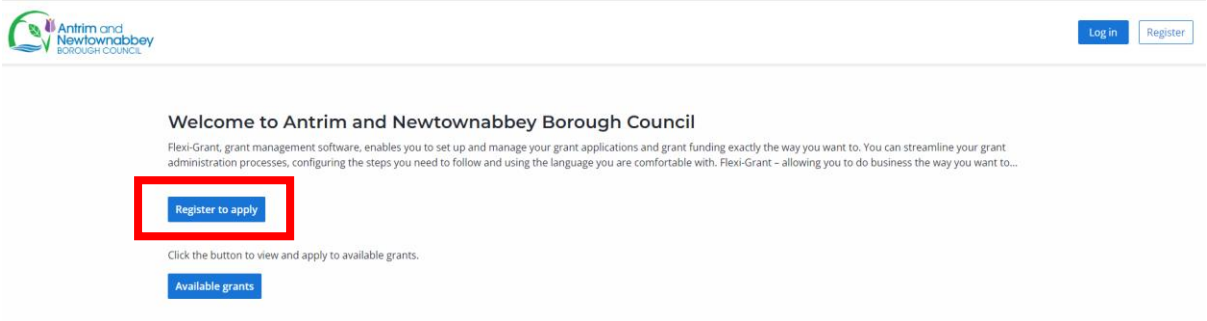
FlexiGrant instructions

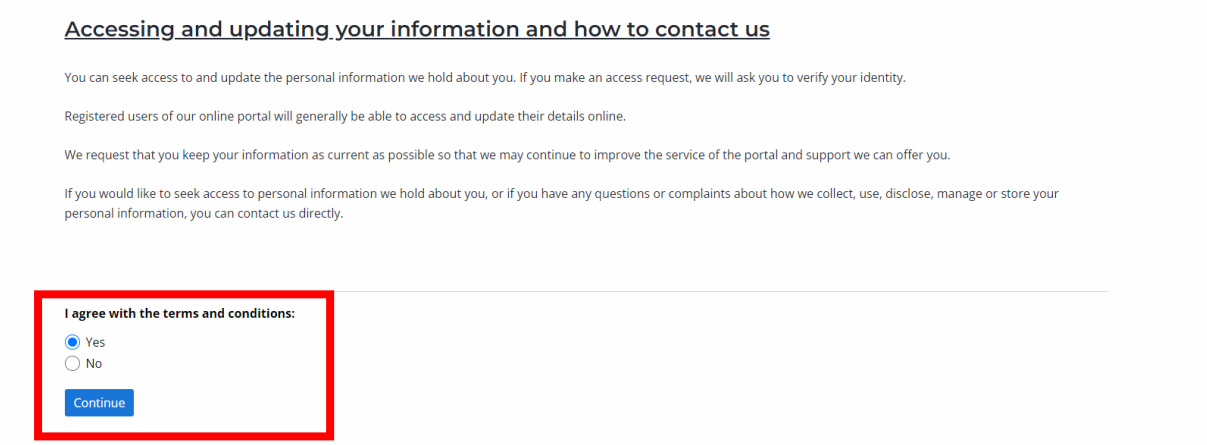
1. Type the following into your search engine:

https://antrimandnewtownabbey.flexigrant.com/

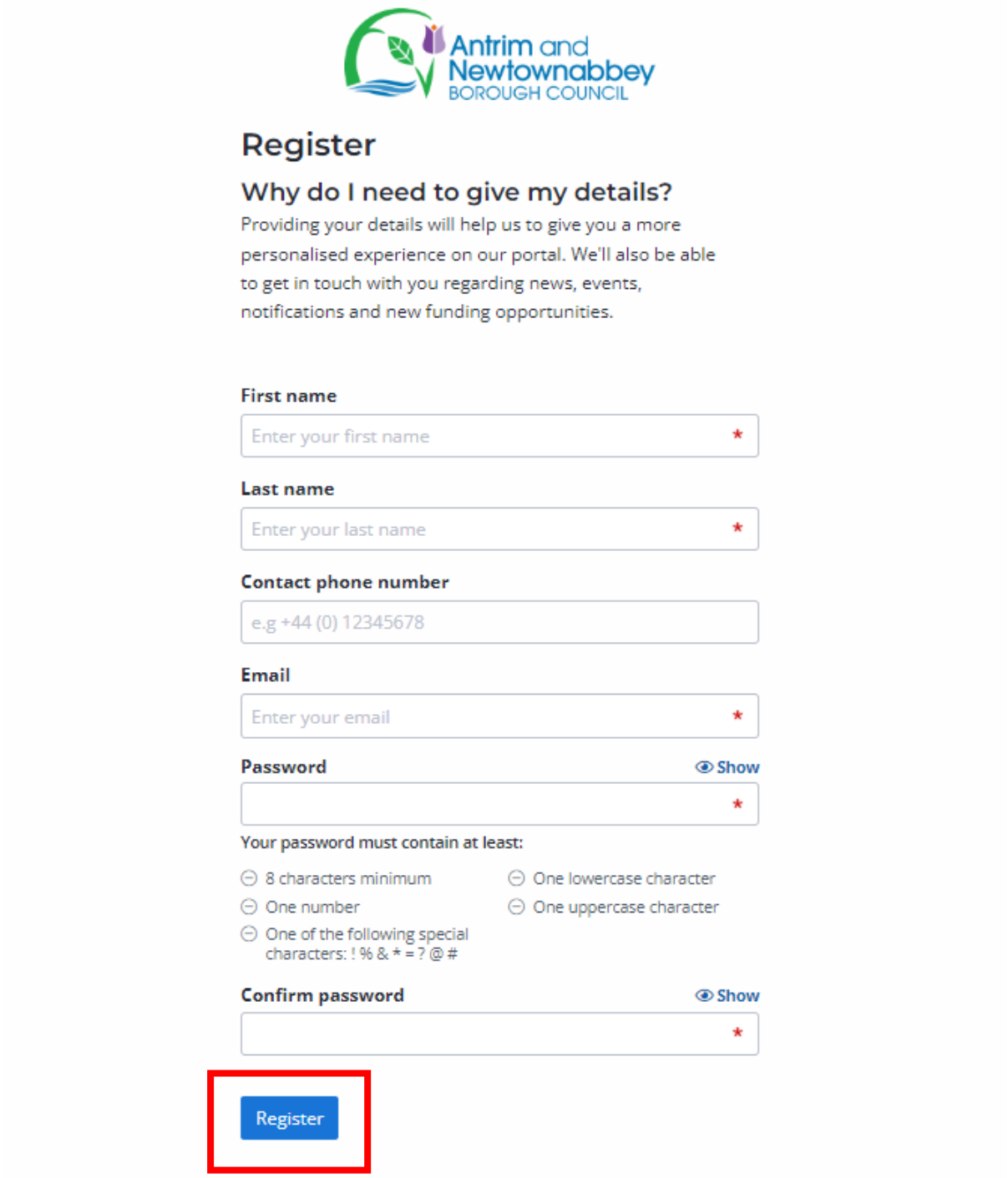
2. Select register to apply button



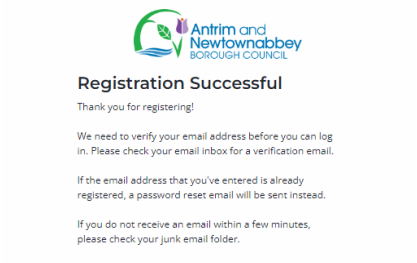
3. Read the data protection policy and at the end select 'yes' and continue



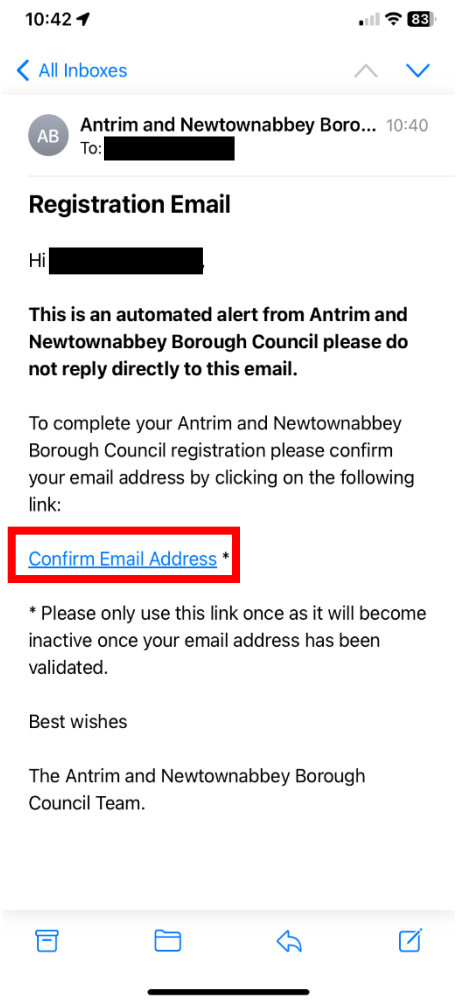
4. On the registration screen complete all details (ensuring correct spelling and accuracy of data), choose and confirm your password and select register.



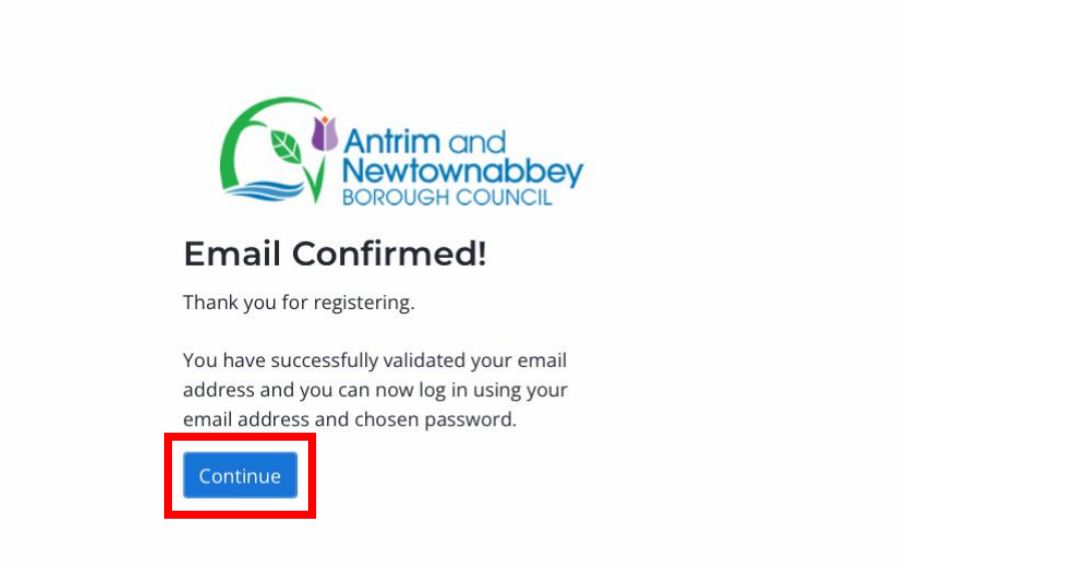
5. You should then get the following screen



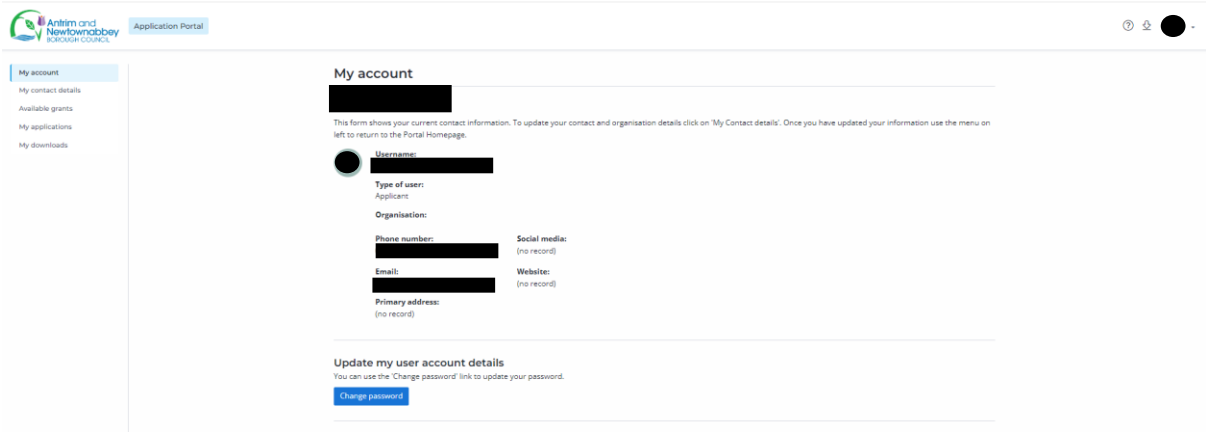
6. Verify your email by clicking on the link – if the email does not appear in your inbox then please check your junk folder.



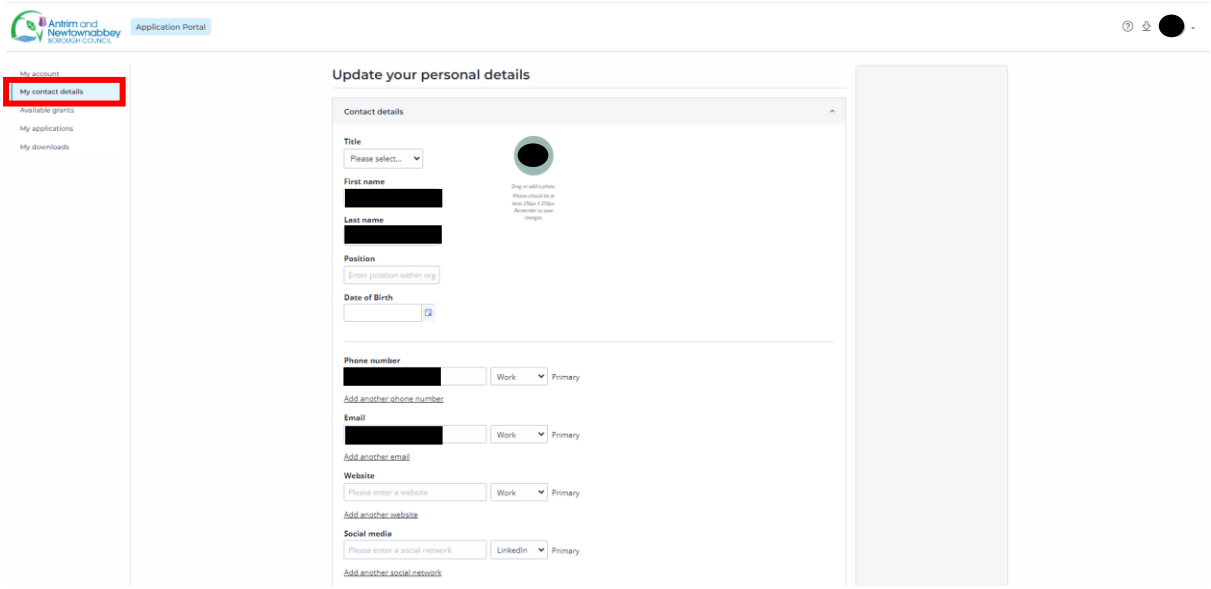
7. Your email address should be confirmed. Click continue

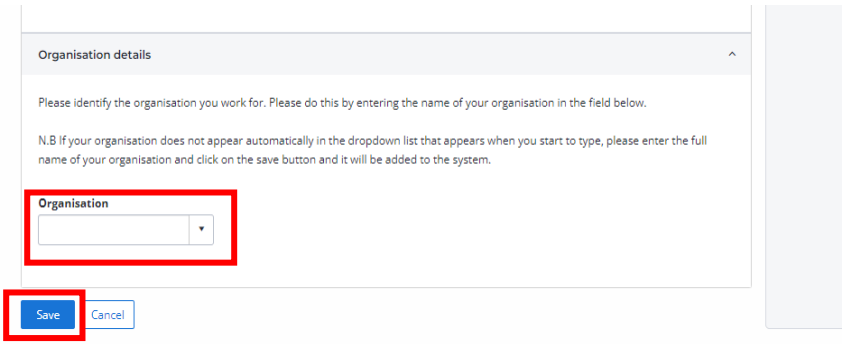


8. You will now be taken to your account details – ensure all details are correct.

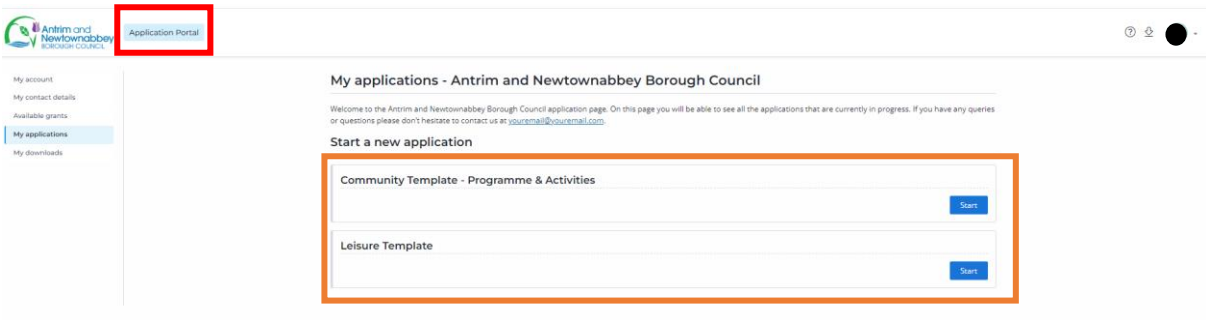


9. Go to the @my contact details' tab to add additional information if necessary. Ensure 'organisation details' are completed by scrolling to the bottom of this section. Click 'save' to progress.

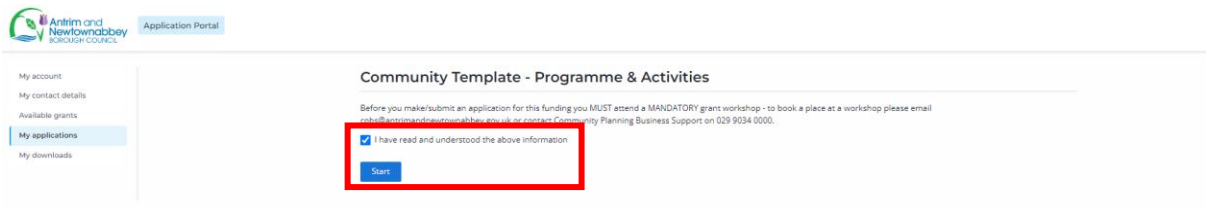




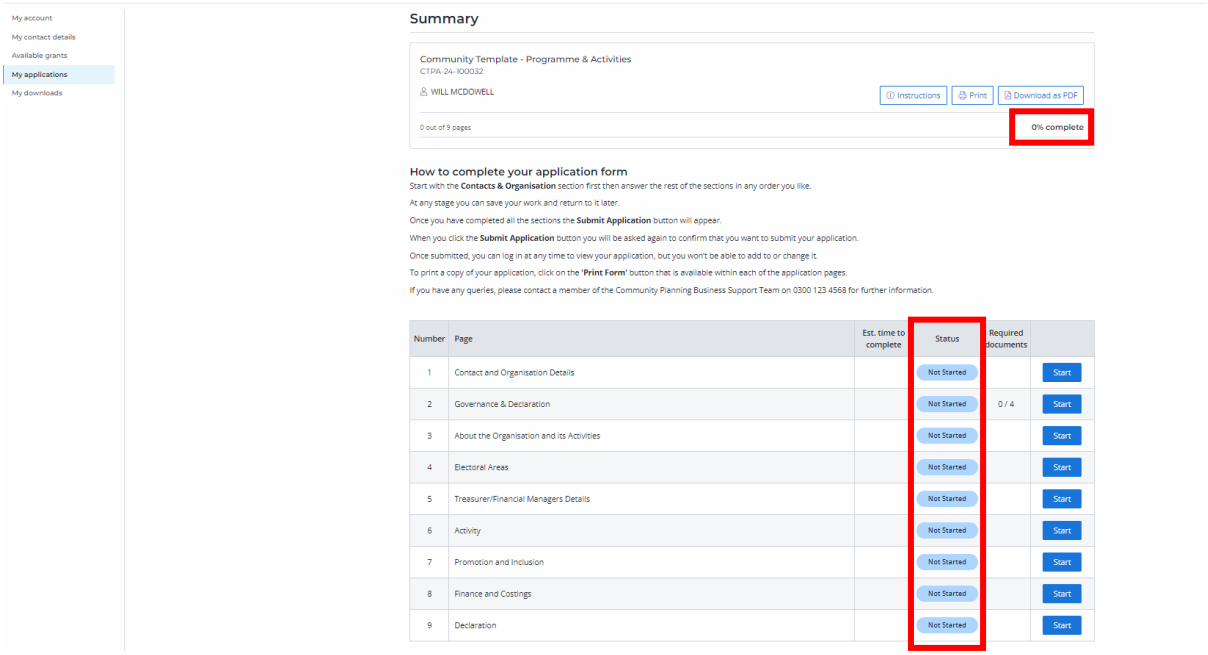
10. Once completed you are ready to search for current open grants streams and start your application by selecting ‘Application Portal’ and choosing which stream you wish to explore.



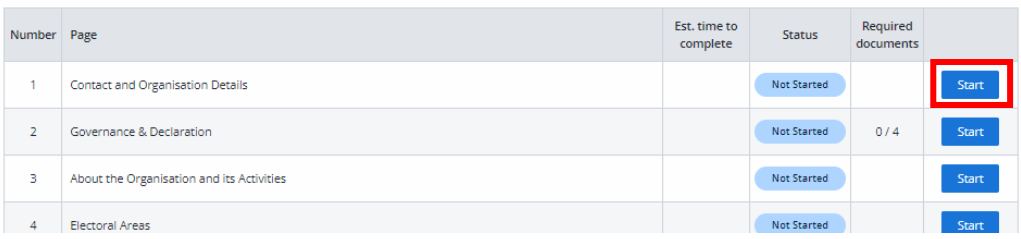
11. Once you select ‘start’ the following screen will appear. Acknowledge you have read and understood the information and select ‘start’.



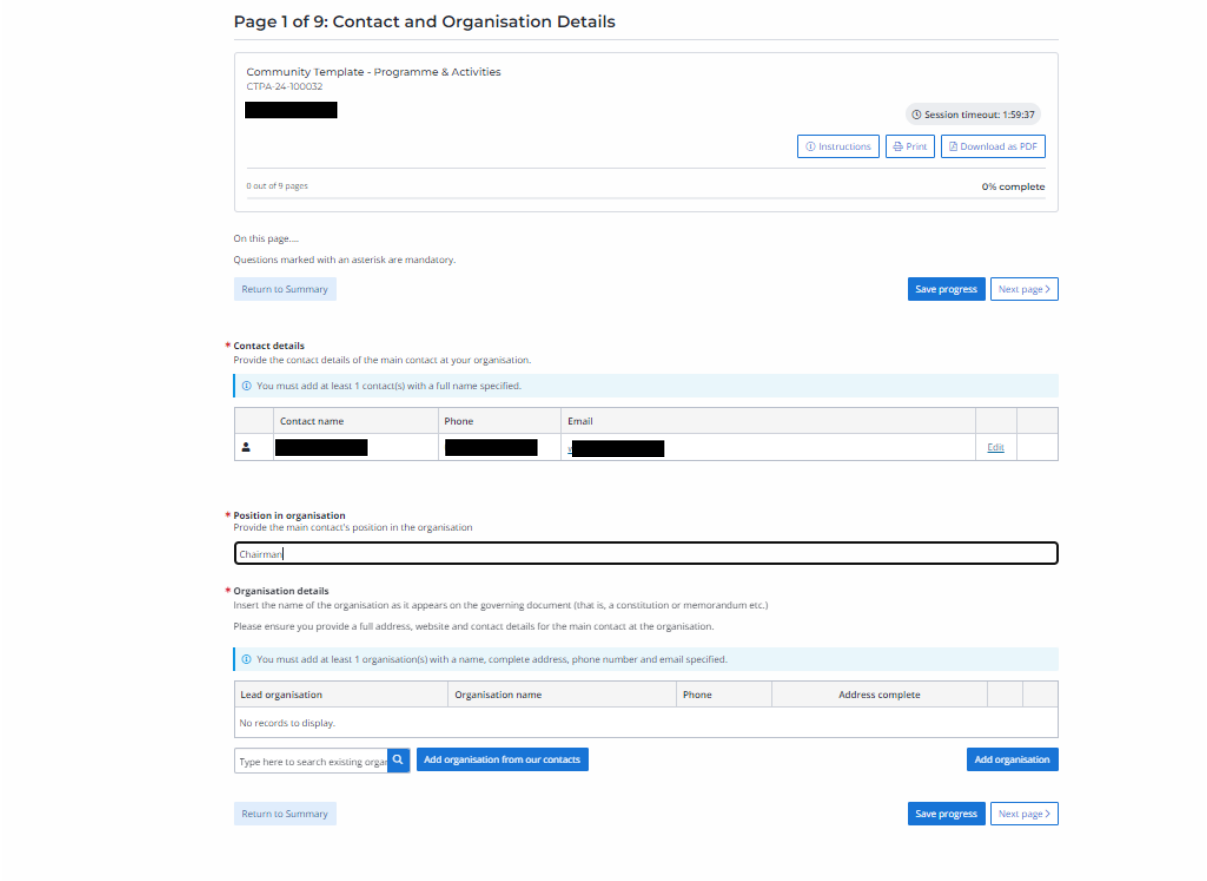
12. The summary screen will now appear with instructions on how to complete and the status for each section which will change as you input your information.



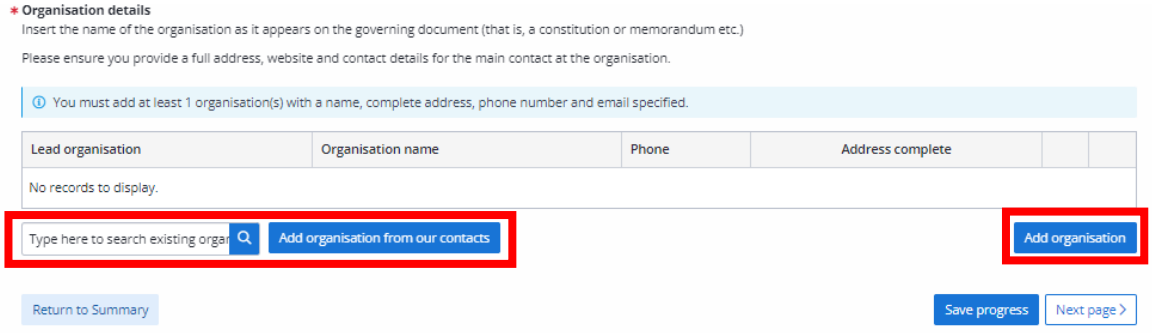
13. To begin adding information to your application click on the ‘start’ button for a section. There is no requirement to start at number 1, providing all sections are completed.



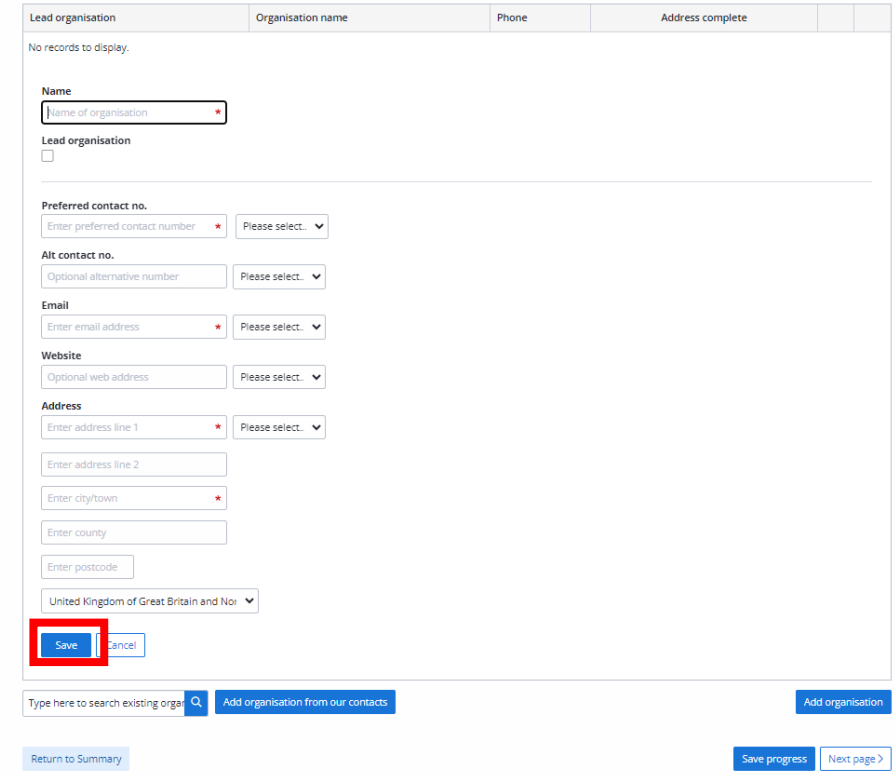
14. Work through each document and section inputting the necessary data requested. Please ensure your data is entered accurately. Sections marked * are required.



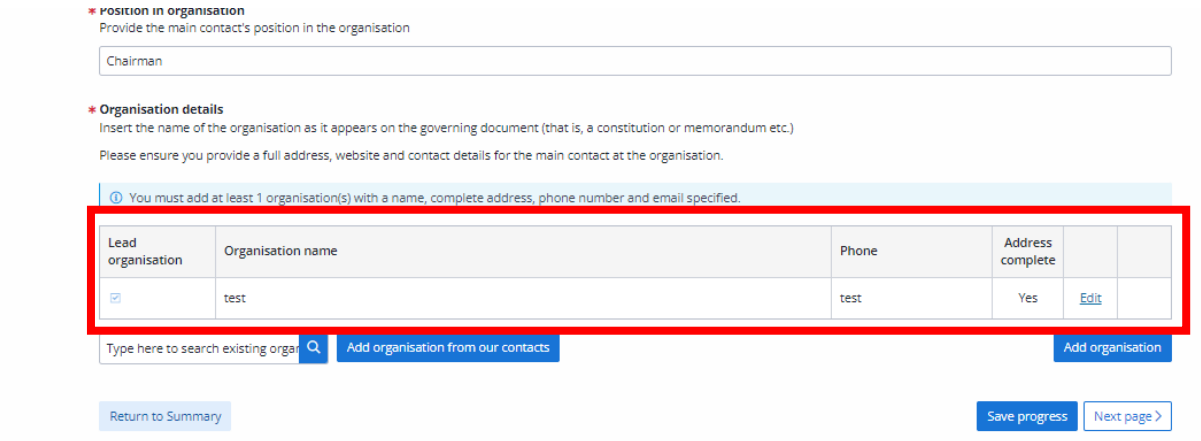
15. To add your organisation begin typing the name in the box. If your organisation name doesn't appear, select the 'add organisation' box.



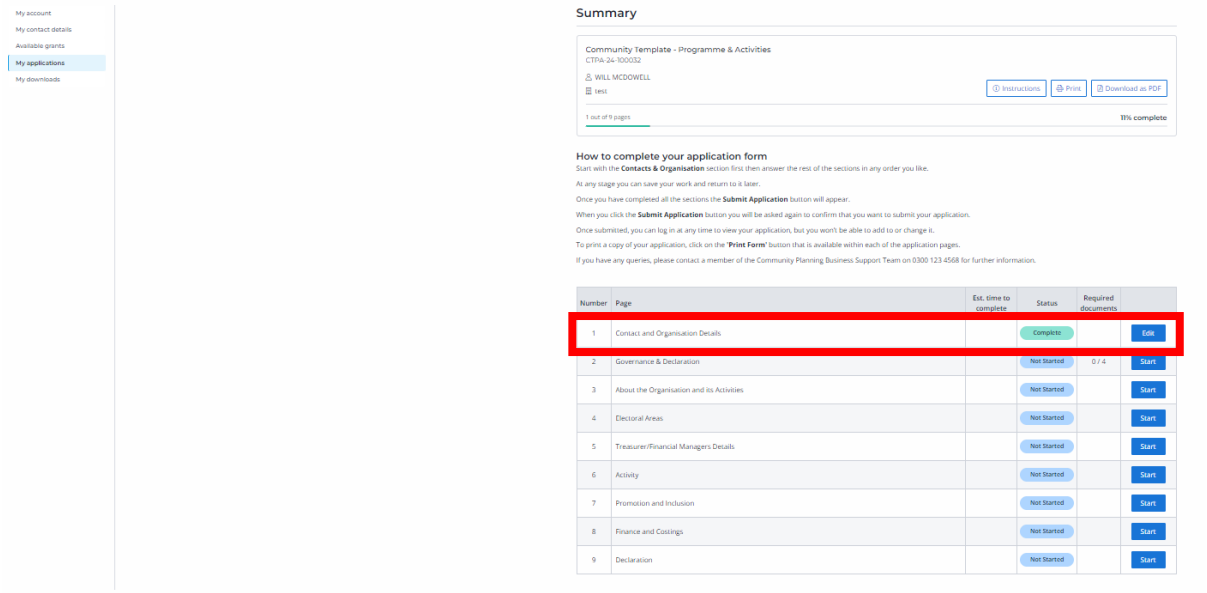
16. Add your organisation details then save.



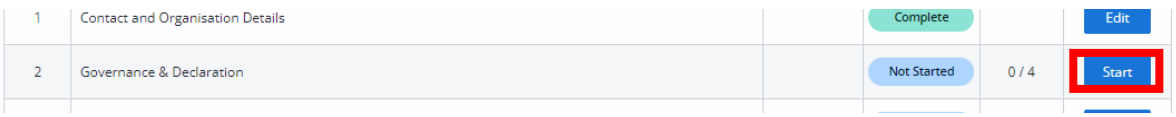
17. Your organisation details will then be added.



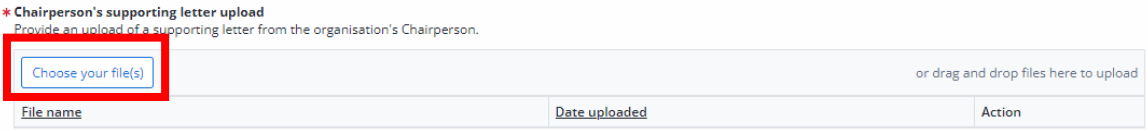
18. Choose save progress, then next page or return to summary. By clicking ‘next page’ you will be automatically taken to the next page or by returning to the summary you will return to the screen below and your progress will be updated.



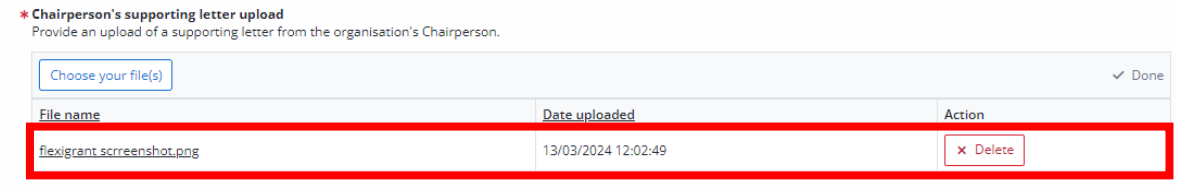
19. In section 2, Governance and Declaration select ‘start’.



20. Complete all the required sections. You will be requested to upload a ‘Chairpersons supporting letter’ as per the screenshot below.



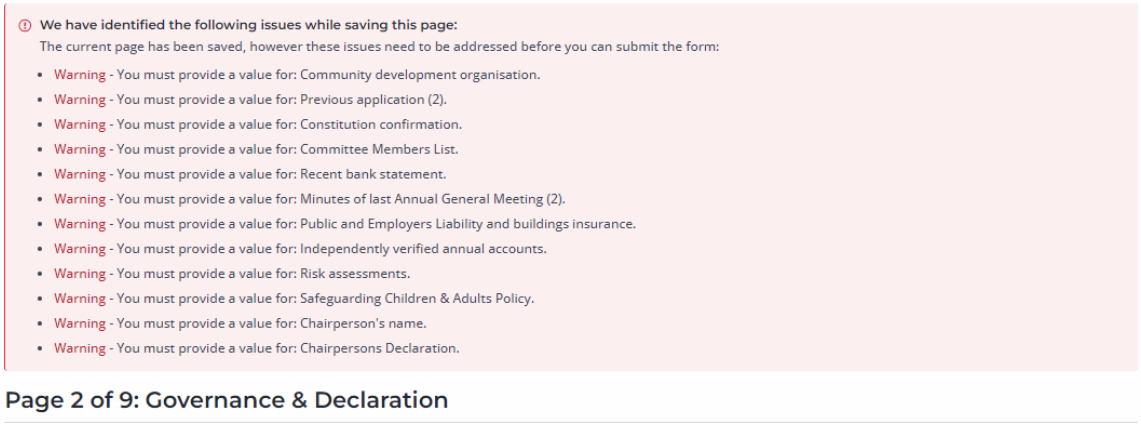
21. Choose the requested file from your system and upload. Once uploaded the document will appear as follows.



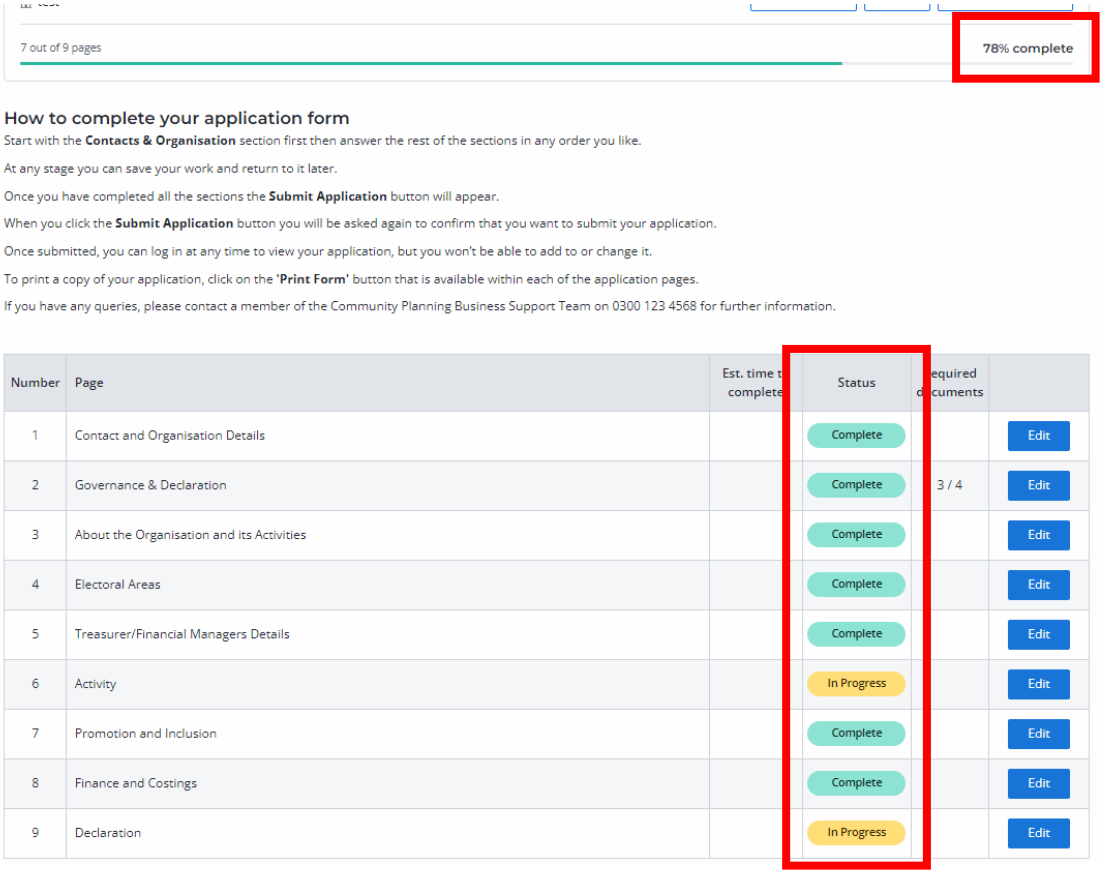
22. Continue by adding the other requested information and then select ‘save progress’ or ‘next page’.



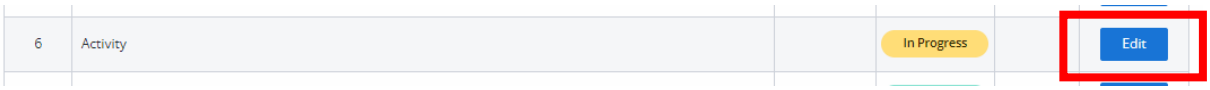
23. If you select ‘save progress’ and there is information missing you will be advised of this.



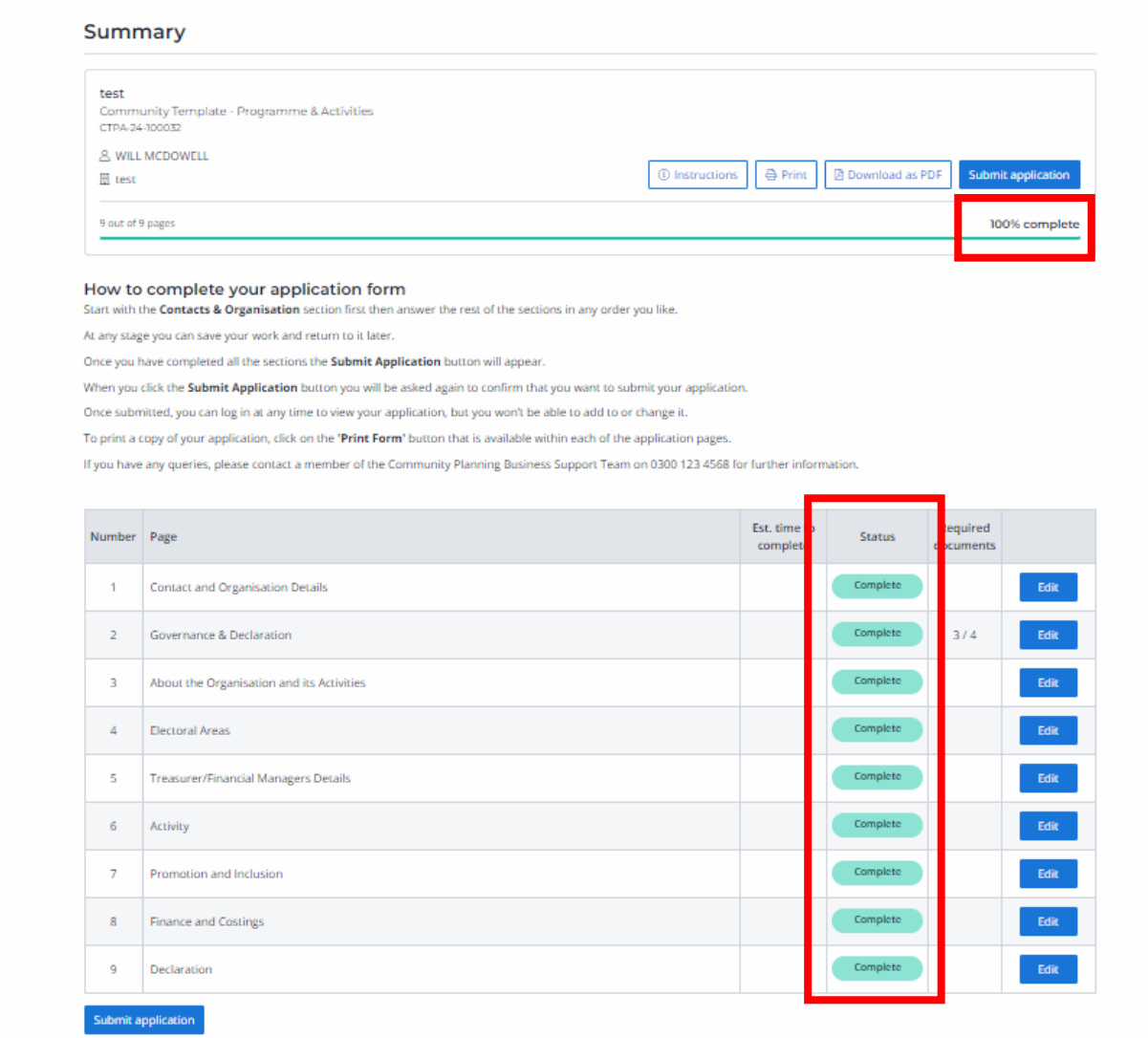
24. After completing all sections return to the summary screen. Completed sections will be shown as ‘complete’ and incomplete sections will be shown as ‘in progress’.



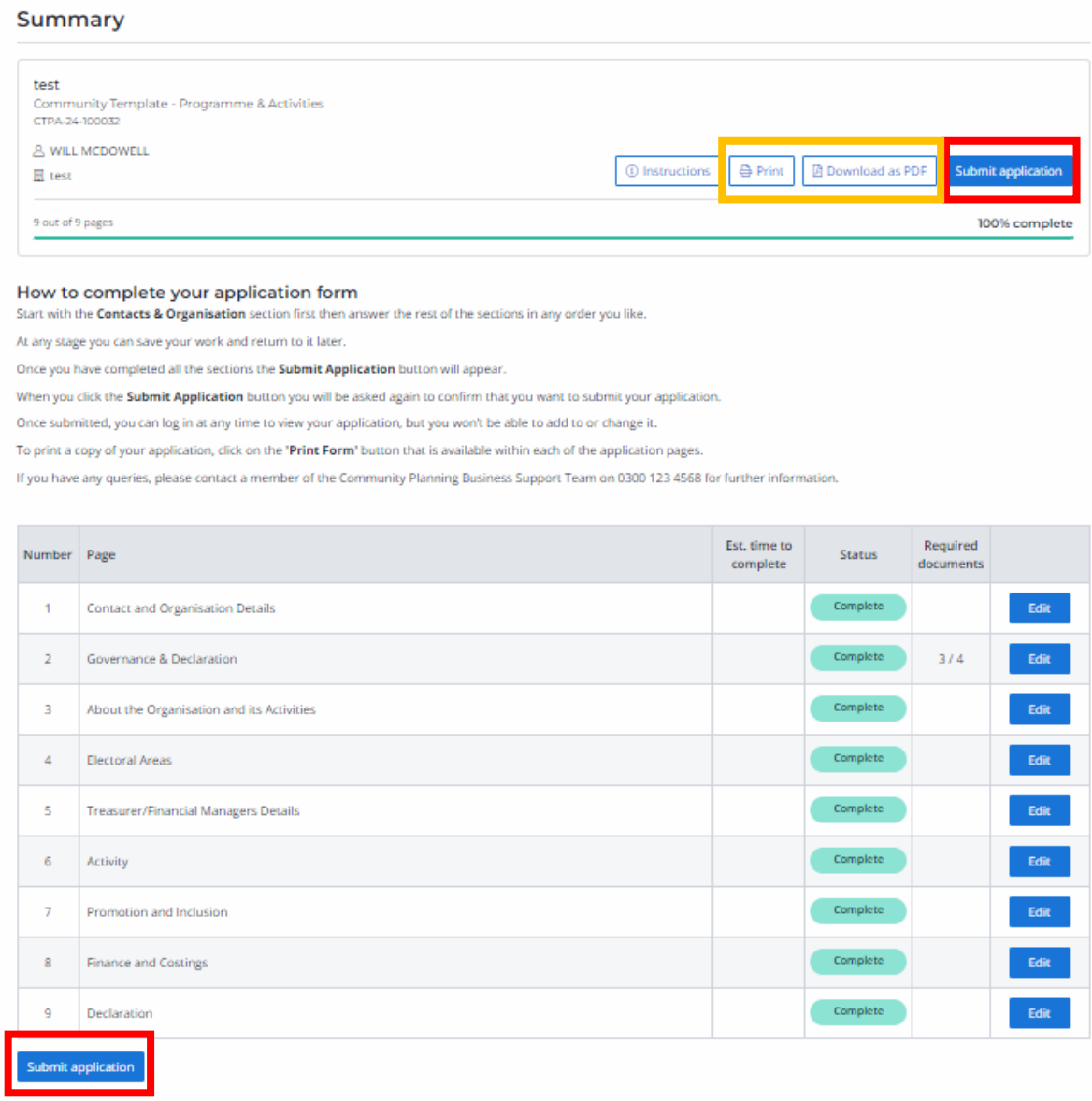
25. To complete the ‘in progress’ sections select ‘edit’ and complete the requested information.



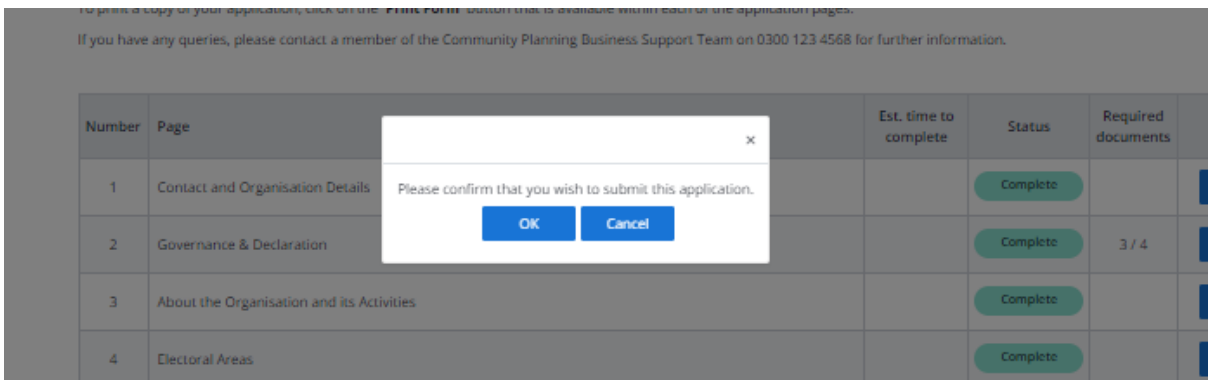
26. Once all sections are completed your application will show as 100% and all sections ‘complete on the summary scheme. (If necessary information can still be edited by selecting the ‘edit’ button on any section.



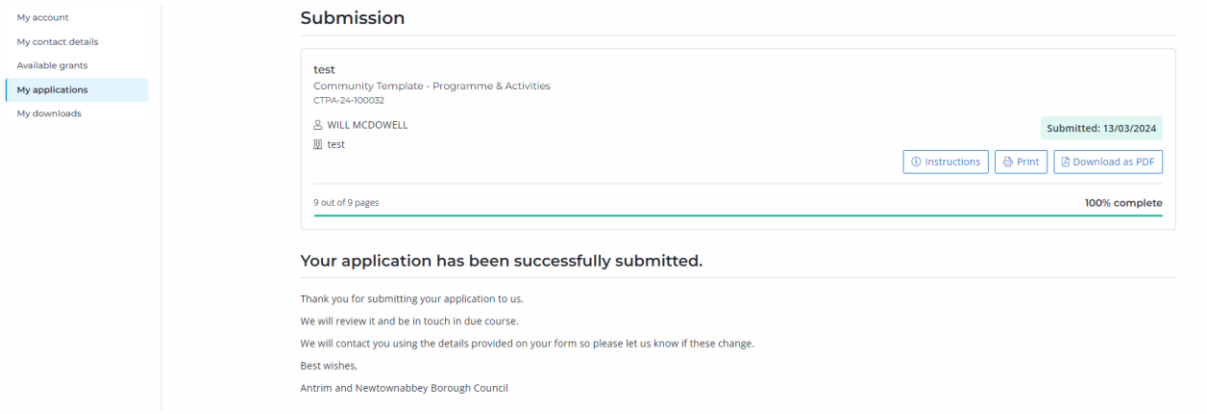
27. If you are satisfied with your application, it can be submitted by selecting either of the ‘submit application’ buttons. You can also download or print a copy of your application by choosing the ‘download as PDF’ button.



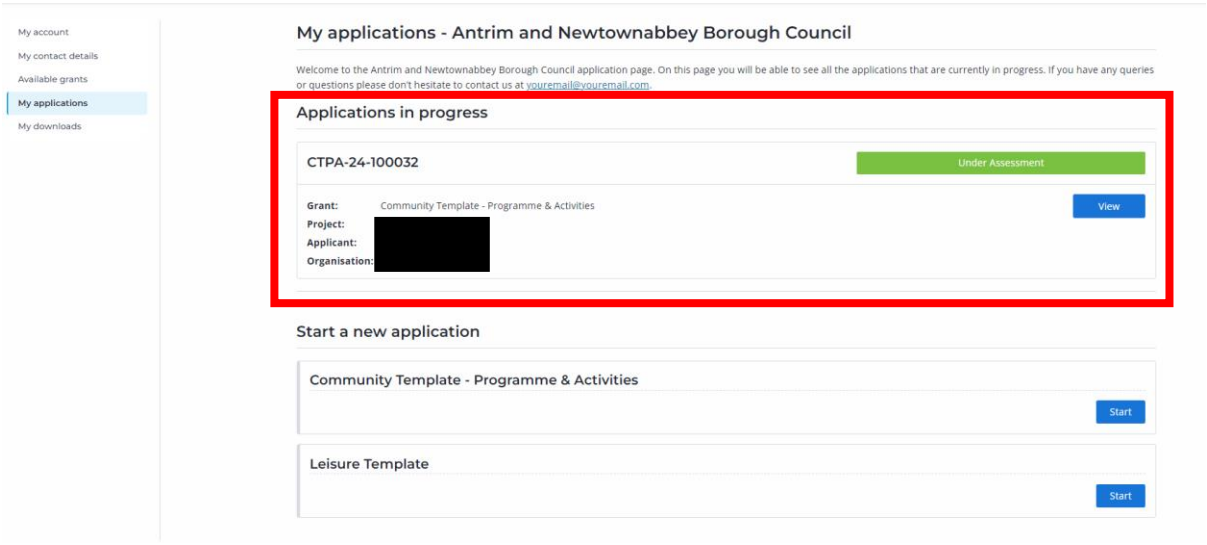
28. After selecting ‘submit application’ the following screen will appear.



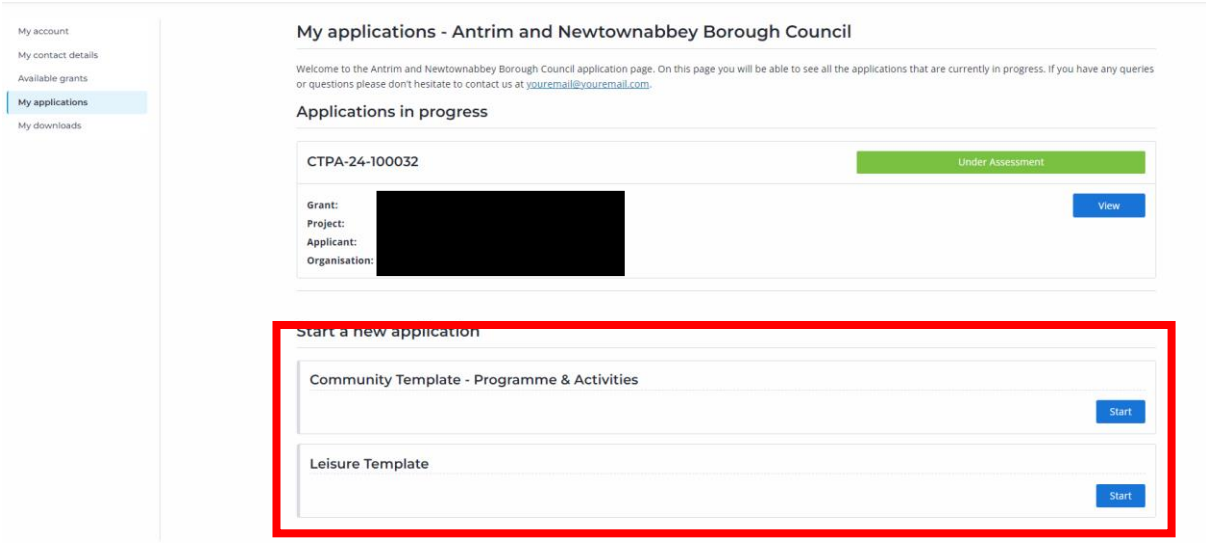
29. Select ‘ok’ and you will receive confirmation your application has been submitted.



30. Your application can be viewed by selecting the ‘my applications tab’ and a status will be displayed regarding it.



31. If necessary, you can now commence a new application by selecting ‘start’.



32. You will also receive an email confirmation that your application has been received.

