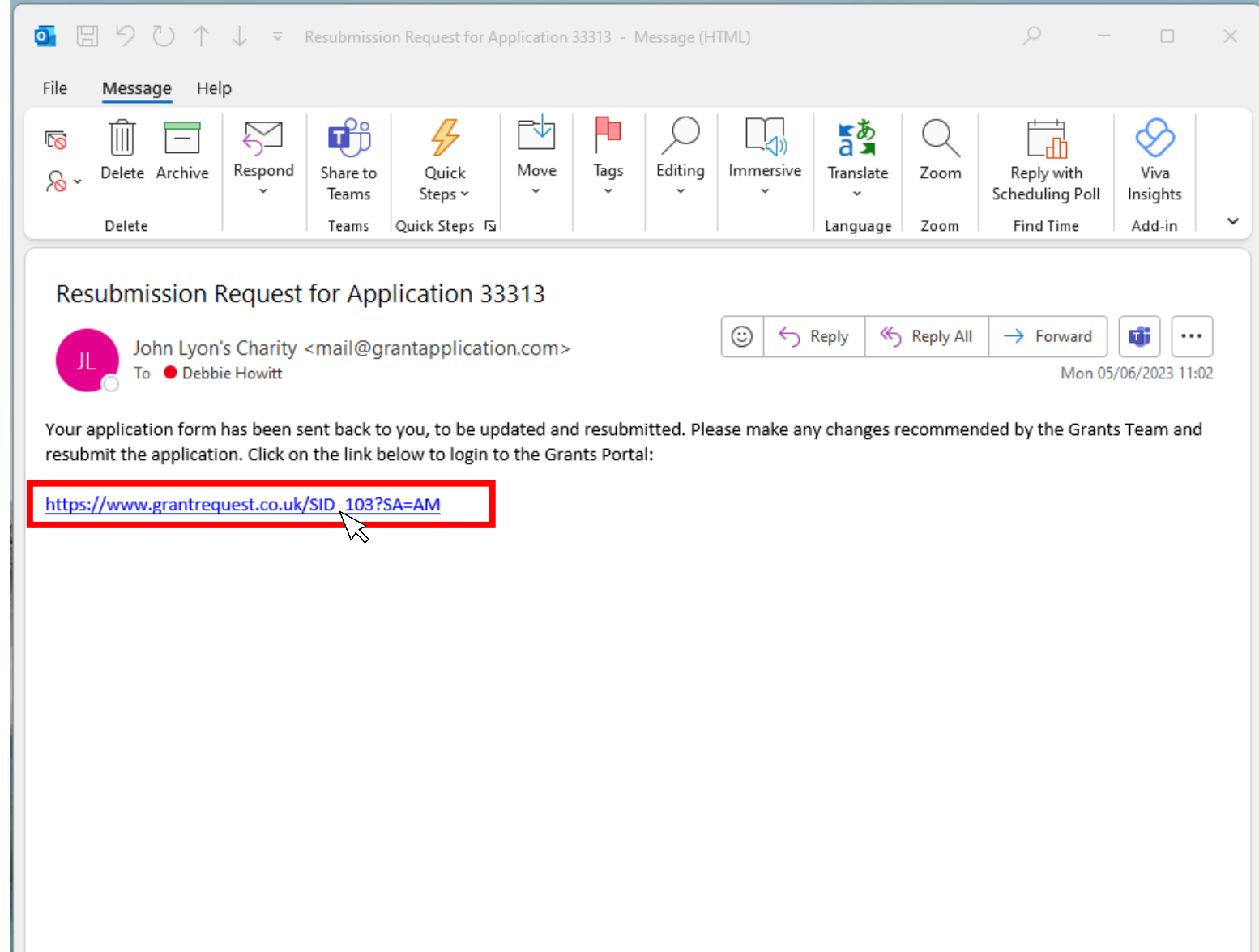# How to make changes to an application that has a 'Resubmission Request'

If you receive a 'Resubmission Request' for your application, it means you need to edit your application online and send it back to us.

Firstly, you will receive an email that looks like this. To make changes, click on the link.

https://www.grantrequest.co.uk/Login.aspx?ReturnUrl=%2faccountmanager.aspx%3fSA%3dAM%26sid%3d103&SA=AM&sid=103

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
debbie@jlc.london

Password
••••••••

New Applicant?

Forgot Password?

Login

**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'.**
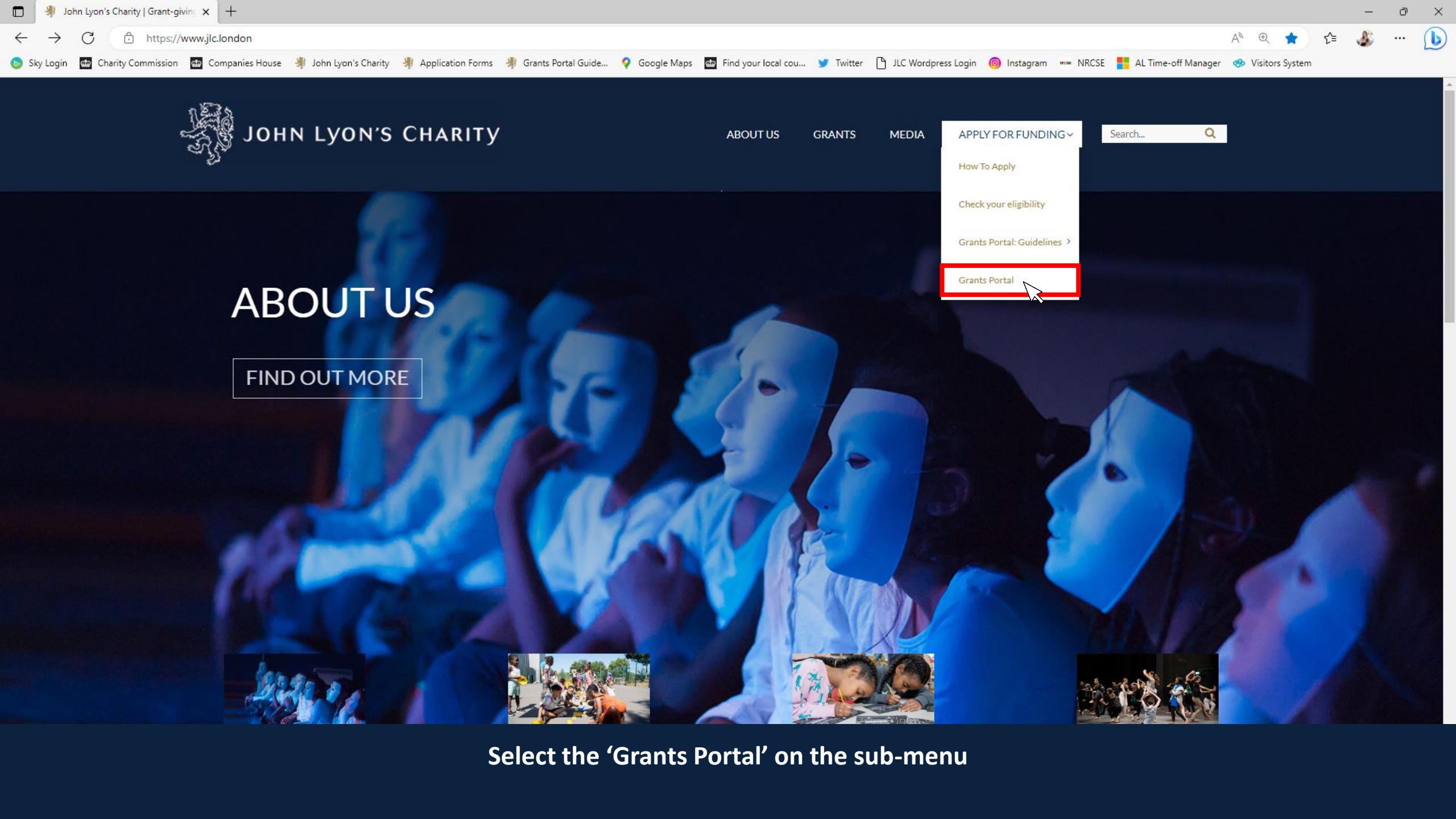
Select the 'Grants Portal' on the sub-menu

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

JOHN LYON'S CHARITY

Account: debbie@jlc.london | Change E-mail/Password
Last Log in: 19/05/2023 11:34 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 homepage. Scroll to the bottom of the page using the bar on the right-hand side.

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

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Start an application

Before you start any application please ensure you work in our <u>Beneficial Area</u> 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
Proposal Form				33311	02/06/2023	Owner	

The application you need to make changes to can be found under the subheading 'new'.
Click on the link to make changes.

https://www.grantrequest.co.uk/Application.aspx?sid=103&aid=20704

JOHN LYON'S CHARITY

| 1. Organisation and Contact Details | 2. About your Organisation | 3. About your Project | 4. Project Participants | 5. Project Evaluation | 6. Financial Information | 7. Attachments & Declaration | Review My Application |

This application has been sent back for resubmission. Please make any suggested changes to this application and resubmit the application for review.

1. Organisation and Contact Details

Printer Friendly Version | E-mail Draft

* Required before final submission

The 'Organisation and Contact Details' information has been taken from your Stage 1 Proposal. Please check these carefully before moving on to the rest of the form, to avoid any delays in processing your application.

Organisation Details

Organisation Name
Test Organisation

* Organisation Type
Charity ▼

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.
12341567

* Street Address ℹ️
45a Cadogan Gardens ✓

* City
London ✓

**Make any changes needed to your application.
To navigate between pages of your application, click on the headings.**

* Organisation Telephone Number ℹ️

Website Address

* Organisation Email Address ℹ️

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

Main Contact Details

Prefix
- Select One - ▾

First Name   Last Name

Job Title   ✓

Telephone Number ℹ️

Email Address

Confirm Email Address

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.

JOHN LYON'S CHARITY

| 1. Organisation and Contact Details | 2. About your Organisation | 3. About your Project | 4. Project Participants | 5. Project Evaluation | 6. Financial Information | 7. Attachments & Declaration | Review My Application |

7. Attachments & Declaration

Printer Friendly Version | E-mail Draft

* Required before final submission

Supporting Documents

* Part 2 Project Budget

1. Download the Part 2 Project Budget form here.

2. Complete the Project Budget form and save it on your computer

3. Upload the completed Part 2 Project Budget by choosing the file and then **click 'upload'** below.

Please note: the Project Budget should cover the <u>whole</u> cost of the project.

Don't forget, you can save your progress and return to this application page later if needed.

File Name	Uploaded	Size
Part 2 Project Budget.xlsx	5/14/2019	284 KB

Remove

* Part 3 Organisation Budget

1. Download the Part 3 Organisation Budget form here.

2. Complete the Organisation Budget form and save it on your computer

3. Upload the completed Part 3 Organisation Budget by choosing the file and then **click 'upload'** below.

Don't forget, you can save your progress and return to this application page later if needed.

File Name	Uploaded	Size
Part 3 Organisation Budget.xlsx	5/14/2019	274 KB

Remove

**You will need to reattach your Part 2 Project Budget, Part 3 Organisation Budget and Annual Accounts.
There are separate guidelines on 'How to upload a document'.**

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. ℹ

☑

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 finished making changes to 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' 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:

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

No ▾　　　　No ▾　　　　　No ▾　　　　　Yes ▾

<u>Declaration</u>: Please read carefully

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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 resend your application to the Charity.

File   Message   Help

John Lyon's Charity Grants Portal: Application Submitted

John Lyon's Charity <mail@grantapplication.com>

To ● Debbie Howitt

Mon 05/06/2023 11:28

ⓘ If there are problems with how this message is displayed, click here to view it in a web browser.

Thank you for your submission to John Lyon's Charity. Your application has been submitted successfully, and the tracking number is 33346.

Proposals:

A member of the Grants Team will respond to your application as soon as possible. If you have not heard from the Grants Team after four weeks and would like an update please contact info@jlc.london.

Full Applications:

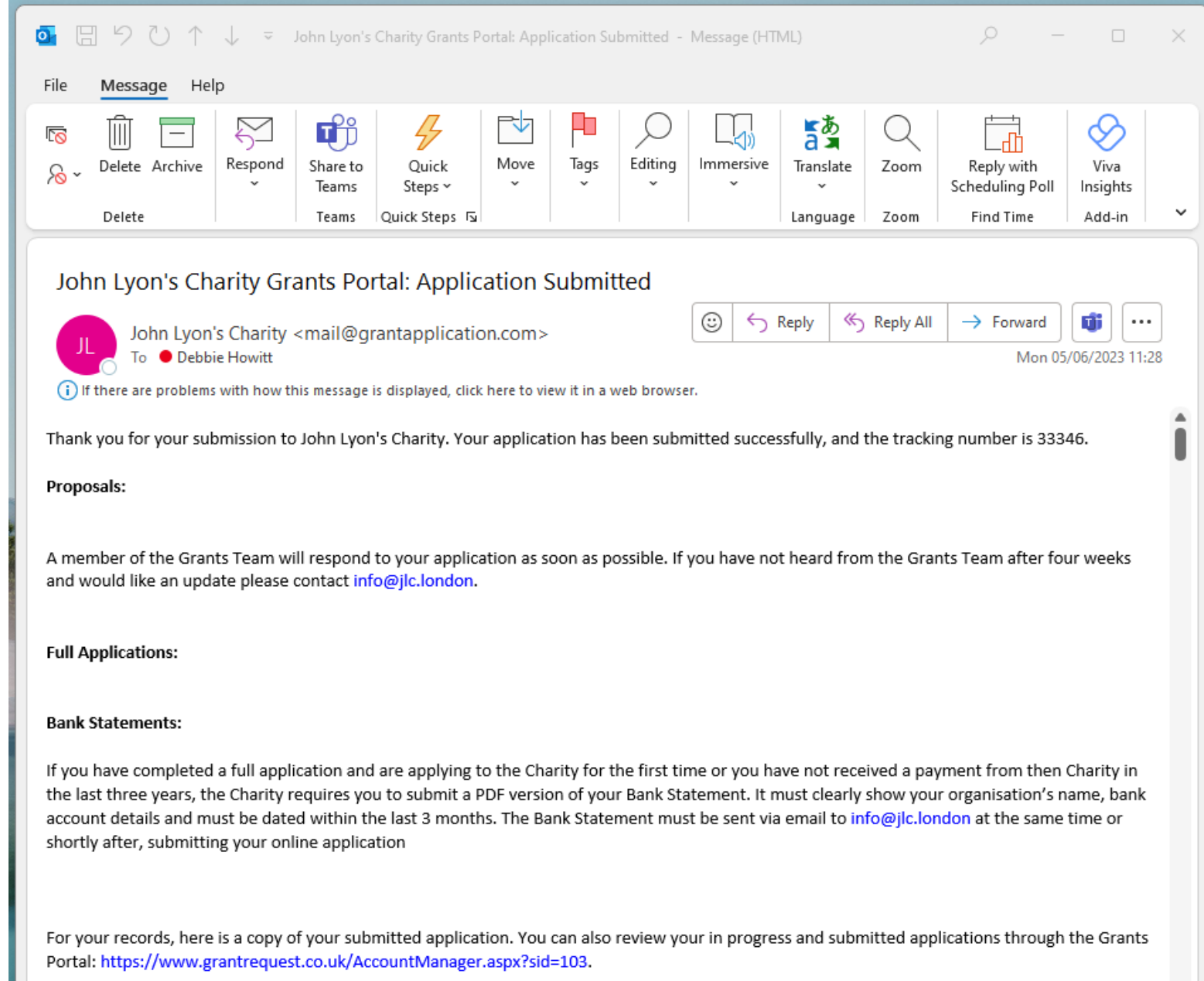**Bank Statements:**

If you have completed a full application and 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

For your records, here is a copy of your submitted application. You can also review your in progress and submitted applications through the Grants Portal: https://www.grantrequest.co.uk/AccountManager.aspx?sid=103.

Once submitted, you will receive a confirmation email with a copy of your application.
If you do not receive this, please ensure you have clicked 'submit' on the Grants Portal, and/or check your 'Junk' email.