

## Grant Application Portal Guidance

### Our Application Portal

Our online portal is here to make things easier. It gives you more control and visibility over your applications, while saving time by pulling through your organisation's details into future applications.

## 1. Getting Started

### Registration

- Everyone will need to register as a new user, even if you've applied to us before.
- This short [Portal Log In Guide](#) will help you through the process. To benefit fully we recommend having the portal open and pausing each slide as you go along in the process.

### Next Steps

- **New to us?**  
Simply log in and complete the application using this guidance.
- **Your organisation has applied before, but you haven't?**  
Contact us first [via email](#) or by phoning 01273 409440 so we can link you to your organisation before you log in.
- **Both you and your organisation have applied before?**  
Just log in - the portal should bring up your existing information.  
Please check and update details where needed.

## 2. Portal Features

Once you've registered, you can:

- Check the progress of your applications at any time
- Complete and submit monitoring reports
- Share case studies
- Save applications part-way through and come back to them later

## 3. How to Apply

1. From the portal landing page, select **Funding Programmes**
2. Choose your programme (open programmes appear in green)

3. Read the programme information carefully to make sure you're eligible
4. Click **Apply Here** to get started
5. Work through the application form. Some sections must be completed in one go, but others can be saved and returned to later.

## Need help?

If you need any further support, get in touch using the details below and we'll be happy to help.

Email: [grants@sussexcommunityfoundation.org](mailto:grants@sussexcommunityfoundation.org)

Phone: 01273 409440

We look forward to receiving your application.