

How to use the grants management system

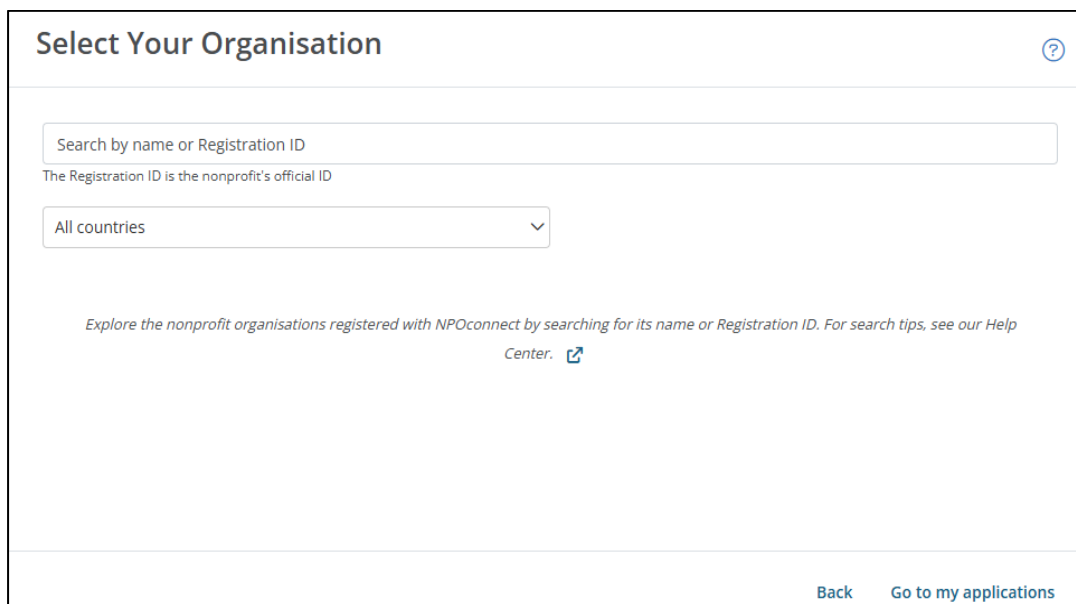
1. How do I create an account?

When logging into the system for the first time, you will need to set up a username and password. Please follow these steps:

- You can register through any of these options: Email, Google (Sign in with Google,) Apple (Sign in with Apple)
- Enter in a valid email address
- Click 'send verification code' to verify your email address
- Enter the one-time passcode to confirm your email
- Enter in a valid password (Password requirements: At least 12 or more characters, with at least one uppercase, lowercase, number, and special characters)
- Enter your first and last name
- Click the 'Sign Up' button to create the account

2. How do I start an application?

Once you have registered, you will then have to select your organisation from a dropdown:



The screenshot shows a web form titled "Select Your Organisation" with a help icon in the top right corner. It features a search bar labeled "Search by name or Registration ID" with a subtext "The Registration ID is the nonprofit's official ID". Below the search bar is a dropdown menu currently set to "All countries". A paragraph of text explains that users can explore nonprofit organizations registered with NPOconnect by searching for their name or Registration ID, and provides a link to the "Help Center". At the bottom right, there are two links: "Back" and "Go to my applications".

Select Your Organisation ?

Search by name or Registration ID

The Registration ID is the nonprofit's official ID

All countries ▼

Explore the nonprofit organisations registered with NPOconnect by searching for its name or Registration ID. For search tips, see our [Help Center](#).

[Back](#) [Go to my applications](#)

If you find your organisation in the dropdown, please select it.

If you don't find your organisation in the dropdown, please +add organisation:

Select Your Organisation ?

×

The Registration ID is the nonprofit's official ID

▼

No organisations could be found

Try checking spelling, spacing, and abbreviations. If we still can't find it, your organisation may not be registered with NPOconnect or eligible to apply for this program.

Don't see the organisation? **+ Add organisation**

[Back](#) [Go to my applications](#)

You will be required to input your location and Government tax identification number.

Please put your postcode in the Government tax identification number box.

Add Organisation ?

Location*

▼

Government tax identification number*

Government tax identification number such as EIN, Tax ID, VAT, BN, or PAN

Cancel

[Back](#) [Next](#)

Please insert your organisation name:

Add Organisation

Organisation name*

Organization website

Icon



Click or drop files here to upload
Maximum file size: 29MB

Accepted file types include: bmp, gif, jpeg, jpg, png, tif, tiff, webp
Add an icon or logo for the Nonprofit Profile that will be created. If none is provided, a generic icon will be used.

Cancel

Back

Next

Then you will need to provide the below address information:

Add Organisation

Address line 1*

Address line 2

Country*

United Kingdom

City*

State, province or region*

Select state, province, or region

Postcode*

Cancel

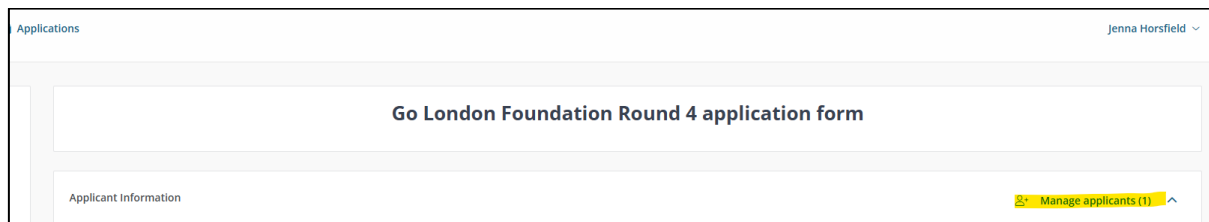
Back

Next

Then you will need to confirm the details are correct and once you have done this, you will see the eligibility quiz, which you will need to complete before you see the main application form.

3. How do I give someone else access to the form?

At the top of the form, there is a button you can select called 'Manage applicants.'



The screenshot shows a web interface for the 'Go London Foundation Round 4 application form'. At the top left, it says 'Applications' and at the top right, 'Jenna Horsfield' with a dropdown arrow. The main heading is 'Go London Foundation Round 4 application form'. Below this, there is a section titled 'Applicant Information'. In the bottom right corner of the form area, there is a button labeled 'Manage applicants (1)' with a small upward arrow.

You can give additional applicants access to the form and decide what permissions you would like to give them.

4. How do I know that my form has been submitted?

If you search under 'Applications', the system will tell you if you have submitted the form or if it is in draft.