



**Step by step guide to online
Grant Applications
www.dacorum.gov.uk/grants**



Step by step guide to online grant application

- Login page
- Registration page
- Password criteria
- Forgotten your password
- Creating an application
- Change your password
- Questions in the actual application
- Documents
- Support

Community Grant Login page

You MUST register before you will be able to login.

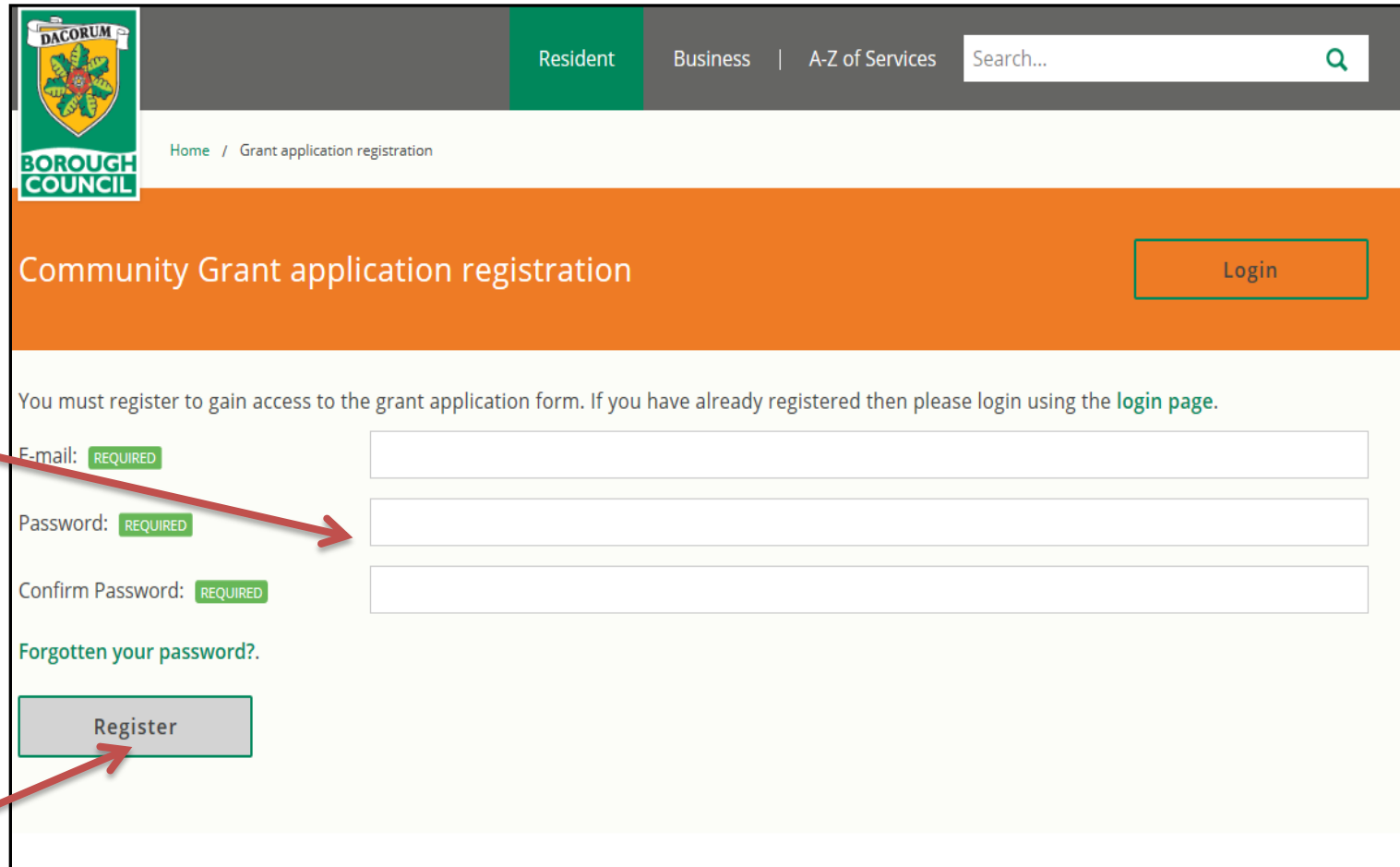
Select the 'Not registered?' section to register an account.

The screenshot shows the 'Community Grant application' page. At the top left is the Dacorum Borough Council logo. The navigation bar includes 'Resident', 'Business', and 'A-Z of Services', along with a search bar. The breadcrumb trail reads 'Home / Grant application login'. The main heading is 'Community Grant application' with a 'Login' button to its right. Below this is a 'Login' section with the instruction 'You must register before you can login.' It contains two input fields: 'E-mail: REQUIRED' and 'Password: REQUIRED'. There is also a checkbox for 'Remember me next time.' Below the password field are two links: 'Not registered?' and 'Forgotten your password?'. A red arrow points from the text 'Select the 'Not registered?'' to the 'Not registered?' link. At the bottom of the login section is a button labeled 'Go to grant applications'.

Registration Page

You must enter your email, and a password which meets the security criteria. Repeat the password to confirm it is correct.

Select the register button.



The screenshot shows the registration page for the Dacorum Council. At the top left is the council's logo, which includes a shield with a tree and the text 'DACORUM BOROUGH COUNCIL'. To the right of the logo are navigation links: 'Resident' (highlighted in green), 'Business', and 'A-Z of Services'. A search bar is located on the far right. Below the navigation is a breadcrumb trail: 'Home / Grant application registration'. The main heading is 'Community Grant application registration' in white text on an orange background. A 'Login' button is visible in the top right corner of this section. Below the heading, there is a message: 'You must register to gain access to the grant application form. If you have already registered then please login using the [login page](#).' The registration form consists of three input fields: 'E-mail: REQUIRED', 'Password: REQUIRED', and 'Confirm Password: REQUIRED'. A link for 'Forgotten your password?' is located below the password fields. A 'Register' button is positioned at the bottom left of the form area. Two red arrows point from the instructional text on the left to the 'E-mail' field and the 'Register' button.

Password criteria

Password length – 7

You must also use a special character like \$ & £ ? !

DACORUM
BOROUGH COUNCIL

Home / Grant application registration

Resident | Business | A-Z of Services | Search...

Community Grant application registration

Login

You must register to gain access to the grant application form. If you have already registered then please login using the [login page](#).

E-mail: **REQUIRED**

Password: **REQUIRED**

Confirm Password: **REQUIRED**

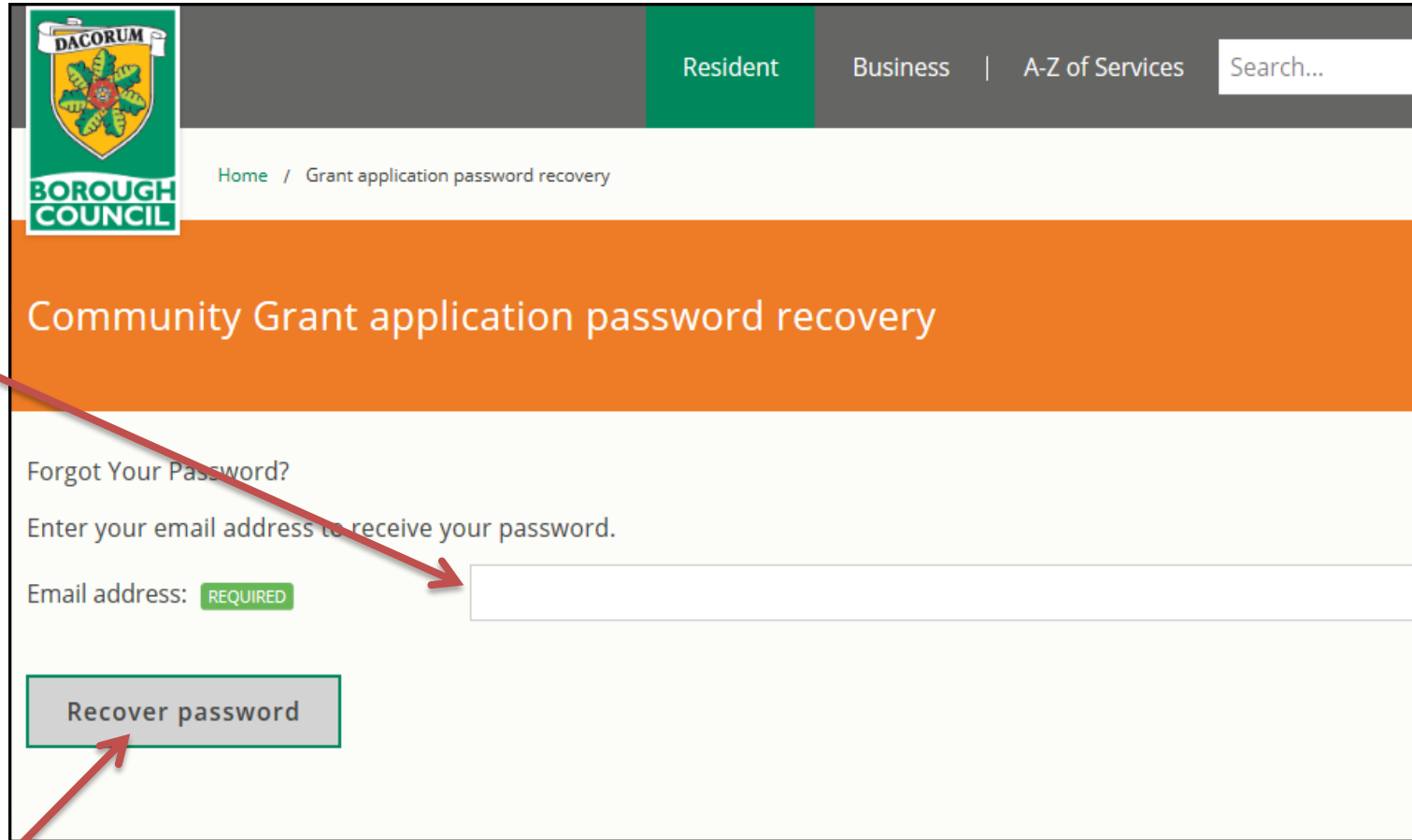
Confirm Password is required.

Password minimum length: 7
You must also use a special character like \$ & * ? ! , ,

Forgotten your password?

You must use the email that you registered with when setting up your account.

Select 'Recover password' button and the new password will be sent to your account.



The screenshot shows the Borough Council website's password recovery page. At the top left is the Borough Council logo with the text 'DACORUM' and 'BOROUGH COUNCIL'. To the right of the logo is a navigation menu with 'Resident' (highlighted in green), 'Business', and 'A-Z of Services', followed by a search bar. Below the navigation is a breadcrumb trail: 'Home / Grant application password recovery'. A large orange banner contains the title 'Community Grant application password recovery'. Below the banner, the text 'Forgot Your Password?' is displayed. Underneath is the instruction 'Enter your email address to receive your password.' followed by a form field labeled 'Email address: REQUIRED'. A 'Recover password' button is located below the form field. Two red arrows point from the text on the left to the email input field and the 'Recover password' button.

Creating an application

Select 'Create new grant application'

An existing grant application will be displayed in the table.

Home / Your grant application

Your grant applications [Logout](#)

Click on the 'Create new grant application' button to create a new grant application for the current grant round. Or select an existing application to edit or re-submit.

[Create new grant application](#)

	Organisation name	Post code	Phone number	Closing Date	Last Updated	Submitted	Submitted Date
Demo application	Test	hp1 1dn	01442 228000	26 May 2017	11 Apr 2017	No	

Change your password

Password: REQUIRED

New Password: REQUIRED

Confirm New Password: REQUIRED

[Change Password](#) [Cancel](#)

Change your password

If you wish to change your password once logged in, you can do this by completing the 'Change your password' fields and selecting the 'change password' button.

Your grant applications

Click on the 'Create new grant application' button to create a new grant application for the current grant round. Or select an existing application to edit or re-submit.

[Create new grant application](#)

	Organisation name	Post code	Phone number	Closing Date	Last Updated	Submitted
Demo application	Test	hp1 1dn	01442 228000	26 May 2017	11 Apr 2017	No

Change your password

Password: REQUIRED

New Password: REQUIRED


Confirm New Password: REQUIRED

[Change Password](#) [Cancel](#)

[Request that your account be deleted](#)


Your Application


All questions marked with **REQUIRED** throughout the form must be completed before moving to the next stage.

The  button will give you helpful hints about what to put into the fields which are scored.

Community Grant Fund Logout

Application form

Please refer to the **Grant Guidance** when completing the application. Online hints are also given by using the  field at the end of some of the questions. Questions marked with * cannot be left empty.

If you get odd characters when pasting text try pasting it into Notepad first or use the  "Paste as plain text" option.

Your application is automatically saved as you move from step to step.

Application Org You Project Finances Docs End

Your application

Whats the name of your project/application? **REQUIRED**

About your organisation

Give details about the organisation that is applying for the grant.

Q3a. Is your organisation constituted or non-constituted?



(A constituted group has a governing document such as a constitution, a committee and a bank account

A non-constituted group is an informal or grass roots community group currently without a governing document, committee or bank account but who may wish to become constituted at a later time) If ticked constituted go onto part

b)

Application form

Please refer to the [Grant Guidance](#) when completing the application. Online hints are also given by using the field at the end of some of the questions. Questions marked with Required cannot be left empty.

If you get odd characters when pasting text try pasting it into Notepad first or use the "Paste as plain text" option.

Your application is automatically saved as you move from step to step.

Application > **Org** > You > Project > Finances > Docs > End

Your organisation

1. Name of organisation, club or group making this application: **REQUIRED**

2. Address of organisation, club or group making this application

Enter postcode:

Address: **REQUIRED**

Phone number: **REQUIRED**

Mobile:

Email: **REQUIRED**

Website:

Application form

Please refer to the [Grant Guidance](#) when completing the application. Online hints are also given by using the field at the end of some of the questions. Questions marked with Required cannot be left empty.

If you get odd characters when pasting text try pasting it into Notepad first or use the "Paste as plain text" option.

Your application is automatically saved as you move from step to step.

Application > **Org** > You > Project > Finances > Docs > End

Your organisation page 2

3a) Is your organisation constituted or non-constituted: **REQUIRED** Constituted Non-constituted

3b) What sort of organisation is it? (please select) **REQUIRED** Registered charity Company limited by guarantee Club or other form of association Other

4. What are your organisation's/group's main services or activities? (max 300 words) **REQUIRED**

Testing testing testing





3 b. Sort of organisation. We cannot fund individuals, sole traders or legally constituted partnerships established to make a profit. We can support most non-profit making organisations.

About your organisation

Give details about the organisation that is applying for the grant.

Application form

Please refer to the [Grant Guidance](#) when completing the application. Online hints are also given by using the  field at the end of some of the questions. Questions marked with Required cannot be left empty.
If you get odd characters when pasting text try pasting it into Notepad first or use the  "Paste as plain text" option.

Your application is automatically saved as you move from step to step.

Application Org You Project Finances Docs End

Your organisation page 3

5. How many paid staff members do you have? REQUIRED



6. How many volunteers do you have involved with service delivery? REQUIRED

About you

Enter your contact details

Community Grant Fund Logout

Application form

Please refer to the [Grant Guidance](#) when completing the application. Online hints are also given by using the  field at the end of some of the questions. Questions marked with Required cannot be left empty.
If you get odd characters when pasting text try pasting it into Notepad first or use the  "Paste as plain text" option.


Your application is automatically saved as you move from step to step.

Application > Org > **You** > Project > Finances > Docs > End

About you

7. Your name: REQUIRED

8. What is your position or involvement with the organisation, group or club making this application? REQUIRED

9. Your contact details 


Enter postcode: Find Me

Address: REQUIRED

Phone number: REQUIRED

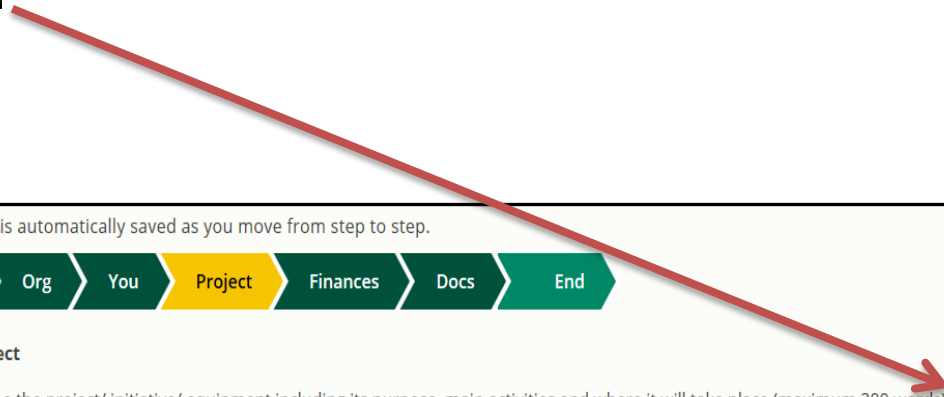
Mobile:

Email: REQUIRED

 **Question 9 - Contact details**
The contact details in this section will be used to contact you about the progress of your application, please make sure you use appropriate details.

About the project

Q10. Please describe the project. This should be a summary and this is for information only and will not be scored.



Your application is automatically saved as you move from step to step.

Application > Org > You > **Project** > Finances > Docs > End

About your project

10. Please describe the project/ initiative/ equipment including its purpose, main activities and where it will take place (maximum 300 words) **REQUIRED**

B *I* U | [bulleted list] [numbered list] [checkbox list] [link] [image] [video] [embed]

testing testing 1-2 1-2

11. Is this a completely new project (i.e. one that your organisation has never previously undertaken?) **REQUIRED**

Yes, it is a new project No, it is not a new project

About the project

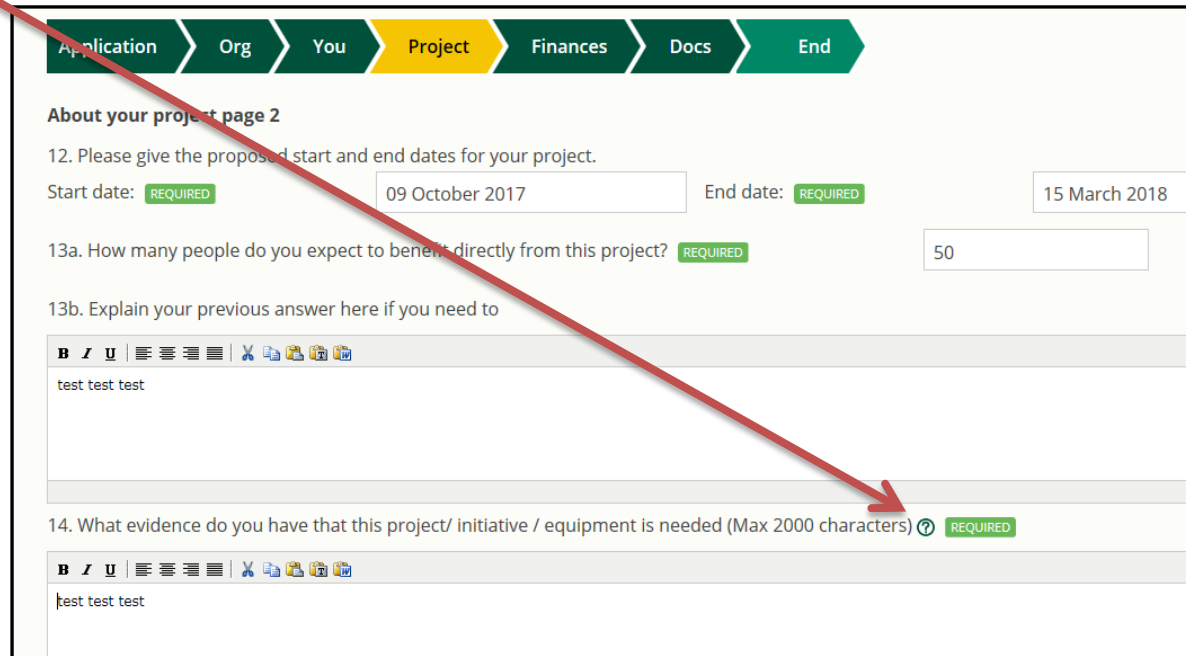
Q14 - Evidence

Please tell us:

The local geographical area that your project will focus on and the reasons for this choice.

The insight you have about current and/or future users and how you have used this to inform what you do.

A summary of the findings that you have had with any consultation or discussions with current/ future users.



The screenshot shows a multi-step application process. The progress bar at the top includes steps: Application, Org, You, Project (highlighted in yellow), Finances, Docs, and End. Below the progress bar, the page title is "About your project page 2".

Question 12: "Please give the proposed start and end dates for your project." The start date is "09 October 2017" and the end date is "15 March 2018". Both fields are marked as "REQUIRED".

Question 13a: "How many people do you expect to benefit directly from this project?" The answer is "50", marked as "REQUIRED".

Question 13b: "Explain your previous answer here if you need to". The text area contains "test test test".

Question 14: "What evidence do you have that this project/ initiative / equipment is needed (Max 2000 characters)" marked as "REQUIRED". The text area contains "test test test".

A red arrow points from the "Q14 - Evidence" header to the question 14 text area.

Partnerships


Demonstrate you work in partnership with other organisations.



Q15. Priority will be given to projects that do not duplicate services.

Please also tell us about any other organisation/ groups that you work with and how.

About your project page 3

15. Please give details about how you are working in partnership with other organisations or groups to deliver this project/ initiative / equipment?
(Maximum 2000 characters)  REQUIRED

test test test

16. Which of the following council priorities does your project meet? (Your project must meet one of these priorities -Dacorum Borough Council's priorities) please tick accordingly

Priorities: REQUIRED

Clean and safe environment - a tidy and safe place for people to live work and visit	<input checked="" type="checkbox"/>
Community Capacity - enabling self-help and volunteering to build communities	<input type="checkbox"/>
Regeneration - supporting the growth of businesses, jobs and investments in the area	<input type="checkbox"/>

[Previous](#) [Next](#)

About your project

Q16. Which of the council priorities do you meet?

The council has five priorities but there are three that are most relevant to community projects

16. Which of the following council priorities does your project meet? (Your project must meet one of these priorities - Dacorum Borough Council's priorities) please tick accordingly

Priorities: **REQUIRED**

- Clean and safe environment – a tidy and safe place for people to live work and visit
- Community Capacity – enabling self-help and volunteering to build communities
- Regeneration - supporting the growth of businesses, jobs and investments in the area

[Previous](#) [Next](#)

5 Ways to wellbeing and long term benefits

Q17. Identify which of the 5 ways to wellbeing your project will help to meet.

About your project page 4

17. Which of the 5 ways to wellbeing outcomes does your project meet? Your project must meet at least 2 of these priorities, see the guidance for further details. Please tick accordingly: **REQUIRED**

Connect	<input type="checkbox"/>
Be active	<input type="checkbox"/>
Take notice	<input type="checkbox"/>
Keep learning	<input checked="" type="checkbox"/>
Give	<input type="checkbox"/>

18. What are the long term benefits of this project/ initiative/equipment to Dacorum residents? (max 2000 characters): **REQUIRED**

B I U | [List, Bulleted List, Numbered List] | [Link, Image, Video, Audio] | [Undo, Redo]

test test test



Q18. Identify the longer term benefits of the project – e.g. a reduction in obesity for a healthy eating project.

Finances

Financial Set up of organisation.
This is for information only and will not be scored.

How will a grant help your project?

Have you received funding in the last 5 years?

How much money are you applying for?













Total cost of project?

Budget breakdown

Other funding?













Finances page 1

19. Please outline the current financial set up of your organisation/group: (Maximum 500 characters) ? **REQUIRED**

B I U |       |      

YTYTYT

20. How will a grant from Dacorum Borough Council support you on your project/initiative? (Maximum 500 characters) ? **REQUIRED**

B I U |       |      

|TYTYTYT

What documentation will I need to upload with my application?


Constituted groups

- Constitution (or set of rules)
- Insurance certificate/s
- Latest annual report
- A full set of most recent accounts, audited or otherwise certified
- Budget forecast for this year and next year
- A recent bank statement
- Planning and building regulation consents (if appropriate)
- Quotes for works (if your application involves purchasing goods or services)
- Safeguarding policy including safe recruitment and training
- Equalities policy or statement.

Non-Constituted groups / informal groups

- Letter of endorsement from a local councillor, a local constituted community organisation, or a police community support officer
- Three quotes if applicable
- Copy of public liability insurance if applicable
- Basic financial information held by the group (if any)

Support available for applicants

- Grant guidance is on the grants webpage
- By clicking on the  on the online application, a pop up box will appear which will explain the details that you need to put into each answer
- Example application on the website
- For technical difficulties with the online form or questions for the grant administrator please contact grants@dacorum.gov.uk
- For support with completing the online application please contact Community Action Dacorum on 01442 253935