

## How to Use the Help Musicians Online Grant System After an Application Has Been Submitted

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Once you have submitted your application for support our team will review your application.

We sometimes require additional information or clarification, so if this is needed we will be in touch via email with instructions of how you can update your application.

## How to Make Changes on Your Application Form

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If you have been asked to make changes to your application, please log in to the Portal using your registration details.

Select **'In Progress'** under **'My Applications'**.

### My Applications

Your applications will be listed below.

<b>7</b> In Progress	<b>0</b> Submitted	<b>5</b> Approved/ Declined
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You will see all your applications in progress. Find the application with the status **'Revisions Requested'** and select **'Open'** to go into the application.

**In Progress**

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#	Application ID	Organisation	Project Name	Amount Requested	Status
1	2021-1878 Creative - Do It Differently Fund	Grant Seeking Individuals	Choral Workshop	£1,500	Revisions Requested <span>Open</span>

At the top of the page you will see a reminder of the areas where we requested further information about your activity. For example:

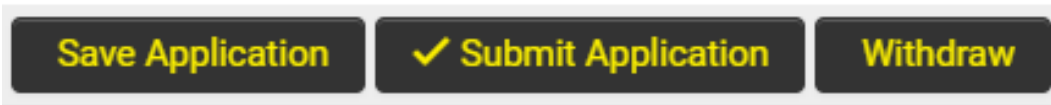
**i** The following revisions have been requested from Help Musicians UK:

"Please can you provide some further information about your activity. We are not quite clear on the nature of the work. It would be helpful if you can add some more to the activity description as we think this will strengthen your case."

Please revise and re-submit.

The sections of the application displayed will be the same as those when you originally applied.

Depending on what information we have requested, navigate to the correct section of the form and update the details. Then select one of the following:



‘**Save Application**’ will save the details you have changed but do not submit to us yet/

‘**Submit Application**’ will be submitted to Help Musicians for further review.

‘**Withdraw**’ if you decide you no longer wish to apply.

Once you have re-submitted your application and a decision has been made, you will be informed by email and the status of your application will be changed in the Portal to **Approved** or **Declined**.

If your application has been approved then this guide will show you how to complete the information to accept your grant.

## How to Accept Your Grant Offer and Sign your Agreement

If your application is successful you will receive an email from us. From here, log into the portal and under ‘**My Support**’ select ‘**Outstanding Actions**’:

### My Support

Update your application in progress and check the status on those you've completed

<b>11</b>	<b>2</b>	<b>5</b>
Upcoming actions	Outstanding actions	Completed actions

You will see details of the grant needing acceptance.

**Pending**

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#	Application ID	Activity Type	Status	Deadline	
1	2021-1878 Creative - Do It Differently Fund	Grant Agreement	Sent to Grantee		<b>Open</b>

Select ‘**Open**’. You will be presented with the following screen.

2021-1878 Creative - Do It Differently Fund - Grant Agreement

**Generate Grant Agreement**

\* Acknowledgement

I have reviewed and agree to all the terms in the agreement.

Save Draft
Accept Agreement

To download and review a copy of your agreement select '**Generate Grant Agreement**' to see full details.

To accept the agreement, tick the box which confirms that you have reviewed and agree to all the terms in the agreement. Then select the '**Accept Agreement**' button.

The grant agreement will now move to your '**Completed Actions**' and be marked with the date you accepted it. You can review and download from here.

## If Your Application was Unsuccessful

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If you were not successful on this occasion, please feel free to get in touch with our team for feedback. We can also book you into a 1:1 surgery which may be helpful before you submit any future application.

You can contact us on [creative@helpmusicians.org.uk](mailto:creative@helpmusicians.org.uk) or by calling **020 7239 9119** during working hours.