Hints and tips for completing the Families and Communities Fund

online application form

We must receive your final application by **2pm on 24th September 2019** and we will only accept applications that have been completed using the online application form. There are a couple of 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 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 11: The name and email address of the authorised signatory for your application.

- The email information you complete in the assessment contact details 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 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.

- 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.

- 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 asked 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 for each question where they apply and are also shown on the word template of the application form and on the application guidance notes.

- Please make sure you have actually sent us the final online application by the closing date of 2pm on 24th 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 completed the application and clicked 'send application' you will not be able to make any further changes to 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. 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 and we'll be able to help.

- You can send us your final application at any point before 24th September if it is ready.

- It is up to you to make sure we receive your completed final online application by 2pm on 24th September. 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 Families and Communities Fund team at Corra Foundation and they will be happy to help. The email for the fund is facfund@corra.scot and our phone number is 0131 444 4020.

Many thanks.