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

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You MUST register before you will be able to login.

Select the ‘Not registered?’ section to register an account.
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.
Password criteria

Password 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.
Creating an application

Select ‘Create new grant application’

An existing grant application will be displayed in the table.
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 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

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

What's the name of your project/application? **REQUIRED**

Demo application

Next
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)

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.

5. How many paid staff members do you have? REQUIRED
   10

6. How many volunteers do you have involved with service delivery? REQUIRED
   25
About you

Enter your contact details

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.
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.
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.
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.

- 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
5 Ways to wellbeing and long term benefits

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

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?
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