



How To Accept Your Grant Offer

- 1 Once you have received a notification, **Log in** to your Grantium account
 - 2 Click on **Submissions** in the navigation menu on the left hand side of the screen
 - 3 Use the **Applicant** dropdown menu to select your **Applicant Number**
 - 4 Use the **Applicant Project Name** dropdown menu to select your **Project Name**
 - 5 Open the **Offer Letter Acknowledgement** step using the orange folder icon 
 - 6 Read the **Offer Letter**
 - 7 Press Next to go to the **Attachments** screen and download the Bank Details Form and the Terms and Conditions
-  You will use the Bank Details Form when you submit your Bank Details through Grantium. Save the form for when you do this step later!
- 8 Read the **Terms and Conditions**
 - 9 Press Next to go to the **Acknowledgment** screen and select **Yes** to accept the grant
 - 10 On the Submission Summary screen press **Submit**

 Please note: you do not need to attach your bank details or any evidence to meet payment conditions to your Offer Letter.

Once you have accepted your offer and submitted your Offer Letter, you will need to send us your bank details through Grantium. We will send you a notification on Grantium to let you know when you can submit your bank details. You can also now submit your first payment request through Grantium.