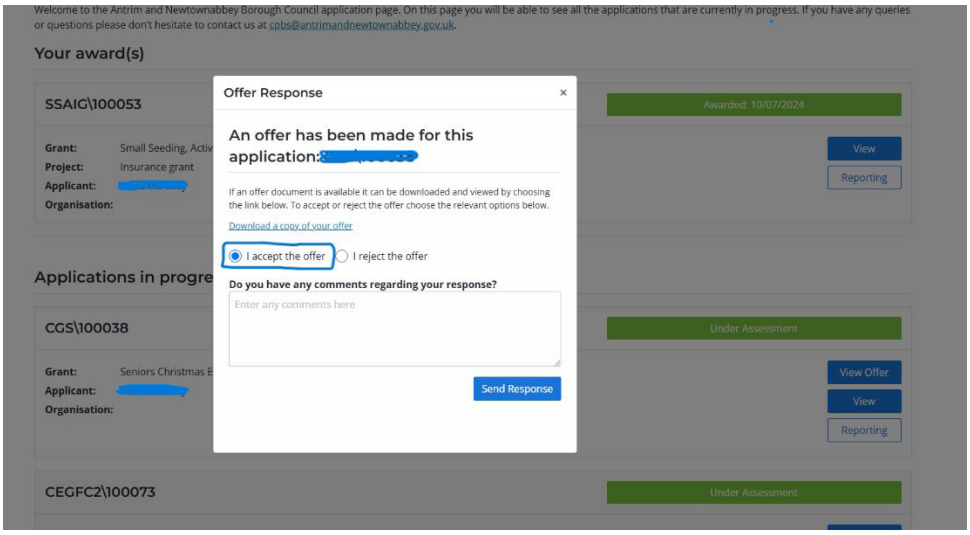
How to accept your letter of offer

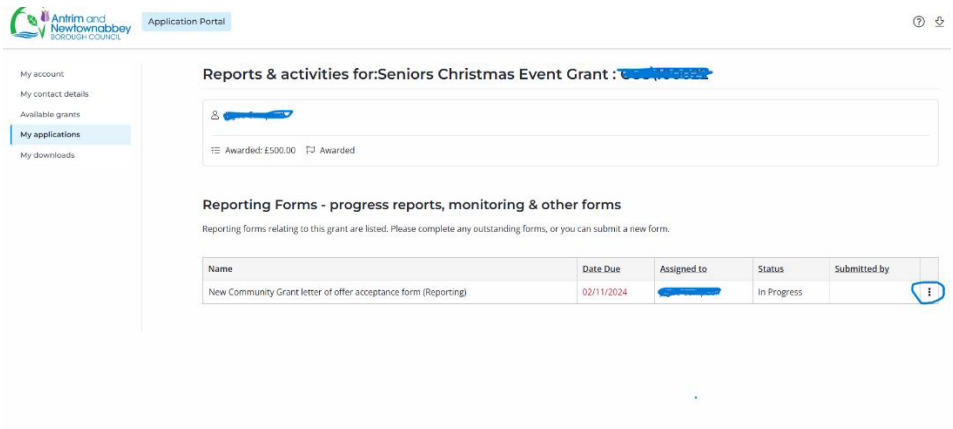
1. Click the link provided in the email
2. Log in to your Flexi Grant portal
3. Click “view offer”
4. Click “Accept letter of offer”



5. Click “send response”

How to complete the Acceptance form (required for payment)

1. Click the link provided in the email
2. Log in to your Flexi Grant portal
3. Click “reporting”
4. Click three dots (right hand side of the page)



5. Complete form
6. Save page
7. Tick Submit