# **Applying for a Grant**

This document is intended to provide you with some helpful pointers about some of the features that are available when filling in an online Application form.

#### **Funding Rounds**

In the Sport Wales Grants Portal, when you choose the option to **Apply** you will be given the option to select a "Funding Round". A Funding Round is used to apply for a specific type of Grant. You will only be able to apply for

- Development Grant (English) or Grantiau Datblygu (Cymraeg)
- Community Chest (English) or Y Gist Gymunedol (Cymraeg)

confirm the type of account you have.

#### **Important Information for Applicants**

The first page on the application form contains important Information for the Applicant. Please take the time to read the information provided on this page as it is intended to help prepare you to fill out the application form

	Sport Wales Application System	
ublic Community Chest nglish) /42	Information for the Applicant Previous Next Save and Close	
etails		
0 % complete	Please read the following information prior to starting your application	
Information for the Applicant	Defense you also the fill out this Community Chart application form, we would like to make you owere of the bird of	
Choosing Your Organisation	Before you start to hill out this community chest application form, we would like to make you aware of the kind of information Sport Wales will be asking for. We will require information relating to:	
About Your Organisation	You, your Organisation and its current structure / membership	
About Your Organisation (continued)	Your Project and why it is needed     The impact your Project will have	
Community Sport	What you need and how much will it cost     Any supporting documentation	
Investment Outcomes	Your declaration and nomination of an Authorised Member / Second Signatory	
About Your Project		
About Your Project (continued)	There are a number of specific areas Sport Wales would like to draw your attention to, regarding the information you will need to provide. You may well need to consult with other members of your Organisation in order to supply some of this	
About the Impact of Your Project	information. It is important that you provide the information requested, in the format requested, otherwise it could delay the processing of your application.	
About Your Project		
Financial Details	Contact with other organisations	
Supporting		
Applicant's Declaration	We will be asking if you have contacted any other organisation in support of your Project such as your Local Authority	
Velidation	Sports Development Team, your National Governing Body (NGB), Business Wales, etc., as evidence shows that where applicants have spoken, prior to submission, with one or more of these organisations, their application is more likely to be successful. Local Authority and / or NGB officers are able to provide support and advice about what is expected and they can also hole with links to local regional and national strategies.	
lidation Summary	our allo rolp mar line to roug, regional are national oracigno.	
errors on this page.	Bank Details	
~~ <b>&gt;&gt;</b>		
Revalidate	We will need your Organisation's Bank Account details - Bank Account Name, Sort code and Account Number, which	
tem Help 📆	Sport Wales will use to pay any funding in to, via BACS. This must be an organisation bank account (which is clearly shown on the statement) and not that of an individual. Sport Wales is not able to make payments to bank accounts that are in an individual's name.	
	Sport Wales would prefer that your Organisation has a valid Bank Account. However, if your Organisation has either a	
	Building Society or Credit Union account instead of a Bank Account, you will still be able to enter these details in to the application form but you will be required to cubmit additional documentation on the Supporting Decumentation page to	

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#### Help

Additional help & guidance can be found throughout the application for specific questions and for sections. It can be accessed by clicking on the 9 icon next to the question or section heading.

VAT	
Are you registered for VAT? 😡 〇 Yes 💿 No 💿	
Are you able to claim back your VAT?	

#### **Project Costs and Funding Contributions**

#### Project Costs 🔞

Please list and price each item included in your total project costs by clicking "<u>Add Project Costs</u>" and entering the details of the item in the box that appears. To add more items click "<u>Add Project Costs</u>" again.

For further help / guidance on how to enter project costs please click on the question mark icon above.

		×
Please list clearly what you intend nearest pound.	to spend the money on. Costs should b	e realistic and must be rounded to the
Example 1	Example 2	Example 3
Cost Type	Cost Type	Cost Type
Equipment	First Aid Courses	Facility / Venue Hire
Item Description	Item Description	Item Description
5 x Set of Cones @ £11.95 each	4 × First Aid Course @ £25.00 each	20 weeks hall hire @ £6.00 per hour
Amount (£)	Amount (£)	Amount (£)
60	100	120
Note: If you CAN reclaim VAT ther	n please do not include the VAT amoun	t in the individual totals for Project
Costs. If you CANNOT reclaim VA	T then please include the VAT amount i	n the individual totals
		Close

#### **Mandatory fields**

Mandatory fields or questions that must be responded to are indicated by the <sup>•</sup> icon at the end of the response field. You will not be able to submit your application until all mandatory questions have been responded to. (The Intelligent Fields screenshot below is a good example of how mandatory fields are indicated)



## **Intelligent Fields**

There are certain fields, like National Governing Body, Local Authority, Sport, etc., which when you type in the first 2 to 3 characters will display a list of matching results, from which you can select the required option. If the list is too long then continue to type into the field and the list will reduce in size.

Affiliation to Representative Bodies
National Governing Body of Sport Affiliation 🕢 s Your Organisation affiliated to a National Governing Body of Sport?
Yes O No .
National Governing Body Please enter the first 3 characters of your National Governing Body and select the relev If your National Governing Body is not displayed then please select "Other"
ru × •
Angling Cymru / Ffederasiwn Pysgotwyr Cymru
Basketball Wales / Cymdeithas Pêl-fasged Cymru
Canoe Wales / Canwio Cymru
Cricket Wales / Criced Cymru
Federation Disability Sport Wales / Ffederasiwn Chwaraeon Anabledd Cymru
Football Association of Wales (FAW) / Cymdeithas Bêl-droed Cymru
Golf Union of Wales / Undeb Golff Cymru
Snowsport Cymru/Wales / Snowsport Cymru / Wales
Squash Wales / Sboncen Cymru
Surf Life Saving Association (Wales) / Cymdeithas Syrffio Achub Bywyd (Cymru)
Swim Wales / Nofio Cymru
Table Tennis Association of Wales / Tabl Cymdeithas Tennis Cymru
Tennis Wales / Tenis Cymru
Tenpin Bowling Association of Wales / Tenpin-Cymdeithas Bowlio Deg Cymru
Volleyball Wales / Volleyball Cymru
Wales Rugby League / Rygbi'r Gynghrair Cymru
Welsh Amateur Rowing Association / Cymdeithas Rhwyfo Amatur Cymru
Welsh Archery Association / Cymdeithas Saethyddiaeth Cymru
Welsh Athletics / Athletau Cymru
Welsh Badminton Union / Undeb Badminton Cymru

Please enter the first 3 characters of your National Governing Body and se If your National Governing Body is not displayed then please select "Other

v • Wales Rugby League / Rygbi'r Gynghrair Cymru Welsh Rugby Union / Undeb Rygbi Cymru



#### **Add Options**

In the past when an applicant was asked to provide information using the paper based application forms it usually entailed entering that information into a fixed formatted table that was limited to a number of rows e.g. 5, and if that was not sufficient, then further details had to be provided on a separate piece of paper.

In order to remove this "limitation" the new online application form allows you to add as many rows of information as required. When information of this kind is required then an <u>Add...</u> option will be found and clicking on that option will allow you to enter a single entry into that table or grid. If you need to enter more rows then continue to click on the <u>Add...</u> option provided, for example if you want to add multiple Project Cost items onto your application then click on the <u>Add Project Costs</u> to add one Cost Item at a time. Every time you add an entry and save, it will be added to the table

Project Costs and Funding Contributions	
Project Costs Please list and price each item included in your total project costs by clicking " <u>Add Project Costs</u> " and entering the of the item in the box that appears. To add more items click " <u>Add Project Costs</u> " again.	details
For further help / guidance on how to enter project costs please click on the question mark icon above.	
Add Project Costs	

In this example clicking on <u>Add Project Costs</u> will display a new screen in order to enter the required information

Project Cost	Previous Next Save and Close			
Costs: Costs should be realistic and must be rounded to the nearest pound				
Item Description: The item description should include the number of items and the un Set of Cones @ £12.00 each.	it price for each. For example, 5 $\scriptstyle \times$			
VAT: If you CAN reclaim VAT then please do not include the VAT amount in the individual totals for Project Costs. If you CANNOT reclaim VAT then please include the VAT amount in the individual totals				
Example: For a set of examples please click on the question mark icon below				
Cost Type 😡				
Facility / Venue Hire				
Item Description				
20 x Leisure Centre Hire for fitness training @ £15 per hour $_{\odot}$				
Amount (£)				
300 •				
Cancel				
Caller				
	Previous Next Save and Close			



When you click [Save] or [Save and Close] you will return to the previous screen and your entry will be added to the table or grid displayed.

	Inding Contributions			
Project Costs   Project Costs	h item included in your total project costs by clicking " <u>Add Project Costs</u> " and t appears. To add more items click " <u>Add Project Costs</u> " again. ce on how to enter project costs please click on the question mark icon above	entering the details e.		
	Item Description	(0)		
Cost Type	tien Description	(た)		
Cost Type Coach Education	1 x Rugby Training course - level 1 Girls @ £250	(£) £250.00	<u>Edit</u>	Delet
Cost Type Coach Education Coach Education	1 x Rugby Training course - level 1 Girls @ £250 1 x Rugby Training course - level 2 Girls @ £300	£250.00 £300.00	<u>Edit</u> Edit	Delet
Cost Type Coach Education Coach Education Facility / Venue Hire	1 x Rugby Training course - level 1 Girls @ £250 1 x Rugby Training course - level 2 Girls @ £300 20 x Leisure Centre Hire for fitness training @ £15 per hour	(£) £250.00 £300.00 £300.00	Edit Edit Edit	Delet
Coach Education Coach Education Facility / Venue Hire Instructor Fees / Costs	1 x Rugby Training course - level 1 Girls @ £250         1 x Rugby Training course - level 2 Girls @ £300         20 x Leisure Centre Hire for fitness training @ £15 per hour         20 x REP's Fitness Instructor sessions @ £35 per session	(£) £250.00 £300.00 £300.00 £700.00	Edit Edit Edit Edit	Delet

If you click on <u>Add Project Costs</u> again then you can add another entry into the table/grid above.

You can change any entry you have made by clicking on the **Edit** option at the end of the row.

You can remove any entry you have made by clicking on the **Delete** option at the end of the row.

#### **Step by Step Validation**

The online Application form will "validate" the content of each page. The left hand panel, known as the Validation Panel, not only displays a list of the pages on the application form, the percentage of the Application form completed, but also the status of information provided on each page

	Sport Wales Application System	CC Grant Tracker
Public Community Chest (English) 1742 Detaile	About the Impact of Your Project	Previous Next Save and Close
83.1% complete	Sessions / Participants	
Choosing Your Organisation	Please tell us about the impact your project will have on the number of Participants, Session groups will be affected as a result.	ns and Teams and which
About Your Organisation     About Your Organisation     (continued)     Community Sport	Click on the " <u>Add Project Impact</u> " link to select the relevant options from the dropdown lists groups that will be affected by this Project. Please enter both the current numbers and what a result of this project for Sessions, Participants and Teams. For further help on this topic pl mark icon below.	provided that represent the you are hoping to achieve as lease click on the question
Investment Outcomes     About Your Project     About Your Project     About Your Project     Continued)	Note: You can add multiple groups by clicking on the "Add Project Impact" link to add additio	onal groups affected
About the Impact of Your Project About Your Project	Add Project Impact	
Supporting Documentation	Does your Project include training for Coaches and Instructors?	
Validation	Officials	
Validation Summary	Does your Project include training for Officials?	
Does your Project include trai What other Project Outcomes ar	Volunteers	
< >>	Does your Project include training for Volunteers?	

The 🧟 icon indicates that all of the required information has been provided for that page

The sicon indicates there is missing or incorrect information on that page

The 💴 icon indicates you have not yet reached that page and therefore its status is unknown

The Validation Summary for each page, which is directly below the list of pages, will display what is wrong for the particular page you are on

Validation Summary			
Does your Project include trai			
What other Project Outcomes			
<u>ar</u>			
Will your Project increase the			
>>>			
Revalidate			

The validation status is automatically updated as you enter and leave a page on the application form. The Revalidate button, in the Validation Summary, can optionally be used to check a page for any problems before you leave it.



## Navigating from Page to Page

There are various ways of navigating from one page in the application form to another. You can either use the Next and Previous buttons found at the top and bottom of each page,

Previous	Next	Save and Close

Or you can use the Validation Panel to click on the specific page required.

49.7% complete
Choosing Your
Organisation
😵 About Your Organisation
About Your Organisation
V (continued)
Community Sport
V Investment Outcomes
😵 About Your Project
About Your Project
😻 (continued)
About the Impact of Your
Project
About Your Project
😈 Financial Details

## Saving your Application

You can Save and Close your application whenever you want and as many times as you want by clicking on the Save and Close buttons that appear at the top and bottom of every page.

Previous	Next	Save and Close
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You can return to your application form by selecting the **My Applications** option in the Sport Wales Grants Portal, clicking on the application in question and choosing the [Edit] option from the page displayed. **Note:** *You cannot edit an application once it has been submitted.* 

	Sport Wales Application System
Mr Ron John	
Home	Welcome to the Sport Wales Grant Management System, Ron John. You are now able to apply for Funding.
Apply	If you wish to apply for a new Grant than placed click on the Apply option in the left hand many
My Applications	n you wish to apply for a new Grant then please click on the <b>Apply</b> option in the relitination ment.
My Co-Applications	If you wish to work with an existing Application then you can either click on My Applications in the left hand menu or you can click on the relevant links in the table below.
My Approvals	
My Grants	Please Note: In our experience Applications for Funding stand a better chance of being successful when the Project and subsequent application have been discussed in advance with your Local Authority Sports Development Officer and your National Governing Body
Manage My Details	
Contact Us	31 unsubmitted funding scheme applications. <u>click here</u>
Logout	4 submitted funding scheme applications. <u>click here</u>

Mr Ron John	My Applications			
Home	You have 31 applications awaiting submission.			
Apply	To view more details or to update an application please color; it from the grid		New Application To start a new application click here:	
My Applications	below.	Select them the grid		
My Co-Applications				New Application
My Approvals	Reference Round	Last Undated	Status	% Complete
My Grants		30 Sep 2015		
Manage My Details	16/4 Public Community Chest (English)	14:58:56	Pre-Submission	0% View
Contact Us	1673 Public Community Chest (English)	25 Sep 2015	Pre-Submission	0% View
Logout		10:29:47		

Mr Ron John	Application Details	5	
Home Apply My Applications Public Community Chest (English) Ref: 1674	Title Reference Status Total Requested	Shake Up 1674 Pre-Submission .00	Current Role: (Lead Applicant)  Actions shown below are for your involvement as a Lead Applicant Edit the application
Application Details View History Journal	Organisation Scheme	XYZ Sporting Club Public Community Chest (English) Public Community Chest (English)	Please click on the 'Edit' button if you wish to make any changes to your application.
My Co-Applications My Approvals My Grants Manage My Details Contact Us	Created On Last Updated Validated	30 September 2015 30 September 2015	PDF the application (Print) Please click on the 'View/Print' button to generate this application form as a PDF file. Please note: If your browser blocks the file download, please follow the instructions to allow the file to be downloaded.
Logout			View/Print

### The Validation Page or Final page on the Application form

This is the final page on the application and it will indicate if there are any issues outstanding with your application form.

If there are, then it will display the name of the Page on which issue(s) still exist and also what the issue is. Issues are displayed in the form of hyperlinks, which means if you click on the link it will take you straight to the question that caused the issue.

	Sport Wales Application System
Public Development Grant (English) 1428 <u>Details</u>	Validation Previous Next Save and Close
98.6% complete	The application requires the items below to be addressed
Organisation     About Your Organisation	<ul> <li>Validate all mandatory / required helds listed below (that are required to be completed / amended before submitting)</li> <li>About Your Organisation</li> </ul>
Community Sport	<ul> <li>Applying Organisation has Historical Grants which are In Progress. 2922185 - Complete,</li> <li>Applying Organisation has Historical Grants which are In Progress. 3357178 - Complete,</li> <li>Applying Organisation has Historical Grants which are In Progress. DG 649 - Under Review,</li> </ul>
Investment Outcomes     About Your Project	Applying Organisation has Historical Grants which are In Progress. DG 552 - Under Review,     Applying Organisation has Historical Grants which are In Progress. CC 804 - Under Review,     Applying Organisation has Historical Grants which are In Progress. DG 809 - Pending Start Date.
About Your Project (continued) About the Impact of Your	Applicant's Declaration  Authorised Member - Mr Nick John must confirm their participation before submitting
Project     About Your Project     Financial Details	
Supporting	Previous Next Save and Close
Applicant's Declaration     Validation	
Validation Summary	
No errors on this page.	

**Note:** Some issues can only be resolved by the Sport Wales Grants Team, such as historical applications that are not at a "Closed" status in the Previous Funding section on the **About Your Organisation** page. These will prevent new applications from being submitted and as such it will require some administrative effort from Sport Wales to close any "open" applications.

Previous Funding						
If any previous grant applications are displayed in <b>RED</b> , or you would like more information on previous awards received by your organisation, then please contact Sport Wales on 0300 300 3111 before continuing with your application						
Grant Ref	Grant Type	Project Name		Award Date	Award Value (£)	Status
638557	Development Grant (Pre- CCGT)	App ID 638557 Migrated	XYZ Sporting Club	08/10/2002	8116.00	Closed
1921459	Development Grant (Pre- CCGT)	App ID 1921459 Migrated	XYZ Sporting Club		0.00	Closed
2922185	Development Grant (Pre- CCGT)	App ID 2922185 Migrated	XYZ Sporting Club	14/05/2013	10554.00	Complete

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If everything is OK with the application then you will be advised that you can [Save and Close] the application, which will allow you to [Submit] the application from the portal page you are returned to.

	Sport Wales Application System
Public Community Chest (English) 1732 Detaile	Validation Previous Next Save and Close
100.0% complete Information for the Applicant Choosing Your Organisation	Application is valid - Please follow the next steps in order to complete your application submission process;
About Your Organisation     About Your Organisation     (continued)     Community Sport     Investment Outcomes     About Your Project	Previous Next Save and Close

The Submit button will only be available for applications without any validation issues. If your application is "issue" free and you wish to submit your application to Sport Wales, then click on the Submit option on the right hand side of the Portal page you were returned to.

Home			
My Applications	Title	WDRC Under 16's Girls Team	
Public Community	Reference	1732	Role: Lead Applicant
Chest (English)	Status	Pre-Submission	Lead Applicant
Ref: 1732	Total Project Cost	1550.00	
Details			
View History	Lead Applicant	Mr Jonathon Davies	Please click on the 'Edit' button if you wish to make
Journal (0)	Organisation	Welsh Dragon Rugby Club	any changes to your application.
Sign-off Status	Grant Type	Public Community Chest (English)	Edit
My Approvals	Funding Round	Public Community Chest (English)	
My Reviews			PDF the application (Print)
Manage My Details	Signatories	Authorised Member	Please click on the 'View/Print' button to generate this
Contact Us		Mr Bob Jones	application form as a PDF file.
Logout		Confirmed participation Yes	Please note: if your browser blocks the file download,
		Signatory approval status Approved	please follow the instructions to allow the file to be
System Help 🚣			downloaded.
	Created On	28 September 2015	PDF Formatting Problems?
	Last Updated	30 September 2015	
	Validated	30 September 2015	Validate the application
	Applicant Submitted		To validate the application click "Validate' and then
	Submitted On		'Validate Form' within the application form.
	Submitted On		Validate
			Submit the application
			To submit this grant application, please click on the
			'Submit' button.
			Please note: you will not be able to make any
			alterations to the application form once it has been
			submitted.
			Submit
			Delete the application
			please click on the 'Delete' button.
			Please note: once an application has been deleted it cannot be recovered.
			Deleta
			Delete

**Note:** Once you submit your application your second Signatory or Authorised Member will be emailed by the system requesting that they log into the Sport Wales Grants Portal and "approve" your application. Your application will not be sent to Sport Wales until they have completed this task.

**Note:** For Community Chest Applications, once your second Signatory or Authorised Member has approved your application it will be automatically e-mailed to your Local Authority Grants Officer.

#### **Accessibility Options**

The Sport Wales Grants Portal operates in accordance to AA Accessibility Compliance standards. You can adjust the Text Size and Colour Preference for the pages displayed by using the control panel located at the top of the page. The default colour preference is black text on a white background.

sportwales	'nгч	Tex	tsize AAA   Color	Preference CCCC	)
/	Sport Wale	es Applicatio	n System	CC Grant T	Fracker
Sport Wales Grant Applica	tion Login				

Yellow text on a Black background

sportwales chwaraeoncymru	Text size A A I Color Preference C C C
Sport Wales Ap	plication System CC Grant Tracker
Sport Wales Grant Application Login Please log in using your e-mail address as your User ID plus the password If you are not a registered User then please register online using the link pl If you have forgotten your password then please click on the "Torgotten Par	supplied to you by Sport Wales ovided. Issword' link below and your password will be emailed to you.
Existing users Please log in to access your account. Email Password Remember Me <u>Forsotien Password</u> Login	New users Please register with us to create your account using your email address. This email address will be used for all correspondence so please ensure that the address is valid and regularly checked. Please note that all new users require validation prior to receiving access to the system. We will endeavour to complete this validation process as soon as possible (or be 2 business day, or in exceptional circumstances this may be longer) following completion of your initial registration. Register
© CC Technology 🗮 K English	CC Grant Tracker V3.1.1 @ CC Technology (1d. (2014)

sportwales chwaraeoncymru

## Yellow text on a Blue background

sportvales chwaraeoncymru	1	ext size A A A   Color Preference C C C C
Sport Wale	s Applicatio	On System CC Grant Tracker
Sport Weles Grant Application Login Please log in using your e-mail address as your User ID plus the If you are not a registered User then please register online using If you have forgotten your password then please click on the "Fo	e password supplied to you b g the link provided. prgotten Password" link belov	y Sport Wales y and your password will be emailed to you.
Existing users Please log in to access your account Email Password		New users Please register with us to create your account using your email address. This email address will be used for all correspondence so please ensure that the address is valid and regularly checked. Please note that all new users require validation prior to receiving
Remember Me Forgotten Password		access to the system. We will endeavour to complete this validation process as soon as possible (up to 2 business day, or in exceptional circumstances this may be longer) following completion of your initial registration.
© CC Technology	🗮 English 🛛 🔐 Cymraeg	CC Grant Tracker V3.1.1 @ CC Technology Ltd. (2014)

## White text on a Black background

sportw. chwarae	âles ioncymru	Text size A A I Color Preference C C C C	
	Sport Wales Ap	oplication System	ker
Sport Wales G Please log in us If you are not a r If you have forgo	rant Application Login ing your e-mail address as your User ID plus the passwor gestered User then please register online using the link p then your password then please click on the "Forgotten Po	d supplied to you by Sport Wales rovided. assword" link below and your password will be emailed to you.	
Existing use	ers	New users	
Please log in to	access your account.	Please register with us to create your account using your email	
<b>F</b> =-3		address. This email address will be used for all correspondence so please ensure that the address is valid and regularly checked.	
Bacaword		Please note that all new users require validation prior to receiving	
FdSWUU	Remember Me Forgotten Password     Login	rease rise and set of the value of the value and the value of the v	
		Register	
© CC Technology	<u></u> <del>≥ ∈</del> Englist	CC Grant Tracker V3.1.1 @ CC Technology Ltd. (2014)	