

## Process for Online Application

When opening the link [https://www.grantrequest.co.uk/SID\\_140?SA=AM](https://www.grantrequest.co.uk/SID_140?SA=AM)

You will be sent to the login page of the online application portal please click new applicant



Please Sign In

*In order to sign in, enter the registered e-mail address and password.*

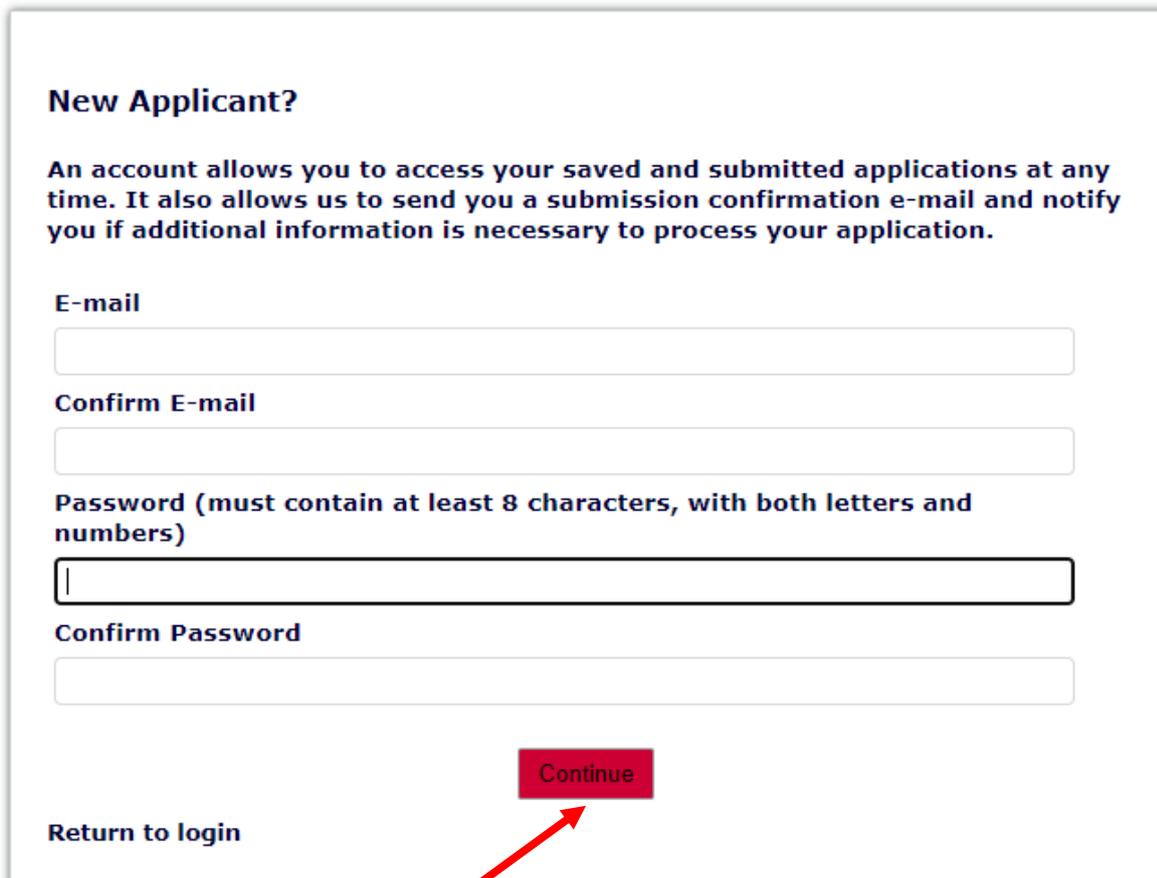
Invalid e-mail or password.

E-mail

Password

[New Applicant?](#) [Forgot Password?](#)

This will take you to the username and password creation page:



**New Applicant?**

An account allows you to access your saved and submitted applications at any time. It also allows us to send you a submission confirmation e-mail and notify you if additional information is necessary to process your application.

E-mail

Confirm E-mail

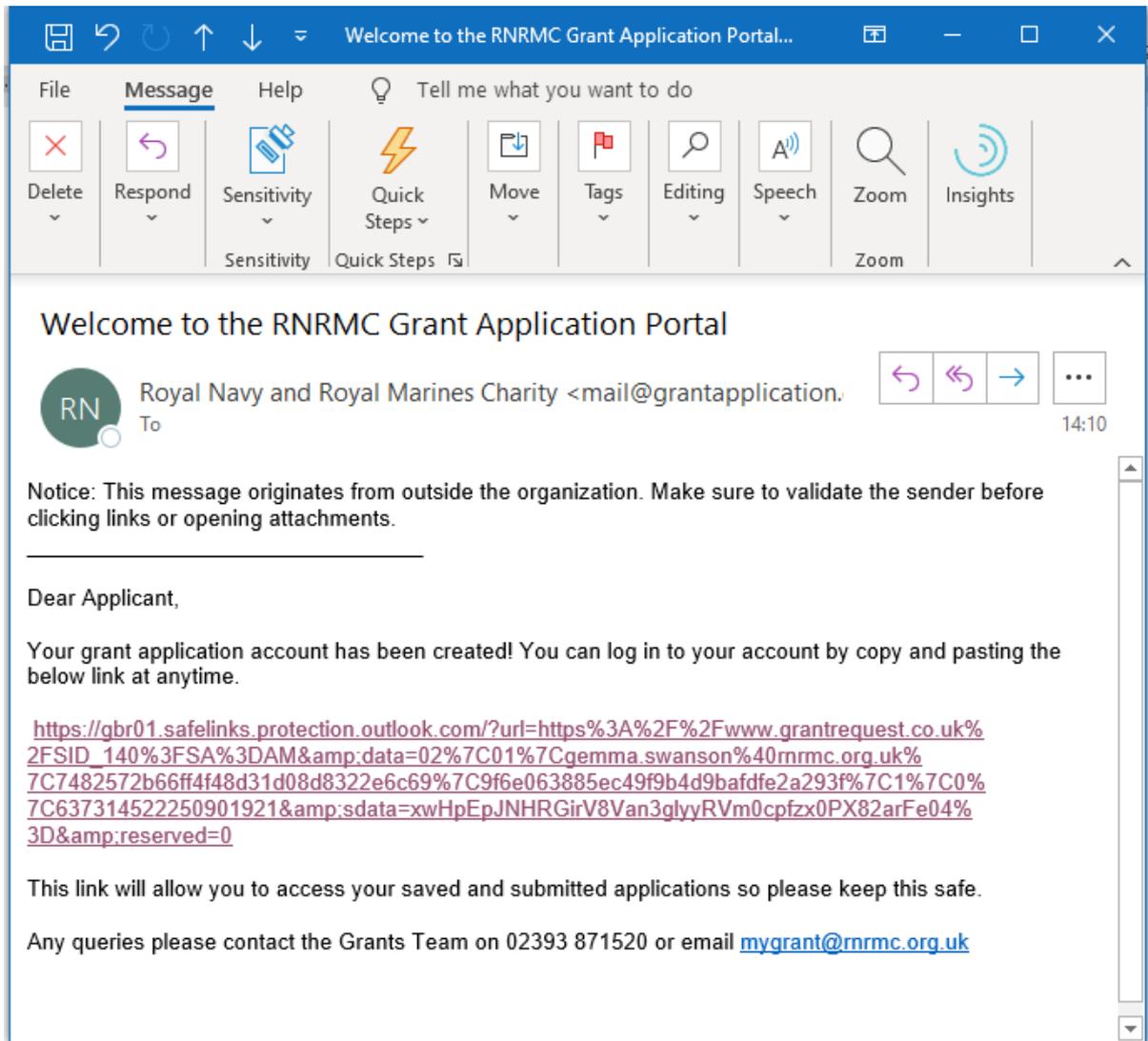
Password (must contain at least 8 characters, with both letters and numbers)

Confirm Password

[Return to login](#)

Once complete click continue.

Once you have completed the account details you will need to sign out and you will receive an email to say that an account has been created and to activate your account – Click the link in the email to take you to the log in page:



The next screen you see will have a link to create Stage 1 of the application process. Please click TLP Stage 1.

| Application Name | Project Title | Requested | ID    | Last Updated |
|------------------|---------------|-----------|-------|--------------|
| TLP Stage 1      |               |           | 20046 | 27/07/2020   |

The Stage 1 requires organisational details e.g. Name, Address, contact details and the essential information of the project you are requesting funding for e.g. project dates, amount requested and project description. You will see the first page below:

The screenshot shows a web form titled "Organisation Details" with a progress bar at the top indicating five stages: 1. Organisation Details (active), 2. Main Contact, 3. Request, 4. Declaration, and 5. Review My Application. The form includes several input fields: "Organisation Name" (marked with a red asterisk and "Required before final submission"), "Also Known As" (with a sub-note "Please provide details if your organisation is known by another name"), "Length of time your organisation has been operating" (split into "Years" and "Months" fields), "Address", "City", "County", and "Postal Code" fields, "Phone" (marked with a red asterisk), "E-mail Address" (marked with a red asterisk), "Website Address", "Charity Number", and "Company Number" fields. A large text area for "What is your organisation's main activity / charitable objectives?" is present, with a red checkmark on the right and a "Word count 0 of 250" indicator at the bottom left. At the bottom center, there are two red buttons: "Save & Finish Later" and "Next". In the top right corner, there are links for "Printer Friendly Version" and "E-mail Draft".

You can review the application at the end of the process and save at any point to return to later.

On submission of the application you will receive an email to confirm that the application has been sent. This email will also contain your submitted application for your records.

Once your Stage 1 Application has been reviewed by the grants team, you will receive an email stating if you have been progressed to the Stage 2 of the application process. If you have been successful you will need to log in to your account, where you will see an icon for Stage 2, click this and complete the stage 2 online application.

If you have any issues or queries with the completion of this, please do get in touch on **02393 874644** or email [mygrant@nrnmc.org.uk](mailto:mygrant@nrnmc.org.uk)