

Hints and tips for completing the Children, Young People, Families and Adult Learning Third Sector Fund online application form

We must receive your final application by **3pm on 5th September 2022** and we will only accept applications that have been completed using the online application form. There are a few simple things to note about the online form:

- When you are working on the form, please open it in Google Chrome, Firefox or Microsoft Edge to ensure all the tick boxes on the form work properly; the form will not work properly if you use internet explorer.
- The first time you save a draft of the report you will be asked to put in your email address and a password. The email address should be the same one as you have given in the assessment contact details section of the application form, and you can choose any password that you will remember. Once you have done this you will be sent an email with a link, so you can access your saved document.
- It is possible the link may go your junk/spam/clutter folder, so if you can't find it please look in these folders before getting in touch with us.
- When you use the link and password to go back into the form, you can work on it and save drafts as you go without having to come out of the report each time.
- Every time you save the form, you are asked for a password and an email address, and keeps track of the most recent one used to save. - using a a password keychain or password locker tool can often be useful.
- We do recommend that you periodically save changes to your report as you work on it to make sure you don't accidentally lose any changes (as you would do if you were working on a Word document).

- Please make sure that only one person opens a draft at a time. If two or more people open drafts at the same time, when one of them saves their work it will overwrite what anyone else has written.
- You may find it easier to collate all your answers on the word template that is available, then copy the information into the online form. This will also make it easier for a number of people to work on your application together. Please note that we will not accept applications unless they are on the online form.
- Do not press the back arrow on the browser bar (this is usually at the top left hand corner of the screen) while you are working on the report as it will take you out of your report without saving any changes you have made.
- You might find it easier to type longer answers in a word document then copy them into the report, as there is no spell-check on the form. The word template of the application form is ideal for doing this, and you can find it on the Corra Foundation website.
- Some of the sections in the application form have suggested word limits which are intended as guidance so you know roughly how much information we are expecting. The online form will accept answers that are longer than the suggested word limits, but we recommend that you try to give answers within the suggested word limits as this means you are more likely to be giving us the amount of information we need.
- Before you send the final application please check to make sure you have completed every section and make sure you are happy with the content.
- To be able to finalise your application and send it to us you must have completed the first part of the organisation details section, and all the sections that are highlighted in red. These are:
 - Section 1: All the assessment contact details.
 - Section 2: The legal name of the organisation.

- Section 10: The name and email address of the authorised signatory for your application.
- Please make sure you have actually sent us the final online application by the closing date of 3pm on 5th September 2022; if you do not do this your application will still be a draft copy and we cannot accept it.
- Once you have completed the application and clicked 'review' if there are any of the essential contact details you have missed or if any numbers or dates are not in the correct format these will be highlighted and you can review them. After you have done this you will be able to click 'Confirm' which will send the application form to us and you will not be able to make any further changes to it.
- Once you have pressed 'Confirm' you will be sent an email to confirm we have received your final application. This will be sent to the email address you have used to access your draft application and you should receive the email within fifteen minutes of sending us your final application. This email will include a link to enable you to view and print copies of your final application.
- If you don't receive this email, please check your junk/spam/clutter email. If you haven't been able to find it, 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 5th September 2022 if it is ready.
- It is up to you to make sure we receive your completed final online application by **3pm on 5th September 2022**. Please make sure you leave yourself plenty of time to complete your application and send it to us; if you leave it to the last minute and something goes wrong and we receive your application after this time we will be unable to accept it. This includes IT issues or people being off work for any reason.

If you have any questions about the application form, or need any additional support to access or complete the application form, please email or call team at Corra who are managing this fund and they will be happy to help. The email for the fund is CYPFALTSF@corra.scot and our phone number is 0131 444 4020.

Many thanks.

[The Corra Foundation](#)

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