

## Welcome to the Heart of Bucks funding portal

We are excited to introduce our new funding portal. This has been developed to provide a simpler and intuitive way for you to explore funding opportunities and manage your applications and end of grant reports, keeping track of everything all in one place.

This is only the beginning! We would love to hear your views and feedback as we continue to build on the portal over time, with updates and improvements.

Below is a brief guide on how the new funding portal works, including key features and handy tips to help you along the way.

### *Accessing the portal*

Access the portal using your preferred device (desktop, laptop, tablet or mobile).

When you first arrive, you should see these pages before logging in:

- Home
- Resources
- My Account

### *Getting started*

1. Go to 'My Account' at the top right of the page. Log in or register using your email. After logging in, you should be able to see these additional pages: Funding, My Applications, and End of Grant Reports.
2. Explore the portal (home, funding, my applications, end of grant reports, resources, my account) to get to know it better.
3. You can start an application form in 'Funding'.
4. Once you have started an application, if you would like to return later, you will be able to continue in 'My Applications' in the section 'In Progress Applications'. If it doesn't appear immediately, please refresh your browser.
5. You can start your End of Grant reports in 'End of Grant Reports'. If you would like to return later, you will be able to.
6. Go to 'Resources' to find guidance on grants and reporting.

### *Feedback*

At the end of our application forms, you'll be asked to rate your overall experience (1–5) and share any final comments or suggestions.

As we continue to develop and improve our funding portal, we would welcome any feedback you may wish to share. Your input helps us to keep improving and work towards a portal that works effectively for our community.

# The Application Process

## 1. Starting an application

Choose any available fund and begin a new application.

While completing the form, please make sure you are saving your progress as you go along. You can do this by clicking **Save Progress**, **Save & Back** and/or **Save & Next**

## 2. Returning to your in-progress applications

If you need to leave your application to continue it later, please **ensure you have clicked either Save Progress, Save & Back or Save & Next before exiting the form**. This saves all your latest information, so it is there when you return.

It is important you return to the application by logging into the portal and going to **'My Applications'**. Here, you will find your in-progress application in the table and will be able to click into it to continue from where you left off.

## 3. Submitting your application

When you have finalised your application, please click 'Submit'. This may take a short while so please do wait for it to finish loading and the message 'Your Application Has Been Received!' to pop up before leaving the application.

Once you submit:

- You should receive confirmation and a copy of your application via email.
- Your application should move from 'In-Progress Applications' to 'Submitted Applications'. If it does not move immediately, please refresh your browser.

## 4. Reporting issues

During your application, if you need support, please do reach out to us at:

[grants@heartofbucks.org](mailto:grants@heartofbucks.org)

The more detail you can provide (what, where, when), the more helpful it is for us to provide the correct support.



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