Libraries Improvement Fund:
Grantium Guidance – How to Apply

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Grantium support:
enquiries@artscouncil.org.uk

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 the Libraries Improvement Fund:

- Log into Grantium
- In the main left-hand menu click on **Browse Programmes**
- Next to **Libraries Improvement Fund** click on the magnifying glass 🔍
- Click **Apply Now**
- At the top dropdown select the **Applicant profile** that you wish to apply from, <u>ignore</u> 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** for this fund is now ready for you to complete.

- 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.
- 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.

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Expression of Interest

The next step in the process is to complete the **Expression of Interest**.

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.

  - 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 on add

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

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 I 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 **does not** recognise typing as activity, only clicking either a button or a link. Please remember to click **Save** often. You will receive a warning on screen when you are getting close to being logged out.

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

- You need to complete some pages by adding lines to the tables.
    - 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**
    - Click either **Next** or **Save & Next** (there will only be one of these options available)

- 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

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

If you have been recommended to apply, the **Application** will now be available.

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.**

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

- You need to complete some pages such as **Income**, **Expenditure, Location** or **Activity Plan** by adding lines to the tables.
    - 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**
    - Click either **Next** or **Save & Next** (there will only be one of these options on the page)

- On the **Downloadable Templates** page, click on the **magnifying glass** 🔍 to download the cashflow template.

- You will need to fill this in and save it to your computer, then upload it later when you reach the **Other Attachments** page

- The **Governance document** and **Monitoring Information** automatically pull 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.

- On the **Other Attachments** page:
    - Please read all the information carefully.
    - You should then upload your documents one by one.
    - To do this, click on the first blue hyperlink under **Document Type**.
    - Type a 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.