



Garfield Weston  
FOUNDATION

# Guide to Applying Online





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[www.garfieldweston.org](http://www.garfieldweston.org)

## **Introduction**

This guide is to help charities submit their funding application online and to assist our grant holders to submit their end of grant report to the Foundation.

## **Applying online for funding**

Applying online is easy – and all you need is an email address to set-up an account. Online applications may be edited, saved and returned to at any time until you are ready to submit. Also, you will be able to upload and attach the necessary enclosures to your application, and then should your application be successful, as a grant holder you will be able to see when your reports are due and submit them from your account.

The majority of applications we receive are made online. You can print your application before submitting it, and after submission, you will receive an email acknowledging that we have received your application and this email will include a copy of your completed application. We recommend that you save a copy of the application for your own records.



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To submit your application, please follow the steps below:

- 1** Before making a grant application, check if your organisation is eligible to apply - **click here** to take our Eligibility Quiz.
- 2** Read our application guidelines thoroughly.
- 3** Access our online application section. If you do not already have an online account with the Foundation, then see the following pages for instructions on how to create an account. Once this has been created, you will receive a welcome email, confirming your account details and providing your personalised link. We suggest that you retain a copy of this email for your records.

Once logged in, confirm that your organisation is eligible to apply by filling in the questionnaire when prompted.

**Click here** to apply online.

#### **4 Complete your application**

Please read our application guidelines thoroughly and provide all the information we require in your application. You can save your application and return to it, simply by clicking **Save & Finish Later**. You will then receive an email confirming that your application has been saved. The email will also include your tracking number and a copy of your application for your records.

To return to your application, you can follow your personalised link that was provided in your welcome email. Otherwise **click here** to log back into your account.

#### **5 Submitting your application**

Once you have completed your application, please click **Review & Submit**. You **MUST** submit ALL mandatory enclosures associated with the application at the same time, i.e. at the point at which you submit your online application. All such documents must be in Word, Excel or pdf format. We cannot accept documents in other formats and total size of documents should not exceed 25 MB. You will receive an email confirming that your application has been received by the Garfield Weston Foundation.

All of the information you provide will be held on our database. This information will only be used for the administration of applications and grants, for producing statistics and information on successful applicants. Remember to keep a copy of the completed form and enclosures for your own records.

To see your submitted application, click the **Show** dropdown box and choose **Submitted Applications**.



## How to create an account

All you need is an email address to create an account and you will be able to save and come back to your application at any time. Once you have created an account, you will be able to view your online application history. If you are a current grant holder, you will also be able to see when your end of year grant report is due and submit it online.

To create an account for the first time, please follow the steps below:

- 1 Click [here](#) to set up an account
- 2 Click on **New Applicant?** button



- 3 In New Applicant screen, enter your email address and create a password, then click on the **Continue** button at the bottom of the page.

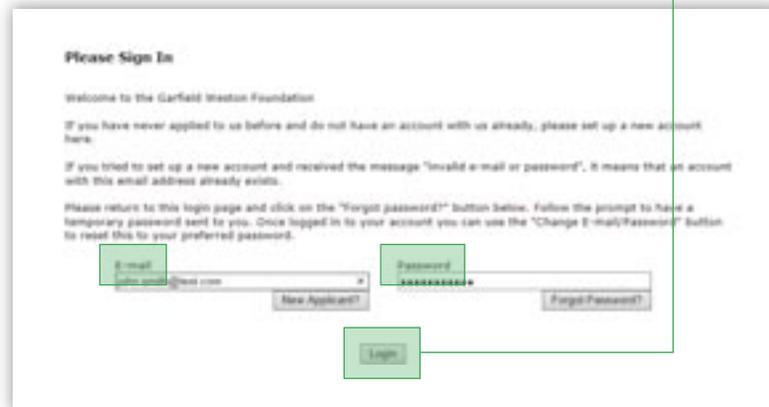
You will then receive a welcome email confirming your account details.



## How to login to your account

To login to your account, follow the steps below:

- 1 Click here to login to your account
- 2 Enter your email and password, and then click **Login**



## Responding to requests for additional information

We appreciate the amount of time and work that goes into creating a good application and sometimes some information can be left out. Within our online application system, there is a feature called 'Requirements'. Occasionally we use this to request additional information from our applicants. If you applied online, we will send an email to the address associated with your online account, outlining what we need (e.g. fundraising plan) and a link to where you need to upload this information to. This must be included in a single Word, Excel or PDF document and not exceed 25MB.

Should you receive a request to provide us additional information, then please follow the steps below:

- 1 Click here to login to your account
- 2 Within the home screen, click on the **Requirements** tab



If viewing the requirement for the first time, the page will default to show all **New Requirements**



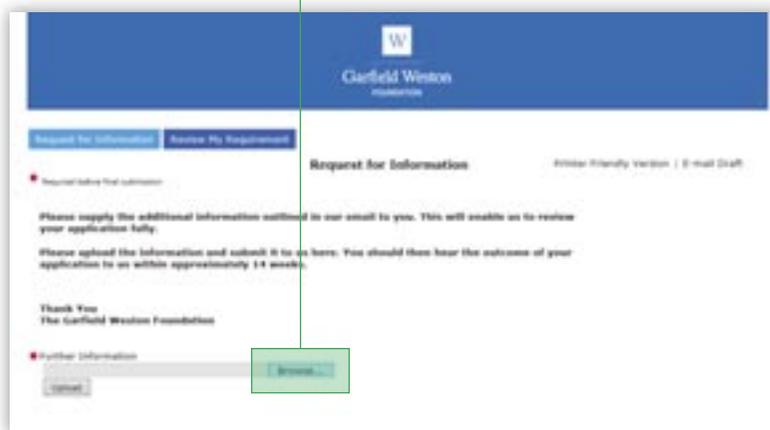
If you don't have the information ready to upload at the time when viewing the requirement for the first time, then you may need to change the dropdown view to show requirements **In Progress** when ready to submit your information.



3 Click on the request to upload your document (any missing information must be included in one document).



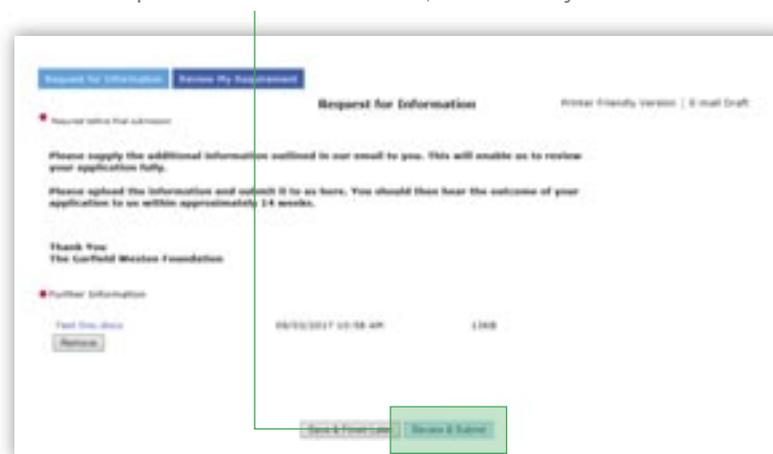
4 Click **Browse** and locate the file. Select the document and click **Open**. The file location path will then appear in the field next to the **Browse** button.



Then click **Upload**

Please make sure to **ONLY** upload the information requested, as we already have the rest of the information, there is no need to resubmit your whole application.

5 Then press **Review & Submit**, followed by **Submit**.



You will then receive an email confirming your submission.

Once we have received this information we will be able to process your application and hope to have the outcome with you in approximately 14 weeks.



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## Reporting: submitting your monitoring or end of grant reports

If you have been awarded a grant, you will receive our Terms & Conditions which state that we will require an end of grant report. Please refer to [garfieldweston.org/granholders/](http://garfieldweston.org/granholders/) to see what we look for in this report. If you applied to the Foundation online and are ready to submit your report to us, then log into your online account and follow the same steps as for a request for further information but choose the 'reporting requirements' option.

## Pledges: submitting your release form

In some instances the Foundation may offer a grant to be paid when specific conditions have been met (for example when your organisation has raised a certain level of funds). You will receive a Pledge Letter which will outline what the conditions are and a Pledge Release Form. When you believe the conditions have been met, fill in the release form. We will also require a copy of your organisation's latest bank statement (i.e. issued within the last three months). The bank statement should clearly show the account name, sort code and account number. The statement should be dated and signed by an authorised signatory on your charity's bank account with their name and position clearly stated. By signing, the **authorised signatory** is confirming that the details are accurate and valid. The person signing must have authority for the organisation **at the level** of Chief Executive, Finance Director, Treasurer or similar. If you applied online, please upload the Pledge Release Form and bank statement via your online account from our website. For instructions, please go to page 3 and follow the same steps as for a request for information.

## FAQs

Below are some of the frequently asked questions that we are asked. If you can't find the answer to your question, then please email us at [admin@garfieldweston.org](mailto:admin@garfieldweston.org).

### Am I able to log in to my account using my smartphone or tablet?

Yes you can, however please note that we do not have an app for this and so functionality may be limited on your device.

### I want to access my online account but have forgotten/lost my password

This is quick and easy to resolve. Go to the 'Apply Here' page and select the 'forgot my password' link. You will be asked to enter the email address associated with your account – you will then be emailed a link which will enable you to reset your password and login again.

### The system is not accepting my details when trying to create a new account

This usually happens when an account for this email address already exists. Please click on 'Forgot your Password?' and follow the steps to have a temporary password sent to this email address, which then will allow you to change it to your preferred password.

### I was working on an application last year, where has it gone?

Usually applications expire if not activated/worked on within a 4 month time frame. However, sometimes this period is shortened due to maintenance updates or changes to application forms.



## Why isn't the application form showing the right details?

Try clearing the cache and cookies of your browser.  
Try following the instructions at:  
[www.wikihow.com/Clear-Your-Browser's-Cache](http://www.wikihow.com/Clear-Your-Browser's-Cache) or  
[www.aboutcookies.org/Default.aspx?page=2](http://www.aboutcookies.org/Default.aspx?page=2)

## At what stage should I add attachments?

At the end of the online application process, on the last page of the application form, you will be asked to attach the following:

- Covering letter on headed paper signed by a senior member of your organisation
- Funding proposal – include ALL the information about your organisation, your work, budget and fundraising strategy
- Latest audited accounts or management account if you are an exempt charity
- Copy of your organisation's latest bank statement (i.e. issued within the last three months). The bank statement should clearly show the account name, sort code and account number. The statement should be dated and signed by an **authorised signatory** on your charity's bank account with their name and position clearly stated. By signing, the authorised signatory is confirming that the details are accurate and valid. The person signing must have authority for the organisation **at the level** of Chief Executive, Finance Director, Treasurer or similar.
- Church applicants will also be asked to upload a picture of the front of the church building.

Please note that you can only upload these and no additional documents, therefore if you have appendices, these either need to be added to the end of your funding proposal or alternatively we suggest that you send your application to us in the post along with the one page application form.

## Why does it say our files are not being accepted?

There are three likely reasons why the system is not accepting an attachment:

- Either the file is too large (needs to be smaller than 25MB)
- Or it's an unrecognised file type (you can only upload files with the following file extension: pdf, doc, docx, and image files e.g. jpg)
- Or it could be that the file is corrupted or has a password on the document. Please make sure that all passwords are removed before submitting documents.

## Help and Support

If you have any questions or need help with applying online, please give us a call on 020 7399 6565 or email us at [admin@garfieldweston.org](mailto:admin@garfieldweston.org).