

Step-by-Step Guide – Getting started with your GrantApproval application

Setting up an Account

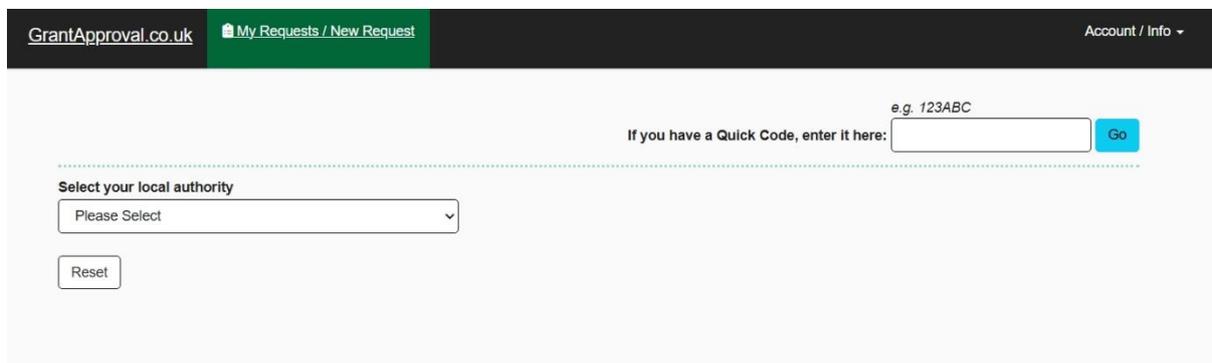
Firstly, you will need to register and sign up to an account at [GrantApproval.co.uk - Home](https://GrantApproval.co.uk-Home). You can then use these log-in details every time you need to make a new application or continue with one you have saved.

Each time you log in, you will see this message:-

‘SYSTEM LOG-IN WARNING! This is not the test system’

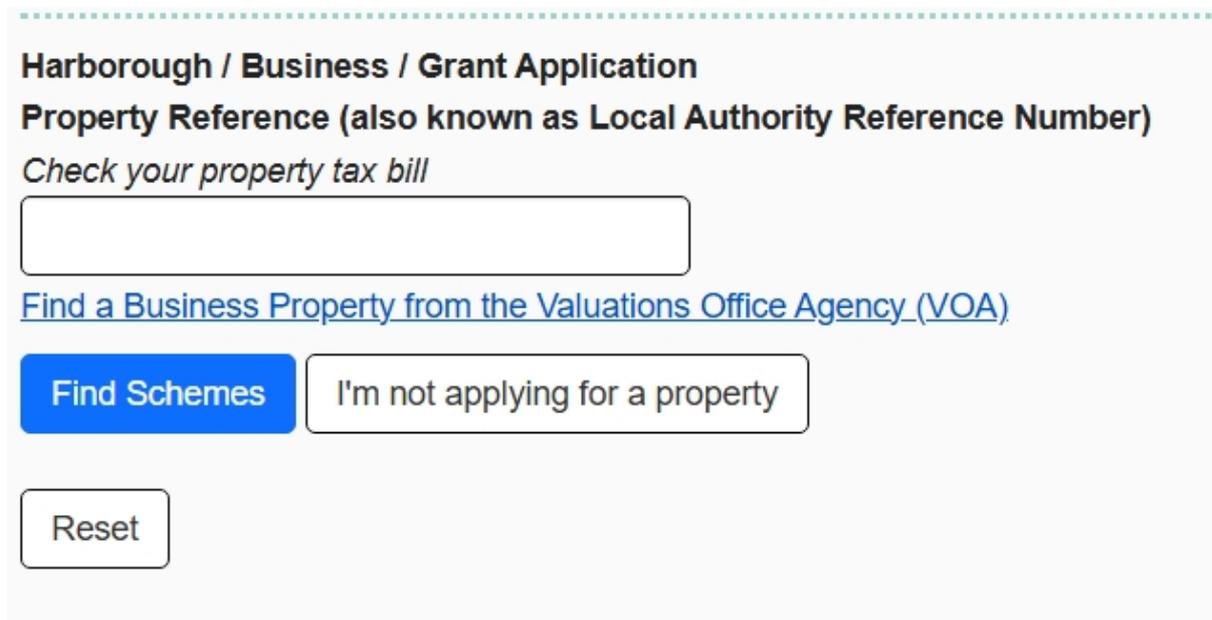
Press **‘Continue Anyway’**

Selecting the right Grant



The screenshot shows the top navigation bar with 'GrantApproval.co.uk', 'My Requests / New Request', and 'Account / Info'. Below the navigation bar, there is a search field for a Quick Code with a 'Go' button. A dotted line separates this from the local authority selection section, which includes a dropdown menu labeled 'Select your local authority' with 'Please Select' as the current selection, and a 'Reset' button.

Use the drop-down box shown above to find **Harborough**. This will take you to this next screen. For the Community Grant, you do NOT need to input a Property Reference number. Just click the blue ‘Find Schemes’ button:



The screenshot shows the 'Harborough / Business / Grant Application' screen. It features a heading 'Property Reference (also known as Local Authority Reference Number)' and a sub-heading 'Check your property tax bill'. Below this is a text input field. A link 'Find a Business Property from the Valuations Office Agency (VOA)' is provided. At the bottom, there are two buttons: a blue 'Find Schemes' button and a white 'I'm not applying for a property' button, along with a 'Reset' button.

On the next screen (below), select Business Schemes:

Scheme Selection

Billing Authority (Council where the property is Located.)

Request Type

 **Load Business Schemes**

 **Load Resident Schemes**

Select A Local Authority and Choose "Business" or "Resident" To Load Available Schemes.

On the next screen, scroll down the list of grants to find the '**£1m Community Grant Fund**' and click on the green '**Start this Form**' button under the Fund description.

On the next screen, choose **Start a new Application**.

Compliance Declaration

Scroll down to read through this, then press the green **Agree and Continue** button at the bottom.

The next page contains the reference numbers box below. For the Community Grant, you do NOT need to complete this box. Just tick the Declarations below it and then **Save and Continue**:

Your reference numbers

[Find a Business Property from the Valuations Office Agency \(VOA\)](#)

Your Property Reference Number

Please provide your Property Reference Number.

Declarations

The next page asks you to confirm the Property Reference Number. As you will have left this blank earlier, it will show as N/A. Click the green **Continue** button.

Is this correct?

Please confirm the information is correct before continuing.

Your Property Reference Number

n/a

Go Back

Continue

The Basics

This next page asks about your organisation. The example below shows what you might put as a Parish Council. There is **no** need to populate the Account Number or Property Reference.

The Basics	Property Information	Other Questions
Information about the claimant, provide as much as possible.	Where the business/organisation trades from and or where you can be contacted.	The business/organisation is: (Click the applicable option)
What is your relationship to the business/organisation? <input type="text" value="Treasurer"/>	Building Name <i>e.g. St Catherines Hospital</i> <input type="text"/>	<input checked="" type="button" value="An Incorporated Body e.g. Limited (Ltd)"/>
Account Number <input type="text"/>	Building Number <i>e.g. 2</i> <input type="text" value="2"/>	<input type="button" value="A Registered Charity"/>
Property Reference Number <input type="text" value="n/a"/>	Street 1 <i>e.g. Weston Road</i> <input type="text" value="ADAM AND EVE ST"/>	<input checked="" type="button" value="A Non Incorporated Body (e.g. voluntary group, sports club)"/>
What type of business/organisation are you? <i>e.g. Restaurant, Bar, B&B, Market Trader</i> <input type="text" value="Parish Council"/>	Street 2 <i>e.g. Tickhill Road</i> <input type="text"/>	
What is the businesses/organisation trading sector? <i>e.g. Restaurant, Bar, B&B, Market Trader</i> <input type="text" value="Public Administration and Defence; Cr"/>	Locality <i>e.g. Balby</i> <input type="text"/>	
What is the businesses/organisation Trading Name <i>e.g. The Red Lion</i> <input type="text" value="Parish Council Name"/>	Town/City <i>e.g. Doncaster</i> <input type="text" value="Market Harborough"/>	
Number Of PAYE Employees <i>Please provide your Number Of PAYE Employees.</i> <input type="text" value="0"/>	Postcode <i>e.g. DN4 8DP</i> <input type="text"/>	

For the **Other Questions** section, on the right, select the description which best describes your organisation in order to proceed. For the Community Grant, applicants are likely to be a **Charity or a Non incorporated Body**. Parish Councils/Meetings should select Non-incorporated Body.

Organisation Details

On the screen below, Parish Councils and Parish Meetings can leave the ‘*registered organisation number*’ field blank, as they won’t have one, and can still move to the next page. The ‘*legal organisation name*’ is required in all applications, but both the ‘*regulating body*’ and ‘*registered organisation number*’ fields are optional, and the form will still let you continue if they’re left blank. An unincorporated, but registered society can also leave this section blank as this field is not intended for a Companies House number.

The *who is your regulator* and *registered organisation number* sections are for organisations with a registration number and a regulatory body, for example, charities regulated by the Charity Commission should enter their registration details /number here.



The screenshot shows a form titled "Organisation Details" with three input fields. The first field is labeled "Legal Organisation Name (Registered Organisation or Sole Trader)" and is currently empty. The second field is labeled "Who Is Your Regulator" and contains the text "e.g. Financial Conduct Authority". The third field is labeled "Registered Organisation Number" and is currently empty.

When you continue to the next screen, you will be able to check the details you gave, before clicking the green button to **Continue to Scheme Questions**.

From this point onwards, the portal is straightforward and will take you through all the Mandatory Questions and then ask you to upload your Documents. In addition to the mandatory ones, you can also add as many extra ones as you wish.

When you are happy with all that you have input, you will be asked to Submit at the end.