



ROTHSCHILD FOUNDATION

IMPACT GRANTS

TECHNICAL GUIDANCE

HOW TO APPLY ONLINE

Impact Grants – Technical Guidance: How to Apply Online

The Impact Grants programme has an online application process. We will not accept applications sent by email or post.

The following provides guidance on using our online application system for the Impact Grants programme.

Impact Grants programme - Accessing the online application system

You must have an initial conversation with a Grants Manager before making an application to the Impact Grants programme. If we feel that your project meets our criteria a Grants Manager will email you an invitation to submit an Expression of Interest which will include a link to our online application system.

Your online account

The online system will ask you to log in or create an account.

If you already have an account, enter your email and password in the appropriate fields and click login.

If you do not have an account, click on the new applicant link to create a new account as shown below.

Please Sign In

Enter the correct E-mail address and password



The screenshot shows a sign-in form with two input fields: 'E-mail' and 'Password'. Below the 'E-mail' field is a link labeled 'New Applicant?' which is circled in red. Below the 'Password' field is a link labeled 'Forgot Password?'. At the bottom center of the form is a 'Login' button.

You can access your account at any time by logging into the online system using the login link located at the top of the Rothschild Foundation website.



The online application form

Once you have used the link in your invitation to apply email to log in to the system you will be directed to the Expression of interest form. Please complete all the appropriate fields in the application form. All those with a red asterisk (*) must be completed and word count must be adhered to otherwise you will not be able to submit the application. Click 'Next' to progress through the form. You will find detailed guidance on completing the application form in our *Impact Grants – Applicant Guidance* on our website.

If you wish to save your form and return to it later, click the 'Save & Finish Later' button at the bottom of the screen. You will receive an email to confirm that your progress has been saved. The email will contain a tracking number and a copy of your current progress. Please note that the Rothschild Foundation is not able to access or view your application at this stage.

On returning to your account, you will be taken to a list of all your pending applications. To open an application click on the appropriate application name. You can also view all submitted applications by selecting the Submitted applications option from the drop down menu.



Sharing your application and transferring ownership

On the right hand side of the list is a column entitled 'Action' with four separate icons, each of which has a specific function for managing your application.



The first 'people' icon allows you to transfer ownership of your application to another person. You should only use this icon if you no longer want to have access to the application and you want someone else to be able to complete and submit it. Please note, if you transfer ownership of the application to another person you will no longer be able to access the application through your online account. To transfer ownership click on the icon and populate the email address field with the email address of the new owner.

The second 'eye' icon allows you to enable others to view the application. They will not be able to edit the application and you will continue to have access to the application through your online account.

The fourth 'envelope' icon allows you to email the application to another email address. To do this select the icon and enter the email address of who you want to send the application to in the appropriate field.

Deleting your application

The third 'dustbin' icon allows you to delete the application. If you click on this icon you will be asked to confirm whether you want to delete the application. If you select yes the application will be permanently removed from your online account and you will not be able to access it.

Submitting your application

The final section of the application form asks you to review all the information provided so far. You can make any necessary modifications on this page as required.

If you're satisfied with the contents of the application, click Submit to forward your application for consideration. You will receive an email to confirm that your application has been submitted which will include a copy of your application. Please note that no changes are able to be made to the form once it has been submitted.