

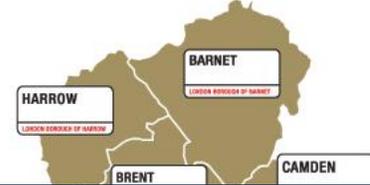


JOHN LYON'S CHARITY

# How to upload signed contracts to the Grants Portal



We give grants to benefit children and young people up to the age of 25 who live in nine boroughs in North and West London. Since 1991, the Charity has distributed over £100 million to a range of organisations that seek to promote the life-chances of children and young people through education.



- WHO WE FUND
- HOW TO APPLY FOR A GRANT
- YOUNG PEOPLE'S FOUNDATIONS
- APPLY ONLINE: GRANTS PORTAL

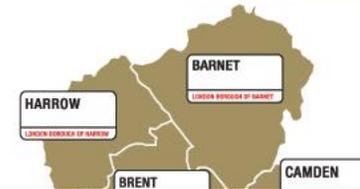
Go to the Grants Portal via our homepage: [www.jlc.london](http://www.jlc.london)



GRANT POLICIES	WHAT CAN I APPLY FOR?	WHICH GRANT FUND SHOULD I APPLY TO?	HOW DO I APPLY?
<a href="#">Policy</a>	<a href="#">Programme Areas</a>	<a href="#">Main Grants Fund</a>	<a href="#">First Steps</a>
<a href="#">Grant-giving Principles</a>	<a href="#">Types of Support</a>	<a href="#">Schools in Partnership Fund</a>	<a href="#">Second Stage Application</a>
<a href="#">Living Wage Friendly Funder</a>	<a href="#">Recent Grants</a>	<a href="#">Bursary Fund</a>	<a href="#">Minimum Requirements</a>
<a href="#">Who We Fund</a>		<a href="#">Small Grants Fund</a>	<a href="#">Apply Online: Grants Portal</a>
<a href="#">What We Do Not Fund</a>		<a href="#">School Holiday Activity Fund</a>	
<a href="#">Information for Grant Holders</a>		<a href="#">School Explorer Fund</a>	



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Alternatively, go to 'Grants' on the main menu and then click 'Apply Online: Grants Portal'



# JOHN LYON'S CHARITY

Exit

## Please Sign In

If you already have a John Lyon's Charity account, please sign in with your email address and password.

If you do not have an account, please click the 'New Applicant' link to create one.

E-mail  Password

[New Applicant?](#) [Forgot Password?](#)

[Login](#)

Enter the e-mail address and password that you used when creating your account. Click 'Login'.



# JOHN LYON'S CHARITY

Account: debbie@jlc.london | [Change E-mail/Password](#)

Last Log in: 4/4/2019 3:54 PM GMT01:00

[Applications](#)

[Requirements](#)

## Applications

Welcome to your grant portal homepage.

This page can be used to start a new application, view any 'In Progress' or 'Submitted' applications.

To find out more about the application process for each grant fund, visit our [website](#). Please note that all information provided will be subject to our [Privacy Policy](#).

## Requirements

Requirements refer to any tasks you need to complete to progress your grant further. Primarily this will relate to your reporting. To view any outstanding requirements please click on the Requirement tab above, if this tab is not yet visible it means you currently do not have any requirements linked to your applications.

## Tips and guidance

You can save your progress on your application at any time, and return to it later. You will be emailed a copy of your application each time it is saved.

Please note: The application form will time out after 45 minutes if left idle (you are not working on it), or after 60 minutes on one page. If your application times out and you have not saved your progress, any data will be lost. You will receive a reminder to save your work before it times out, however we recommend saving every 30 minutes anyway.

On submitting your application, you will receive an email to confirm that it has been received by John Lyon's Charity. If you have any difficulties, please get in touch.

**When completing the application form, we strongly recommend you answer every question. Please take the time to check your application carefully, especially the grammar and spelling of your/your organisation's contact details to avoid any delays in processing your application.**

## Navigation

You can move forwards and backwards through your application by clicking on any of the section headings at the top of the page. Do not use the back button on your browser as this could lead to you losing your work.

## Start a new application

To begin a new application, click on the name of the grant fund you wish to apply to below:

- [Stage 1 Proposal \(Small Grants / Main Grants / Schools in Partnership\)](#)
- [School Holiday Activity Fund \(SHAF\)](#)
- [School Explorer Fund](#)

**This is your homepage. Click on the 'Requirements' tab.  
'Requirements' are any tasks you need to complete for your application.**

If you are unable to see the 'Requirements' button, try using Google Chrome: [https://www.google.com/intl/en\\_uk/chrome/](https://www.google.com/intl/en_uk/chrome/)



Account: debbie@jlc.london | Change E-mail/Password  
Last Log in: 13/08/2020 12:07 GMT01:00

Applications Requirements

### Requirements

'Requirements' refer to tasks you need to complete in order to progress to the next stage of funding and/or complete your grant with the Charity, such as reporting.

Below you will find a list of requirements for your live applications. To continue writing a report select the 'In Progress Requirements' in the drop down box below.

If you have any questions, please [contact us](#).

Show  ▾

Form Name	Project Title	Type	ID	Due	Updated	My Role	Action
<a href="#">Grant Contract</a>	Junior Youth Club (EXEMPLAR)	Signed Contract	216563	14/12/2021	09/09/2020	Owner	
<a href="#">Branding Contract</a>	Junior Youth Club (EXEMPLAR)	Branding Contract	216562	14/12/2021	09/09/2020	Owner	
<a href="#">LCRF Reporting Form</a>	COVID-19: LCR Wave 1 - Emergency Items	Final Report	208276	01/10/2020	03/07/2020	Owner	

Use the right-hand side menu to see your 'New Requirements'.  
'New Requirements' are tasks you have not worked on yet.  
Once you have started, it will become an 'In Progress Requirement'.



Account: debbie@jlc.london | Change E-mail/Password  
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Applications Requirements

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Show

- New Requirements
- New Requirements
- In Progress Requirements**
- Submitted Requirements

**If you have clicked on the requirement before, it will become an 'In Progress Requirement'. You can view your 'In Progress Requirements' by using the menu on the right-hand side of the page.**



Account: debbie@jlc.london | Change E-mail/Password  
Last Log in: 13/08/2020 12:07 GMT01:00

Exit

Applications Requirements

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Click here to fill out this requirement

Click on the relevant requirement name to submit your contract.

# **IMPORTANT**

**Before submitting a contract, please ensure you have checked the following:**

- You have saved the Branding Contract and Grant Contract as two separate PDF documents. Please ensure you scan both sides of the contract.**
- The contracts have been saved as a PDF documents.**
- The trustee that has signed your Grant Contract is registered on the Charity Commission. The name on the contract should match exactly with the trustee's name, as it is written on the Charity Commission website.**
- Bank details on your Grant Contract must match the bank details on your Bank Statement**

**Please note: Both the Branding Contract and Signed Contract must be signed correctly and submitted, before we are able to process your grant payment.**



# JOHN LYON'S CHARITY

Grant Contract **Review My Requirement**

## Grant Contract

Printer Friendly Version | E-mail Draft **Exit**

\* Required before final submission

### Grant Contract

Please remember the Grant Contract should be signed as below. This should be a hand signature and not typed. We are unable to accept documents which have not been signed with the correct authority and this may delay your grant payment:

- Registered charities - this must be signed by the Chair or another member of the Board of Trustees. **Please ensure the person signing the contract is listed on the Charity Commission as a current Trustee.**
- Schools - this must be signed by the Chair of Governors and Headteacher.
- Local authorities - this must be signed by the relevant Director.

By signing the Contract you are agreeing to the terms and conditions contained in it. Please read this Contract carefully. There may be specific conditions to be met by you before the grant can be released.

### \* Signed Contract

1. Complete the Grant Contract and save it on your computer as a **PDF file**.
2. Upload the completed Grant Contract by choosing the file and then **click 'upload'** below.

Choose file No file chosen  
Upload No file chosen

Save & Finish Later **Review & Submit**

Once your contract is ready to be submitted, click 'Choose file'.



# JOHN LYON'S CHARITY

[Grant Contract](#) [Review My Requirement](#)

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## \* Signed Contract

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2. Upload the completed Grant Contract by choosing the file and then **click** on the **Upload** button.

No file chosen

Open

This PC > Documents > Applications

Name	Date modified	Type	Size
Branding Contract - Signed Sept 20	11/09/2020 16:36	Adobe Acrobat D...	248 KB
Grant Contract - Signed Sept 20	12/09/2020 10:13	Adobe Acrobat D...	925 KB

File name: Grant Contract - Signed Sept 20

All Files

Open Cancel

[Printer Friendly Version](#) | [E-mail Draft](#)

your grant payment:

[Save & Finish Later](#) [Review & Submit](#)

**Navigate to where your contract is saved.  
Click on the name of the contract you need to upload and then click 'Open'.**



Grant Contract Review My Requirement

### Grant Contract

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Choose file Grant Contract...d Sept 20.pdf  
Upload

Save & Finish Later Review & Submit

You will see the name of your saved contract appear.  
Click 'Upload'.



Grant Contract Review My Requirement

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2. Upload the completed Grant Contract by choosing the file and then **click 'upload'** below.

File Name	Uploaded	Size
<a href="#">Grant Contract - Signed Sept 20.pdf</a>	09/09/2020	924 KB
<a href="#">Remove</a>		

Save & Finish Later Review & Submit

Once your contract has been successfully uploaded, it will look like this.  
Then click 'Review & Submit'.



Grant Contract

Review My Requirement

Exit

You can review the information you've provided so far and make necessary modifications here. If you're satisfied with the contents of this report, click Submit. If you're not ready to submit your report yet, click Save & Finish Later.

## Grant Contract

Printer Friendly Version | E-mail Draft

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<a href="#">Remove</a>		

Save & Finish Later

Submit

After you have reviewed the upload, click 'Submit'. Your signed contract will be sent to the Finance Team at John Lyon's Charity, who will be in touch if there are any problems with your contract.