

## 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 that is using the portal for the first time will need to **register as a new user**, even if you've applied to us before.

#### New to us?

The portal will set up a new account for you and your organisation.

#### 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 register on the portal.

#### Both you and your organisation have applied before?

The portal will link you to your organisation and bring up some of your existing information. Please check and update details where needed. If the portal doesn't find a match, please contact us so that we can check your record is set up correctly.

- 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.

### 2. Portal Features

Once you've registered, you can:

- Check the progress of your applications at any time.
- Leave and resume your application at the end of any completed section. You may also save partway through the 'About Your Project' section. Please note you cannot edit a completed section. You will need to contact us if you wish to make changes.
- Submit monitoring reports via the portal.

### 3. How to Apply

1. From the portal landing page, select **Funding Programmes**
2. Choose your programme
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.

### 4. Resuming Your Application

1. Log In to the portal
2. Select - **My Applications** (or More - Applications on the top header)
3. Select - **Funding Programme Name** (e.g. Main Grants, Little Cheyne)
4. Select - **Apply Here** and it will take you back into your application

### 5. Viewing a Submitted Application

1. Log In to the portal
2. Select - **My Applications** (or More - Applications on the top header)
3. Select – **Grant Application name** (usually your organisation name)

Please note you will not currently receive a pdf copy of your application but may obtain a summary from [grants@sussexcommunityfoundation.org](mailto:grants@sussexcommunityfoundation.org) if needed.

#### Tips

- You can find a copy of the core questions for our main grants programme on [our website](#). This may help you prepare prior to completing your application. Please note, some questions differ for Additional grants.
- If you wish to copy and paste information from another source into the portal, we recommend using a [plain text converter](#). This can help to prevent issues with information not being saved.

#### 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.