

Online Application Guide

You may find it helpful to read through this guide before you start completing the online application form.

General notes

After you open the link to the application form you may stop and start work on the document at any time by saving a draft copy.

The final application form will only be sent onto Corra once you press **CONFIRM**. An automated email acknowledgement will be sent to the email address you provided. If you do not receive this email within an hour this may mean that we have not received your application, so please contact us immediately. Once you have sent in your application you will no longer be able to access your form to make any amendments.

We recommend that you do not wait until the last minute to send in your form in case you encounter any technical difficulties. If you do have difficulties, please call us and we will do our best to help.

Filling in the application form

- Please read the full application guidance notes which are available on our website
- To help you fill in each section, click on the empty information box; guidance notes for that section will pop up at the bottom of the box. The guidance notes are also available as a separate document on our website.
- Some boxes have word limits
- You may prefer to draft your application answers in a word document and then copy and paste into the online application
- Do not press the back arrow on the browser bar as this will take you out of your application
- Save your work on a regular basis
- '£ ' signs are not needed in number boxes and dates must be in the DD/MM/YY format

Saving a draft and going back into your application form

- At the top of the application form SELECT **save my progress and resume later**
This will allow you to enter your email address and create a password to save your draft application form
- An automatic link will be sent to the email address provided to allow you to access your draft application again
- When you revisit a previously saved application form you have an option at the top of the page to click **resume a previously saved form**. This will take you to an identity check that asks you to re-enter your email and password that you used to save your draft application

Uploading (attaching) enclosures

- It is important that all relevant documents are attached. Without these we may not be able to proceed with your application
- Once uploaded all enclosures will appear **in bold** at the bottom of the preview page under each attachment question
- Above the 'confirm' button a list of 'Attached Files' and their file size will appear. Note that you may have difficulty in attaching files which exceed 2MB in size. You can reduce the file size by removing images such as pictures and logos. If you continue to have problems, please call us.

Previewing your application form

- At the end of the application there is a preview button
- Preview your application before sending it in to ensure that every box has been completed and that all enclosures have been uploaded
- If you try to send in an incomplete application form, a message may pop up on your screen indicating that 'The form is not complete and has not yet been sent in', along with the error message "There are 'X' problems with your form"
Incomplete fields will appear in red.

Printing your application form

- When previewing your application, at the bottom of the preview page an option to **PRINT** will come up on your screen
- You may also click 'Ctrl + P' to print a copy of your application

Saving a copy of your application form

- Press 'Ctrl + P' but instead of selecting a printer, select 'save as pdf'

****Please ensure you press CONFIRM to send your application to us, otherwise it will remain in draft.****

You may send in your final application before the closing date but remember that you cannot then go back to change it.

Unfortunately, any Standard Grant applications received after the closing time/date cannot be accepted.

Please feel free to call us if you are unsure about anything.

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