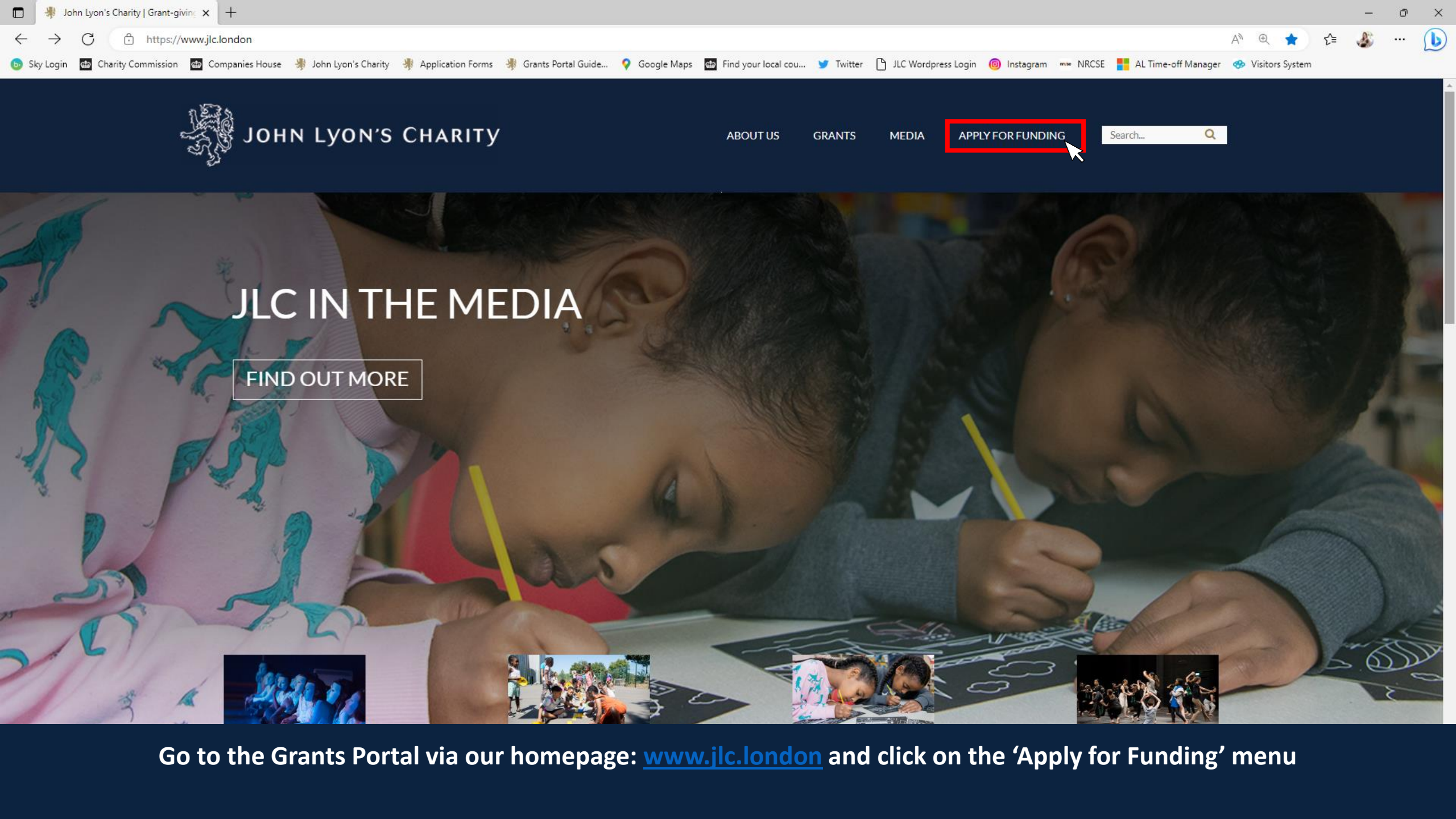




JOHN LYON'S CHARITY

# How to upload a signed contract to the Grants Portal



JOHN LYON'S CHARITY

ABOUT US

GRANTS

MEDIA

APPLY FOR FUNDING

Search...

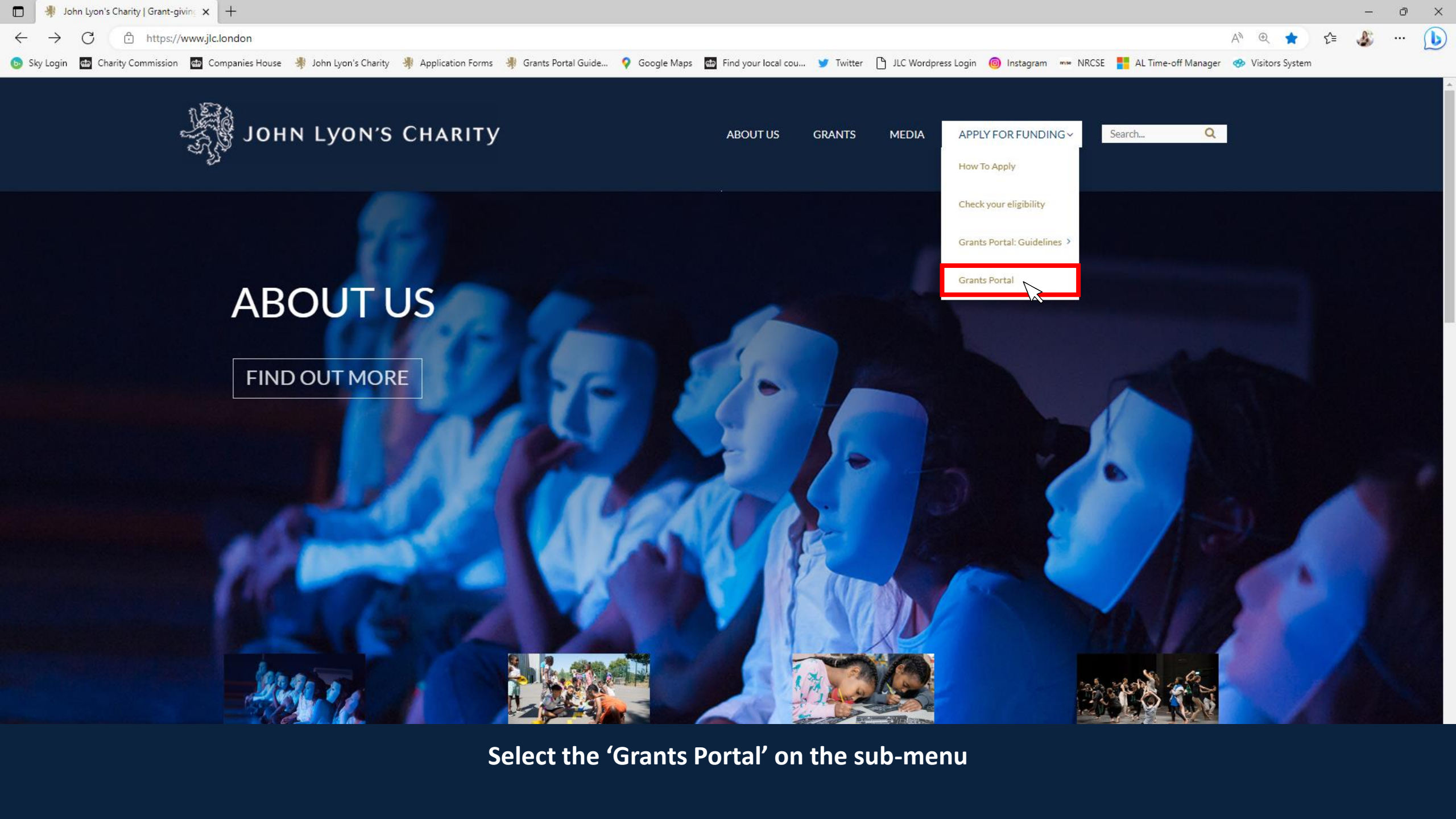


## JLC IN THE MEDIA

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



JOHN LYON'S CHARITY

ABOUT US

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MEDIA

APPLY FOR FUNDING ▾

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'.

My Account x +

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

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# JOHN LYON'S CHARITY

Account: debbie@jlc.london | Change E-mail/Password  
Last Log in: 02/06/2023 16:16 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. 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/](https://www.google.com/intl/en_uk/chrome/)



# 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

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

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

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Show 

New Requirements ▼

New Requirements

In Progress Requirements

Submitted Requirements

If you have clicked on the requirement before, it will be an 'In Progress Requirement'.  
You can view your 'In Progress Requirements' by using the menu on the right-hand side of the page.

Last Log in: 02/06/2023 16:16 GMT01:00

## Applications

## Requirements

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

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**Click on the relevant requirement name to submit your contract.**



# IMPORTANT

Before submitting a contract, please ensure you have checked the following:

- ☐ **Charities:** The contract must be signed by your Chief Executive (or equivalent) and a trustee who is registered on the Charity Commission. The name on the contract should match exactly with the trustee's name, as it is written on the Charity Commission website.
- Schools:** Contract must be signed by the Chair of Governors and Headteacher.
- ☐ The signatures must be hand-written or e-signed. We cannot accept typed names.
- ☐ You have dated the signatures.
- ☐ Bank details on your Grant Contract must match the bank details on your Bank Statement.
- ☐ Please make sure you scan both pages of the Grant Contract.
- ☐ The contract must be saved and uploaded as one PDF document.

**Please note:** The Grant Contract must be signed and submitted correctly, before we are able to process your grant payment.



# JOHN LYON'S CHARITY

Grant Contract

Review My Requirement

## Grant Contract

Printer Friendly Version | E-mail Draft

\* Required before final submission

### Grant Contract

Please remember the Grant Contract should be signed as below. This should be a hand signature and not typed. We are unable to accept documents which have not been signed with the correct authority and this may delay your grant payment:

- Registered charities - this must be signed by the Chair or another member of the Board of Trustees. **Please ensure the person signing the contract is listed on the Charity Commission as a current Trustee.**
- Schools – this must be signed by the Chair of Governors and Headteacher.
- Local authorities – this must be signed by the relevant Director.

By signing the Contract you are agreeing to the terms and conditions contained in it. Please read this Contract carefully. There may be specific conditions to be met by you before the grant can be released.

Please download our step-by-step [guidelines on 'How to upload signed Contracts to the Grants Portal'](#) for more information or if you need help uploading the contract.

\* I confirm the Contract is signed correctly (as explained above).

☐

\* I confirm I have read and understood the Charity's Branding Guidelines

☐

\* Signed Contract

1. Complete the Grant Contract and save all pages on your computer as a **single PDF file**.
2. Upload the completed Grant Contract by choosing the file and then **click 'upload'** below.

**Please ensure you carefully read the Branding Guidelines and Terms and Conditions of the Grant. These will have been emailed to you with your Grant Contract. Then tick the appropriate boxes.**

Grant Contract

https://www.grantrequest.co.uk/application.aspx?sid=103&AID=33314

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Grant Contract

Review My Requirement

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1. Complete the Grant Contract and save all pages on your computer as a **single PDF file**.

2. Upload the completed Grant Contract by choosing the file and then **click 'upload'** below.

3. Ensure you **press the submit button** below to complete the process.

Choose FileNo file chosen

Upload

Once your contract is ready to be submitted, click 'Choose file'.

Grant Contract

https://www.grantrequest.co.uk/application.aspx?sid=103&AID=33314

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3. Ensure you **press the submit button** below to complete the process.

Choose FileNo file chosen

Upload

Printer Friendly Version | E-mail Draft

may delay your grant payment:

ustee.

Open

Debbie - John Lyon's Charity > JLC > Signed Contract

Search Signed Contract

OrganizeNew folder

HomeDebbie - John Lyon's CharityDesktop

1

Name	Status	Date modified	Type	Size
Grant Contract - Signed June 2023		02/06/2023 09:43	Adobe Acrobat D...	7,642 KB

File name: Grant Contract - Signed June 2023

2.

All files

OpenCancel

Navigate to where your contract is saved.  
Click on the name of the contract you need to upload and then click 'Open'.



Grant Contract

https://www.grantrequest.co.uk/application.aspx?sid=103&AID=33314

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2. Upload the completed Grant Contract by choosing the file and then **click 'upload'** below.

3. Ensure you **press the submit button** below to complete the process.

Choose File

Grant Contra...June 2023.pdf

Upload

You will see the name of your saved contract appear.

Click 'Upload'.

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3. Ensure you **press the submit button** below to complete the process.

File Name	Uploaded	Size
<a href="#">Remove</a> <a href="#">Grant Contract - Signed June 2023.pdf</a>	05/06/2023	7,642 KB

Save &amp; Finish Later

Review &amp; Submit



Q Search



Once your contract has been successfully uploaded, it will look like this.  
Then click 'Review & Submit'.

You can review the information you've provided so far and make necessary modifications here. If you're satisfied with the contents of this report, click Submit. If you're not ready to submit your report yet, click Save & Finish Later.

## Grant Contract

[Printer Friendly Version](#) | [E-mail Draft](#)

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Save & Finish Later

Submit



Search



**After you have reviewed the upload, click 'Submit'. Your signed contract will be sent to the Finance Team at John Lyon's Charity, who will be in touch if there are any problems with your contract.**