

**WALKING AND
CYCLING GRANTS**
A TfL COMMUNITY PROJECT

Online application user guide 2021

Application deadline: 5pm, Friday 10 September 2021

**MAYOR
OF LONDON**

**LONDON MARATHON
CHARITABLE TRUST**



**TRANSPORT
FOR LONDON**
EVERY JOURNEY MATTERS

Introduction to this user guide

This guide takes you through the process of registration, logging in, site navigation, and completing and submitting your application. It should be read alongside other guidance documents including the application guidelines and the model application.

You through a web portal called 'GIFTS'. This portal helps you to manage your application by providing a dashboard where you can view the status of your application and any supporting documents all in one place.

You will be able to save and come back as many times as you like to your application form before you submit it, and you can receive updates on the status of your application. GIFTS will also allow us to provide you with support throughout the process.

1. Registration

To apply online, you do so through the [WCGL website](#).

Navigate to the 'How to apply tab' under 'Applying' and follow the steps.

You will go through an eligibility checker to ensure your application is eligible, and then you will be asked to enter your email address and a password to create your account. A verification email will be sent to you once you have completed your registration. Please check that you have received this before starting your application.

To ensure that you receive all correspondence relating to your application, please save the following email address within your contacts: mail@grantapplication.com. Otherwise some important emails may go to your junk/spam folder.

2. Logging in

Once registered, you can log in to your dashboard area by clicking on the link provided in your verification email. You will be asked to enter your email address and password. If you have forgotten your login information you can reset your password by clicking on the 'Forgot your password?' link.

Once logged in, you will be able to access your dashboard where you will find your In progress application.

3. Dashboard

Your dashboard will display your application that you have started, and any that are in progress (on that basis that you may have applied for other grants through Groundwork). The image below is an example of what you will see once you have logged into your account:

Applications

You may access your In Progress or Submitted Applications by selecting "In Progress" or Submitted Applications" options from the "Show" drop-down box on the right hand side of this page.

You can then click on the link that should appear just below the green header to complete or view the appropriate form.

Show In Progress Applications ▾

Application Name

Project Title

Requested

ID

Last Updated

My Role

Action

To access an application that you have worked on previously, select 'In progress applications' from the drop-down menu on the right-hand side of the page. You can also see submitted applications using this drop-down menu.

4. Applying online

The screenshot shows the top navigation bar of the application form. It includes logos for the Mayor of London, London Marathon Charitable Trust, Groundwork (with the tagline 'CHANGING PLACES CHANGING LIVES'), and Transport for London (with the tagline 'EVERY JOURNEY MATTERS'). Below the logos is a horizontal menu with buttons for 'Completing this form', 'Applicant details', 'Project description', 'Participants and recruitment', 'Project plan and calendar', 'Grant budget breakdown', 'Data protection', 'Declaration', and 'Review My Application'. The 'Completing this form' button is highlighted. To the right of the menu are links for 'Contact Us | Exit', 'Printer Friendly Version | E-mail Draft', and a red asterisk icon with the text 'Required before final submission'. Below the navigation bar is the title 'Walking and Cycling Grants London Application Form 2021' and a paragraph of introductory text about the program. Below that is a section titled 'Completing this Form:' followed by instructions and a warning about the assessment process. At the bottom of the screenshot is a blue box with the text: 'Before completing your application form, please make sure you are able to meet the following requirements:'.

The online application form has eight sections (the Community Ideas Grants has seven sections)

1. Applicant details
2. Project description
3. Participants and recruitment
4. Project plan and calendar
5. Budget breakdown
6. Data protection
7. Declaration
8. Submission

You should complete each section in this order, moving onto the next section once you have completed and saved the previous one. You can browse through all sections to see all the questions at any time.

At the end of each section, you will see the 'Save and finish later' and 'Next' buttons. Clicking the 'Next' button will save any information you've entered and allow you to move onto the next section.

To save your application and come back to it later, click the 'Save & finish later' button. This will take you out of the form and back into your account page.

If you select the 'Exit' button at the top right-hand corner of the page you will be logged out of your account and taken to Groundwork London's landing page. If this happens, you will need to log back into your account to complete your application. You can do this via this link:

https://www.grantrequest.co.uk/SID_I23?SA=AM

Always click the 'Save and finish later' button before hitting the 'Exit' button to avoid losing your work.

You can edit your responses in any completed sections by re-entering the details and saving the section again. Once you complete the 'Declaration' section (part 7) and all the questions marked with a red asterisk (*), you can review your answers before submitting the form. Once submitted, your application can no longer be edited.

Once you have submitted your application its status will be changed to 'Submitted'. You can log in to your account and view this application within your dashboard at any time, under 'Submitted applications'.

6. Help

Guidance and supporting documents are available to download from the [Resources page](#) on the website. We advise that you review these before starting your application, especially the Application Guidelines, and the Guide to planning your project.

For some questions, additional explanations are provided. Click on the 'question mark (?)' button beside the question to see further information on the response required. It is advisable to read all the question hints for a better understanding of the questions.

If you need further guidance, email us on wagl@groundwork.org.uk or call 0207 239 1286.

7. Logging out

To log out of your session, either click on 'Save and finish later' or on the 'Exit' button on the top right corner of the website. But remember - your application won't be saved unless you click 'Save and finish later' button before you exit.

Please note that if your session has been inactive for a period of 90 minutes or more you will be logged out automatically. It is advisable to save your application regularly to avoid losing any completed sections.

The deadline to submit your application is 5pm, Friday 10 September 2021