



Cultural Development Fund: Round 4 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 Cultural Development Fund

- Log into Grantium
- In the main left-hand menu click on **Browse Programmes**
- Next to **Cultural Development Fund** 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** 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 must click **Submit** before you can move onto the next part of the application process.

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**.

- On the **Project Cost** page, the total amount you are requesting is pulled through from the **Eligibility Quiz**. If you need to amend this, please type the revised requested amount in this box.
- Type the total amount you are requesting for Capital activity in the next box. Then type the Total project cost in the bottom box.
- Click the **Calculate Revenue and Match Funding** button. This will calculate the Revenue activity amount and percentage of match funding for your project. If these amounts are not eligible, you will see a message to let you know.
- Click **Save & Next**
- On the next screen, using the prompts, type your proposed idea in the box. Click **Save & 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 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 **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.

- 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 to click into.

Please note:




Whilst you can click into the **Application** immediately, the pages and questions in the step will only appear after the **publication date – 12 noon on 11 March 2024**.

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**.

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/page will be, and so on.

Not all the questions/pages mentioned in this guidance document may therefore be visible to you to have to answer.

- For the rest of the Application, answer the questions on each page and click **Save & Next**
- On the **Basic details** page, the total amount you are requesting is pulled through from the **Expression of Interest**, along with the breakdown of Capital and Revenue costs. If required, you can amend the total amount you are requesting, the amount you are requesting for Capital activity, and the total project cost on this page.
- If you make any changes to these amounts, click the **Calculate Revenue and Match Funding** button. This will recalculate the Revenue activity amount and percentage of match funding for your project. If these amounts are not eligible, you will see a message to let you know.

- If these pages are visible to you as part of your **Application**, then you need to complete them by adding lines to the tables:

- **Location**
- **Ownership of land and buildings**
- **Revenue activity locations**
- **Activity Plan**
- **Project partners**

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 **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.
- On all the various **attachments** pages that are visible to you to you as part of the **Application**:
 - 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**.

- You must answer all the questions on the **Monitoring information** page, but if you prefer not to provide some of the information, you can tick the 'Prefer not to answer' box.
- 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.