



JOHN LYON'S CHARITY

# How to upload a document



# 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

## 5. 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 whole cost of the project.

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

Choose File No file chosen

Upload

#### \* Part 3 Organisation Budget

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Click on 'Choose file' to select the document you want to upload.

School Holiday Activity Fund (SH) x

https://www.grantrequest.co.uk/application.aspx?sid=103&AID=20196

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

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**Supporting**

\* Part 2 Project

1. Download  
2. Complete  
3. Upload the

**Please note**

Don't forget,

Choose File Upload

\* Part 3 Organisation

1. Download  
2. Complete  
3. Upload the

Don't forget,

Choose File Upload

\* Annual Accounts

Upload your

Choose File Upload

**Open**

Libraries Documents My Documents

Organize New folder

**Documents library**  
My Documents

Arrange by: Folder

Name	Date modified	Type	Size
Application Form	04/04/2019 11:31	File folder	
Custom Office Templates	09/08/2017 13:54	File folder	
DYMO Label	01/09/2017 10:30	File folder	
GIFTSOnline	22/11/2017 15:27	File folder	
Policies	04/04/2019 11:04	File folder	

File name: All Files Open Cancel

Navigate to the document you want to upload

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Libraries Documents My Documents Application Form

Organize New folder

Documents library

Application Form

Name	Date modified	Type	Size
Part 2 Project Budget	20/02/2019 10:19	Microsoft Excel W...	
Part 3 Organisation Budget	15/01/2019 14:40	Microsoft Excel W...	

File name: All Files Open Cancel

Once you have found the document, double click on the file name to select it.

School Holiday Activity Fund (SH) x

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Open

Libraries Documents My Documents Application Form

Organize New folder

Documents library

Application Form

Name	Date modified	Type	Size
Part 2 Project Budget	20/02/2019 10:19	Microsoft Excel W...	
Part 3 Organisation Budget	15/01/2019 14:40	Microsoft Excel W...	

File name: Part 2 Project Budget

All Files Open Cancel

Alternatively, you can click the file name once and then click 'open'.

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Choose File Part 2 Project Budget.xlsx  
Upload

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Choose File No file chosen  
Upload

\* Annual Accounts

Upload your latest signed, audited (if applicable) Annual Accounts.

Choose File No file chosen  
Upload

Click 'Upload' to add the document to your online application.

School Holiday Activity Fund (SH) x

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No file chosen

**\* Annual Accounts**  
Upload your latest signed, audited (if applicable) Annual Accounts.  
 No file chosen

**Supporting Documents**  
(Optional)  

67% 2128 / 3182 KB

**Additional Information**

**\* How did you hear about John Lyon's Charity?**

**\* Please tick if you are currently in receipt of any other funding from JLC.**

☐

**\* Please tick if you have previously received funding from JLC.**

☐

**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.**

☐

Depending on the size of your document, it may take a little time to upload.

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File Name	Uploaded	Size
<a href="#">Part 2 Project Budget.xlsx</a>	4/4/2019	284 KB

[Remove](#)

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[Choose File](#) No file chosen

[Upload](#)

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[Choose File](#) No file chosen

[Upload](#)

Once the upload is complete, its name will appear in blue and underlined.



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[Choose File](#) No file chosen

[Upload](#)

If you have uploaded the wrong document by mistake, simply click 'Remove' and try again.


Supporting Documents  
(Optional)

No file chosen


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- Select One -


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☐

**Please remember to post an original hard copy of your organisation's bank statement to: John Lyon's Charity, Griffin Lodge, 45a Cadogan Gardens, London, SW3 2TB. The bank statement must be dated within the last three months. If you only receive online statements you will need to provide an original letter from your bank confirming your account details, or have your online statement stamped and signed by the bank to confirm the details are correct. We will return the original document to you.**

**Don't forget to save your work! Save buttons can be found at the bottom of each page.**