ARTS COUNCIL ENGLAND

# National Lottery Project Grants:
# Grantium Guidance – How to Apply

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# Getting Started

This guidance begins with assuming you having a Grantium **user account** that is linked to the **Applicant profile** that you want to make the application from. If you need help to get to this stage, please refer to [this guidance](#) on our website.

To start the application process for National Lottery Project Grants:

- Log into Grantium

- In the main left-hand menu click on **Browse Programmes**

- Next to **National Lottery Project Grants** click on the magnifying glass 🔍

- Read the information and then click **Apply Now**

- At the top dropdown select the **Applicant profile** that you wish to apply from, ignore the bottom dropdown and then click **Save & Next.**

- If you need to review your **Applicant profile** then click **View,** otherwise click **Next.**

- Type the name of your project and then click **Save & Next.**

- The **Eligibility Quiz** is now ready for you to complete.

> **Please note:**
> **Grantium** works like a flowchart.
> This means that the way in which you answer a question will determine what the next question or page will be.
> Not all the questions/pages mentioned in this guidance document may therefore appear for you, depending on your answers.

## Eligibility Quiz

- Read the information and then click **Next.**

- Answer all the questions and then click **Save & Next.**

- After each section, if your activity appears to be ineligible, you will see a message to let you know. Otherwise continue answering all the questions section by section.

- On the **Your Project cont.** page, you will need to click to download an **Information Sheet**.
  Once you have read it, you can choose whether you are able to click to tick the box to declare that you think your project is eligible.

- If you are asked to upload a **Letter attachment**:
  - Click on the first blue hyperlink under **Document Type**.
  - Type a description/name for your letter
  - Click to select the type of letter you are attaching
  - Click **Choose file** to select the document you wish to upload from your computer.
  - Click **Save & Back to List.**
  - Repeat as necessary for each document you need to upload.
  - When you have finished uploading attachments on that page, click **Next.**

- Once you have answered all the questions, and if your activity appears eligible, then the final page will be the **Submission Summary** where you will be able to click **Submit.**

> **Please note:**
> You <u>must</u> click **Submit** before you can move onto the next part of the application process.

Grantium support:
enquiries@artscouncil.org.uk
0161 934 4317

# Expression of Interest

**Please note:**

Not all projects will ask you to complete an **Expression of Interest** – some will skip straight to **Application**. See Application guidance below

In the Grantium main left-hand menu click on **Submissions**

Next, make sure that:

- In the top left you have the correct **Applicant** selected at the dropdown
- In the middle centre you have the correct **Project** selected at the dropdown

Click on the **orange folder** next to **Expression of Interest**

- Read the information and then click **Next.**

- If you need to make any changes to the details on the next two pages, then you will need to exit the **Expression of Interest** and go to your **Applicant profile** to update it. Follow this guidance on our website.
  Otherwise just click **Next** until you reach the **Contact information** page.

- Review the contacts, which have pulled through to here from your **Applicant profile**. You may need to edit the contacts for this specific project.
    o If you need to edit one of the contacts, click the magnifying glass
    o If you need to delete a contact, click the red circle
    o If you need to add a different contact, click on add

  Once you have finished reviewing your contacts for the project, click **Next.**

- For the rest of the **Expression of Interest**, answer the questions on each page and click **Save & Next**

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**Top tips:**

- Please bear in mind that if you draft your text in MS Word, that Grantium uses a different method of counting characters. One example is that when you press Enter to start a new line, MS Word counts this as one character whereas Grantium counts this as two ('line stop' and 'line start'). Your text is likely to have a larger character count in Grantium than it would in MS Word.

- Grantium will log you out after 20 minutes of inactivity.
  Please note that Grantium **cannot** tell when you are <u>typing</u>, it can only tell when you are <u>clicking</u> something. When you are typing, Grantium cannot tell that you are still using the system. Therefore, please remember to click **Save** often.
  You will receive a warning on screen when you are getting close to being logged out.

- If you are asked for a **Tour Schedule**:
  - To add a line, click add
  - Fill in the page.
  - If you have more lines to add, click **Save & Add Another**
  - Otherwise click **Save & Back to List** and then click **Next**

- The last page is the **Submission summary**. If you have green ticks next to the items in the list, then it will allow you to click **Submit**.
  If you have any red crosses, then you have not yet completed that page successfully – the blue hyperlink will tell you the reason it's not complete and will take you back to the right section to amend it.

# Expression of Interest – notification

**Please note:**

You will only receive an **Expression of Interest Notification** if you were asked to complete an **Expression of Interest** for your project.

You will receive an email to let you know once a recommendation has been made on your **Expression of Interest**.

In the main Grantium menu click on **Submissions**.

Next, make sure that:

- In the top left you have the correct **Applicant** selected at the dropdown
- In the middle centre you have the correct **Project** selected at the dropdown

Click on the **orange folder** next to **Expression of Interest notification**

- Click **Next**.
- Once you have read all the information, select **Yes** at the dropdown and click **Save & Next**.
- Click **Submit.**

## Application

In the main Grantium menu click on **Submissions**.

Next, make sure that:

- In the top left you have the correct **Applicant** selected at the dropdown

- In the middle centre you have the correct **Project** selected at the dropdown

Click on the **orange folder** next to **Application**

- Read the information and then click **Next**.

- If you need to make any changes to the details on the next two pages, then you will need to exit the **Application** and go to your **Applicant profile** to update it. Follow this guidance on our website.
  Otherwise just click **Next** until you reach the **Contact information** page.

- Review the contacts as you may need to make edits for this specific project.

  - If you need to edit one of the contacts, click the magnifying glass
  - If you need to delete a contact, click the red circle
  - If you need to add a different contact, click add

  Once you have finished reviewing your contacts for the project, click **Next.**

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**Please note:**

The **Application** works like a flowchart.

This means that the way in which you answer a question will determine what the next question or page will be.

Not all the questions/pages mentioned in this guidance document may therefore appear for you, depending on your answers.

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- The **Governance document** automatically pulls through from your Applicant profile. If you need to change the document, then you will need to exit the **Application** and go to your **Applicant profile** to update it. Follow this guidance on our website.

- For the rest of the **Application**, you will need to either (as appropriate):
  - Read the information and click **Next**, or
  - Answer the questions on the page and click **Save & Next**

- Some pages may ask you to add lines to a table:
  - To add a line, click add
  - Fill in the page
  - If you have more lines to add, click **Save & Add Another**
  - Otherwise click **Save & Back to List** and then click **Next**

- On all of the various **Attachments** pages:
  - Please read all the information carefully.
  - Click on the first blue hyperlink under **Document Type**.
  - Type a description/name for your document, and then click **Choose file** to select the document you wish to upload from your computer. Click **Save & Back to List.**
  - Repeat as necessary for each document you need to upload.
  - When you have finished uploading attachments on that page, click **Next.**

- The last page is the Submission summary. If you have green ticks next to the items in the list, then it will allow you to click **Submit**.
  If you have any red crosses, then you have not yet completed that page successfully – the blue hyperlink will tell you the reason it's not complete and will take you back to the right section to amend it.

## Application - Decision notification

You will receive an email to let you know once a decision has been made on your application.

In the main Grantium menu click on **Submissions**.

Next, make sure that:

- In the top left you have the correct **Applicant** selected at the dropdown

- In the middle centre you have the correct **Project** selected at the dropdown

Click on the **orange folder** to view the decision notification step.