Guidance on completing the webform

1. Accessing the application webform

The application webform can be reached through the community grants webpage –
https://hackney.gov.uk/community-grants

Registering

If you are applying to the programme for the first time, you will need to register for an account. Please click the 'New Applicant?' button on the screen that appears when you first follow the link from the website.

You will then be prompted to enter your e-mail address and a password, and to confirm both by entering them a second time. **Note:** where possible please use a generic email address for your organisation, rather than a personal email address. This will mean that if a different person in your organisation becomes responsible for filling in future applications, your organisation can continue to use the same account log-in.

When you have created your account, an email will be automatically sent to the address that you have registered with. **You should save this email** as it provides you with a link to 'Your account'. You may wish to save this link in your Web browser.

2. Filling in your form

You will then proceed to the eligibility checklist. You will only be able to proceed to the application form itself once you have successfully confirmed your eligibility to apply for a grant by answering all the questions appropriately.

Once this is completed, you will come to the first section of the application form itself. You may flick through the different sections of the application form at any time by clicking on any of the 'chevrons' at the top of the page, or using the buttons at the bottom of the page. You do not need to complete one page before you can see further pages. However please do not use your browser's 'Back' button at any time – always click on the form itself to navigate around.

A green dot against a question, means that this question is compulsory and must be answered before you will be allowed to submit your application. If you do not complete any of these questions and try to submit your application, a message will appear in red at the top of the page telling you which sections still need to be completed.

Please note that wherever a word count is indicated underneath the answer box, you will not be able to submit an answer which exceeds the stated word limit. Please be careful here as you will be able to actually carry on typing past the word limit, but the

webform will not allow you to proceed with your application until you remove the excess words. You should therefore keep a careful eye on your word count as you compose each answer with a word limit.

Other facilities on the form include:
- You can bring up the guidance for applicants at any time by clicking the 'Guidance notes' button in the top right-hand corner of the page.
- You can email Hackney Council's Community Investment & Partnerships team by clicking the 'Contact Us' button.
- You can email an application to a colleague in your organisation (e.g. for them to review your work) by clicking the "email draft" link towards the top right-hand corner.
- If you wish to print out your application to review offline, click the "Printer friendly version" link towards the top right-hand corner. Your application will then reappear in a new Web browser window in a format suitable for printing. You can then select the print option in your browser.
- Where you see a blue box with an 'i' next to a question, you can click on this box to bring up extra information relating to that question.
- Where you see a red tick to the right of an answer box, you can click on this tick to spell check your answer to that question.

3. Attaching documents

The application form may require you to attach documents to the webform. The application form will clearly state if you are required to attach and submit documents.
- Firstly, download the relevant documents from the webpage and save it (rather than directly opening it) to a suitable place on your own computer.
- Complete the documents in full, following the instructions on screen and in the guidance document.
- To attach with your application, click 'Browse' to look through the folders on your computer, and select the file from where it is saved.
- Once the file is selected, click 'Open' in the dialogue box. The file path will then appear in the box.
- Click 'Upload' and your documents will start to attach.
- Once uploaded, your documents should be listed as an attachment at the bottom of the page. You can then proceed to other pages of your application.
- If you change your documents after you have uploaded it, you will need to remove the document that previously uploaded by clicking 'Remove' and then start the upload again

4. Saving and returning to your application

You can safely save your application to return to later by clicking the 'Save & Finish Later' button at the bottom.
When you are ready to return to your application, please ensure you use either:

- Use the link to log back into your account that was provided in your confirmation e-mail, or the link from https://hackney.gov.uk/community-grants to continue an application – please do not use the link to start a new application.

A list of your in-progress applications will then appear. If you have created more than one application, you will see all of them. Click on the name of an application to return to it. If you wish to delete an application, click on the trash can on the right.

5. Submitting your application

Select the final section, 'Review My Application', from the top of the page. This will show you the whole application form with your answers, giving you a chance to review all of your answers and check for any accidental omissions. When you are satisfied with your application, you may click 'Submit' to submit your application.

At this point if you have missed out answers to any of the mandatory questions, you will receive an error message in red at the top of the page telling you which questions you have missed. These will also be marked in red as you scroll back through the form. Please complete the missing answers and then click 'Update'.

If you have completed all questions, you should receive a message in red confirming that your application has been submitted. You will also receive an automated e-mail confirming your submission and giving you a temporary reference number for your application.

6. Reviewing submitted applications

You may still see your application after you have submitted it. Log back into your account at any time, and select from the 'Show' drop-down menu on the right-hand side 'Submitted applications'. Click on the name of a completed application to display it.

7. Problems with the webform?

If you have any questions or need help with using the webform, please phone the Community Investment & Partnerships team on (020) 8356 4066