





Completing your Application

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

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**.

- On the **Basic Details** page, answer all the questions and then click **Save & Next**

Top tip:

Grantium uses a different method of character count than MS Word.


Grantium counts spaces, line breaks and special characters differently.

For example, if you press Enter to start a new line, MS Word counts this as one character, whereas Grantium will count it as two 'line stop, line start'.

Please bear this in mind if you draft your answers in MS Word to copy and paste over.

Culture Recovery Fund: Emergency Resource Support Grantium guidance - Application

July 2021

- On the **Financial Information** page:
 - Type a figure into every yellow box
 - If you did not receive anything from any of these funds and/or are not expecting to receive anything on the dates provided, please type **0**
 - Click **Save & Next**
- On the **Financial Viability and Sustainability** page, answer all the questions and then click **Save & Next**
- On the **Expenditure, Delivery Plan and Area of Benefit** pages:
 - To add a line to the table, 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 the **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, click **Next**.
- The **Monitoring Information** automatically pulls through from your Applicant profile. If you need to change any of the information, then you will need to exit the **Application** and go to your **Applicant profile** to update it. Follow [this guidance](#) on our website.

- Read the **Declaration** page, click to tick in all the relevant boxes, then click **Save & 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:

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

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