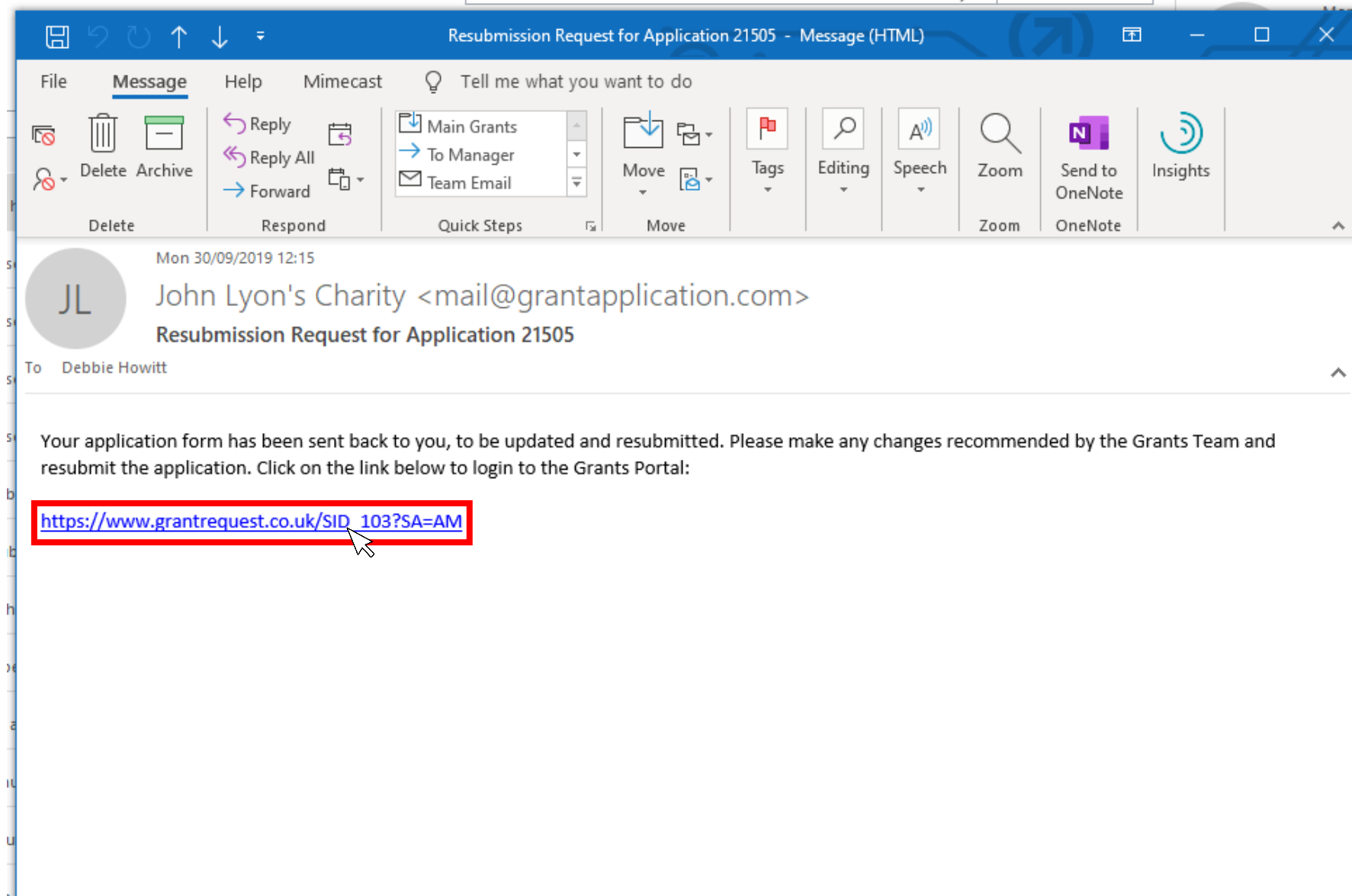




# How to make changes to an application that has a 'Resubmission Request'



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.



# 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](#)

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'.



# JOHN LYON'S CHARITY

Account: debbie@jlc.london | [Change E-mail/Password](#)

Last Log in: 4/4/2019 3:54 PM GMT01:00

Exit

[Applications](#)

[Requirements](#)

## Applications

Welcome to your grant portal homepage.

This page can be used to start a new application, view any 'In Progress' or 'Submitted' applications.

To find out more about the application process for each grant fund, visit our [website](#). Please note that all information provided will be subject to our [Privacy Policy](#).

## Requirements

Requirements refer to any tasks you need to complete to progress your grant further. Primarily this will relate to your reporting. 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.

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.

**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.**

## 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.

## Start a new application

To begin a new application, click on the name of the grant fund you wish to apply to below:

- [Stage 1 Proposal \(Small Grants / Main Grants / Schools in Partnership\)](#)
- [School Holiday Activity Fund \(SHAF\)](#)
- [School Explorer Fund](#)

**On the home page, scroll all the way down to the bottom, using the arrow key or by clicking and dragging the grey bar on the right-hand side of your screen**

Requirements refer to any tasks you need to complete to progress your grant further. Primarily this will relate to your reporting. 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.

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- [School Explorer Fund](#)

### Continue an application

If you have saved an application to finish later you can access this below, please do not click to start a new application as this will be a blank form. 'In Progress' and 'Submitted' applications can be viewed using the 'Show' drop down menu on the top right-hand corner of the table below. This will change the applications you are viewing.

If you are having difficulties, please get in touch.

#### New

The following applications were generated for resubmission. Click on one of the links below:

[Main Grant Application Form](#)

Click here to begin filling out this application

Show In Progress Applications ▾

[Main Grant Application Form](#)

Testing Main Grants

20584

5/14/2019

Owner



[School Holiday Activity Fund \(SHAF\) Application Form](#)

Test

20463

4/24/2019

Owner



20462

4/24/2019

Owner



https://www.grantrequest.co.uk/application.aspx?sid=103&AID=20704

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



# 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 ⓘ  
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 

Website Address

\* Organisation Email Address 

Twitter

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

### Main Contact Details

Prefix

First Name

Last Name

Job Title




Telephone Number 

Email Address

Confirm Email Address

Save & Finish Later

Save & Continue 

Don't forget to regularly save your progress 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 whole 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   |
|--|-----------|--------|
| <a href="#">Part 2 Project Budget.xlsx</a> | 5/14/2019 | 284 KB |
| <a href="#">Remove</a>                     |           |        |

#### \* 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   |
|---|-----------|--------|
| <a href="#">Part 3 Organisation Budget.xlsx</a> | 5/14/2019 | 274 KB |
| <a href="#">Remove</a>                          |           |        |

**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'.**



Choose File No file chosen  
Upload

### Additional Information

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

Young People's Foundation ▾

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

Please tick if you have previously received funding from JLC. ⓘ

From time to time John Lyon's Charity is able to provide capacity building support. Please let us know if you are interested in any of the following:

Capacity Building Officer  Comms  Digital/Technology  Finance  Fundraising  Governance/Trustee  Property  
 Safeguarding  Strategy  Supervision

### **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. ⓘ

**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.**

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.**


Choose File No file chosen  
Upload

### Additional Information

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

Young People's Foundation ▾

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Save & Finish Later

Update

**If you have made any final edits on the 'Review' page, click 'Update'**

Optional  
Choose File No file chosen  
Upload

### Additional Information

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

Young People's Foundation ▾

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

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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.**



# How to continue making changes to the application you have begun editing

This section applies if you have logged out and logged back in again to continue making changes.

## Requirements

Requirements refer to any tasks you need to complete to progress your grant further. Primarily this will relate to your reporting. 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.

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- [School Explorer Fund](#)

## Continue an application

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If you are having difficulties, please get in touch.

Show In Progress Applications ▾

|   |                     |       |           |       |   |
|---|---------------------|-------|-----------|-------|---|
|  Main Grant Application Form | Testing Main Grants | 20704 | 5/14/2019 | Owner |     |
| Main Grant Application Form   | Testing Main Grants | 20584 | 5/14/2019 | Owner |    |
| School Holiday Activity Fund (SHAF) Application Form  | Test                | 20463 | 4/24/2019 | Owner |    |

**The application you have started to edit will now be under 'In Progress Applications'.  
You can tell which application has been 'sent for resubmission' as it will have two arrows next to it.**

## Requirements

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Show In Progress Applications ▾

|  |                     |       |           |       |   |
|--|---------------------|-------|-----------|-------|---|
| <a href="#">Main Grant Application Form</a>  | Testing Main Grants | 20704 | 5/14/2019 | Owner |     |
| Main Grant Application Form <small>Click here to continue filling out this application</small> | Testing Main Grants | 20584 | 5/14/2019 | Owner |    |
| <a href="#">School Holiday Activity Fund (SHAF) Application Form</a>                           | Test                | 20463 | 4/24/2019 | Owner |    |

**To continue making changes, click on your application's name.  
Follow the steps earlier in these guidelines to save and resubmit your application.**