**Hints and tips for completing the Small Grants Programme 2020
online application forms**

We must receive your final online application by 12 noon on Friday 8 November 2019. We will only accept applications that have been made using the online application form.

Here are a few hints and tips to help you in completing the online form:

- We recommend that you access the form using google chrome rather than other browsers like internet explorer or Firefox to ensure all the tick boxes and other functions on the form work well.

- There are two separate online forms for capacity building grants and for feasibility study grants; please ensure you are completing the correct form for the grant you wish to apply for.

- As a first step, there is an eligibility check form to complete to check that your application meets the initial criteria set out for this fund.

- Clicking on the 'Proceed' button at the bottom of the eligibility check page leads you on to the online application form.

- To save a draft form, you will need to check the 'Save my progress and resume later' box on the top right-hand corner of the screen below the page numbers and enter an email address and choose a password. The email address should be the same one you have given for the main contact person during the application assessment process. You can choose any memorable but secure password.

  This email address entered above will receive an email containing a link to access the saved draft form so please ensure that you enter it correctly. You will need to enter the same email address and password every time you close down the draft form. The link that allows you to resume completing the form remains the same but will be emailed every time you close down the draft form.

  The email will appear as 'Form Notification' in your inbox and come from noreply@formassembly.com . Please do not reply to this email. It is possible that the email may go your junk/spam/clutter folder, so if you can't find it please look in these folders as a first resort.

- We recommend that you periodically save changes made to your application as you work on it to make sure you don't accidentally lose any changes.

- Please make sure that only one person opens the online draft form at any one time. If two or more people open the draft at the same time, any changes made by others will be overwritten when one person saves the form.

- You may find it easier to prepare your draft answers following the application template with guidance notes (available here), then copy your responses into the online form once finalised. This will also help with spell checking as this is not available on the form. The template form

is also provided to offer additional guidance. Please note that we will only accept applications made through the online application form.

- Use the 'Next Page' and 'Previous Page' buttons at the bottom of the screen to move through the pages. Do not press the back and forward arrows on the browser bar (this are usually at the top left-hand corner of the screen) while you are working on the online application form as it will take you out of your form without saving your changes.

- Before you send in the final application, please check to make sure you have completed all sections and are happy with the content.

- Some of the questions in the application form have word limits. If you go over the word limit for any of these, you will automatically be notified of this. Before you can send the final application to us, you will be prompted to reduce the number of words in your responses to within the specified word limits. The word limits are clearly set out for each question where they apply and are also shown on the template with guidance notes.

- You are able to attach supporting documentation to your application at the end of the form. Please consider how best to use these as only 10 are provided for. For example, you might consider compiling all CVs or all partnership agreements into one document.

- You have the option to provide links to some of the supporting documents such as policies and annual reports and accounts. Please provide these in the relevant sections of the application form.

- After clicking on 'Final preview' you have the option to review and print your completed application form. This can be to a printer or 'print to pdf' for saving if you have this software installed on your computer.

- **Please make sure you have actually sent us the final online application by the closing date of 12 noon on Friday 8 November 2019 by ensuring that after clicking through to 'Final Preview', you then continue to click on the 'Confirm' button which sends in your completed application form to Corra Foundation. If you don't do this, your application will remain in draft and you will miss the deadline. You will not be able to make any further changes to your application once you have pressed 'Confirm'.**

- You will receive an email to confirm that we have received your application. You should receive the email within fifteen minutes. This email will include a link to enable you to view and print copies of a read-only version of your final application.

- If you don't receive this email, please check your junk/spam/clutter email. If you are still not able to find this email, please call us on 0131 444 4020 and we'll be able to help.

- You can send us your final application at any point before and up until 12 noon on Friday 8 November 2019.

- It is up to you to make sure we receive your completed final online application by the deadline. Please make sure you leave plenty of time to complete your application and send it in to us as we will be unable to accept any late applications.

If you have any questions about the application form or process, please email the International Team at international@corra.scot or call on 0131 444 4020 and they will be happy to help.

Many thanks.