

Instructions for registering on the application portal and accessing the application form.

Step 1. Go to:

<https://www.thevcsalliance.org.uk/hpoc-participatory-budgeting-grant-making-award/>

And read the information on the webpage.

Step 2. In Sections 5 and 6 you will find the link to the application portal and the grant award Information Pack .

- A. Download the Information Pack**
- B. Click the link to the application portal.**
 - *This will open the portal login page.*

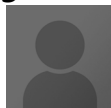
Step 3. On the right underneath the password box there is an option to create an account , select this option.

- **This will take you to the Registration Page.**
Complete the details for a new account and click Register. Please make a note of your new login details.
- **You will be sent a Registration email. Please check your spam folder.**

Step 4. Click [VERIFY EMAIL](#)

- **This will take you to the Login page of the Application Portal**
- **Fill in your new account login details and click Sign In - You will then see the first page of the application form.**

Step 5. In the top right hand corner of the Application Form window you will see this image:



Click this image and you will be taken to My Account.

This is your personal dashboard where you can access your ongoing, completed and submitted forms. This is also where you will be able to access forms such as Evaluations, when they become available.