

Hints and tips when completing the #ShiftthePower Scotland Comic Relief Programme 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 rather than Internet Explorer to ensure all the tick boxes on the form work properly.
- To be able to save a draft you must have completed the following information on the application, as highlighted in red on the form:
 - Section 1: Organisation name and email address.
 - Section 3: The name and email address of the person who will authorise the application.
- The email information you complete in the authorisation section will be the email address to which the link will be sent so you can retrieve the draft, so please make sure this is correct.
- The first time you save a draft of the form 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 authorisation 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.
- We do recommend that you periodically save changes to your form 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.
- 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 form as it will take you out of your document without saving any changes you have made.
- 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.
- Some of the sections in the application form have word limits. If you go over the word limit for any of these sections, you will automatically be notified that this has happened. Before you can send the final application to us you will be prompted to reduce the number of words for individual answers to within the specified word limits. The word limits are clearly set out on the application form for each question where they apply.
- Please make sure you have actually sent us the final online application by the closing date of 2pm on 30th September 2019 by choosing the 'send application' option. If you do not do this your application will still be a draft copy and we cannot accept it.
- Once you have pressed 'send application' you will be sent an email to confirm we have received your final application. You should receive the email within fifteen minutes of sending us 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 and we'll be able to help.
- You can send us your final application at any point before 30th September if it is ready.
- Once you have completed the application and clicked 'send application' you will not be able to make any further changes to it.
- 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, please email or call the team at Corra Foundation and we will be happy to help. The email for the programme is shitftthepower@corra.scot our phone number is 0131 444 4020.

The Corra Foundation
Riverside House, 502 Gorgie Road Edinburgh EH11 3AF
e: hello@corra.scot t: 0131 444 4020 www.corrascot

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