



# Grantee portal SMILE application guidance film

## Transcription

00:00:14

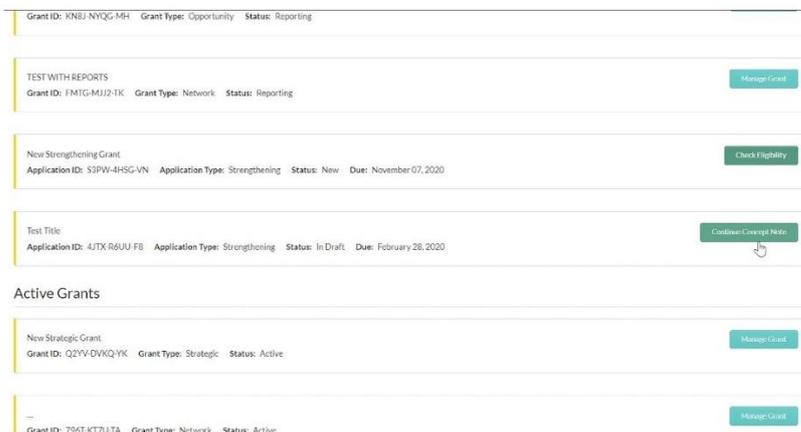
Hi I'm Samuel Eager and I'm an Applications Support Officer for AmplifyChange.

00:00:16

This is a video guide on the application form for AmplifyChange.

00:00:20

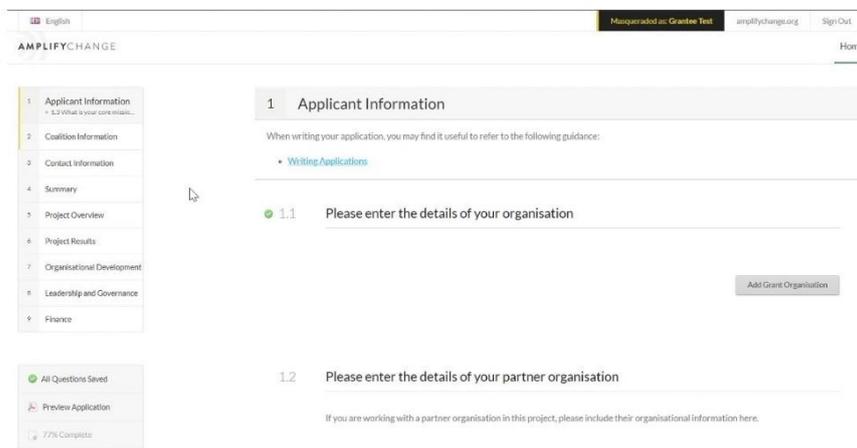
When you start to apply for a grant you will be asked to complete some very brief questions to check your eligibility. If you are eligible, you will be directed to this page.



00:00:33

This is the home page where you can view all your grants and applications. If you click on 'Continue Concept Note, it will take you through to Concept Note form for that grant. A concept note is an initial application, before the full application.

00:00:40





This is the concept note form. The menu on the left shows each section of the form, with a yellow highlight next to any section that requires a question to be answered. If there are only a few questions to be answered in this section, it will also show the details of these. If you click on this section, the page will navigate to it.

00:01:04

Any questions which are mandatory will have this yellow triangle next to them. There is also a character limit for text questions at the bottom right of the answer box.

The screenshot shows a web interface for 'XYZ Org'. At the top, there is a 'Debug Questions' button and an 'Add Implementing Partner' button. Below this, question 1.3 is displayed with a yellow triangle icon and the text 'What is your core mission as an organisation?'. Below the question is a text input area with the prompt 'Please provide a brief overview:' and a character count of '750 characters left'. Below question 1.3 is question 1.4 with a green tick icon and the text 'Please make us aware of any changes in your organisation from the details we currently hold in your AmplifyChange grant.'. Below question 1.4 is a text input area with the prompt 'If this does not apply to you, please write "Not Applicable".' and the text 'Not Applicable'.

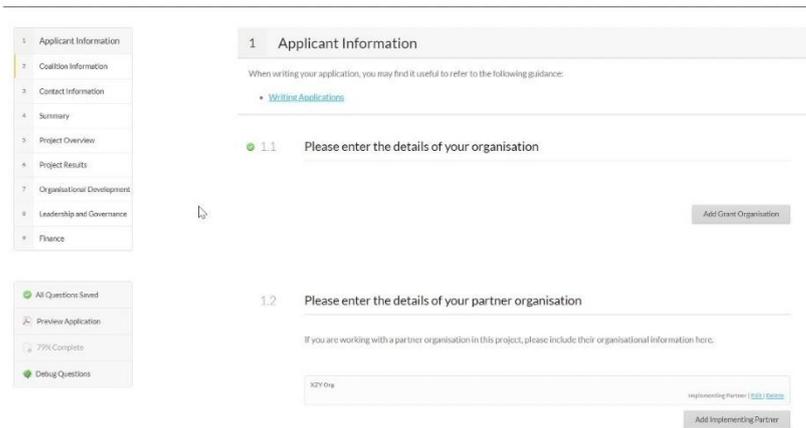
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If you type in an answer, a message in the bottom right will tell you when the response is being saved, and when it is saved. You will also see that the yellow triangle has turned to a green tick.

The screenshot shows the same web interface as before, but now question 1.3 has a green tick icon and the text 'What is your core mission as an organisation?'. The text input area for question 1.3 now contains the text 'asff' and the character count is '746 characters left'. At the bottom right of the input area, there is a message: 'All Questions Saved Today at 10:29 AM'. Question 1.4 remains the same with a green tick icon and the text 'Please make us aware of any changes in your organisation from the details we currently hold in your AmplifyChange grant.'. Below question 1.4 is a text input area with the prompt 'If this does not apply to you, please write "Not Applicable".' and the text 'Not Applicable'.

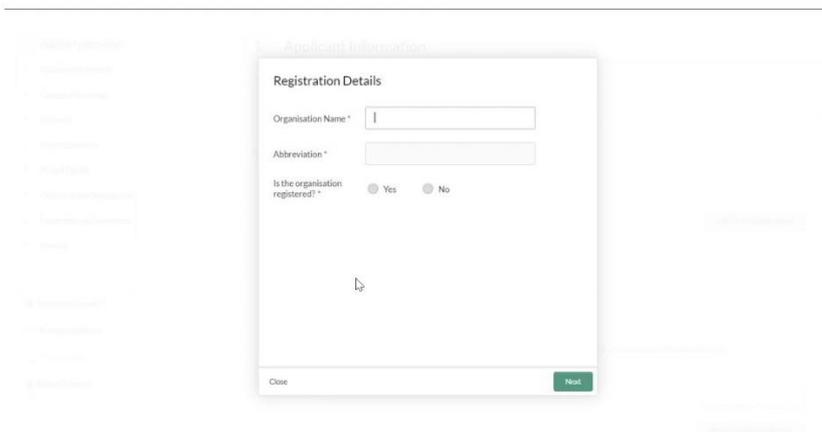
Any questions which are not mandatory will not have a yellow triangle or a green tick.

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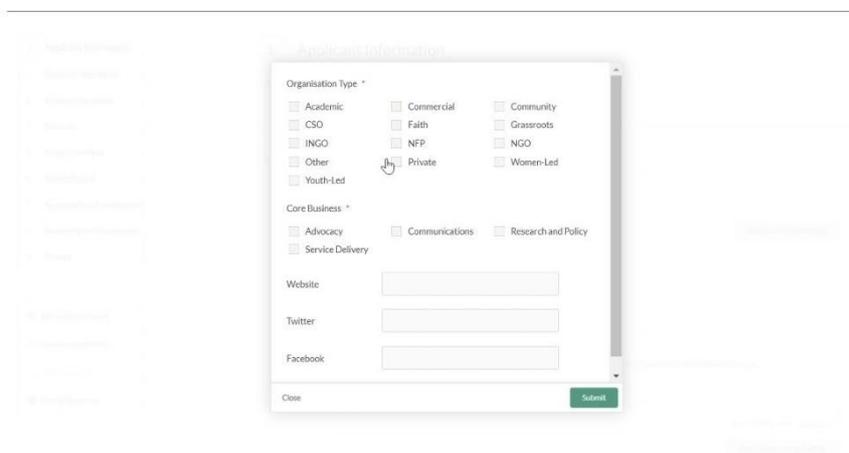


Some questions require you to enter multiple pieces of information. For this question, click on 'Add Grant Organisation'.

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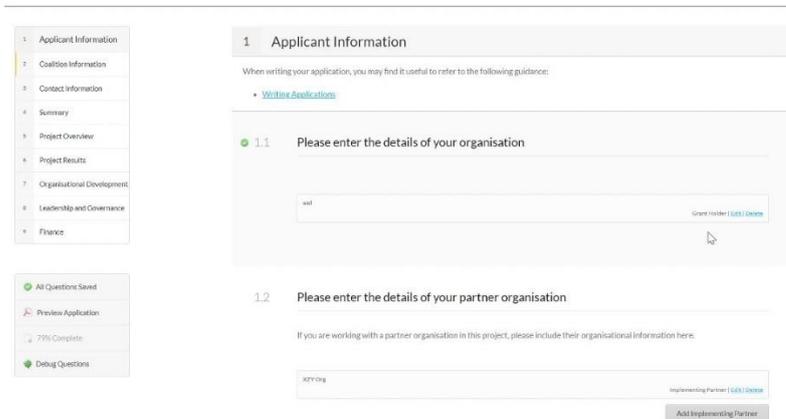
All mandatory fields are marked with a red asterisk. Then press the 'Next' button at the bottom right. Continue through all the required screens, and press submit at the end.





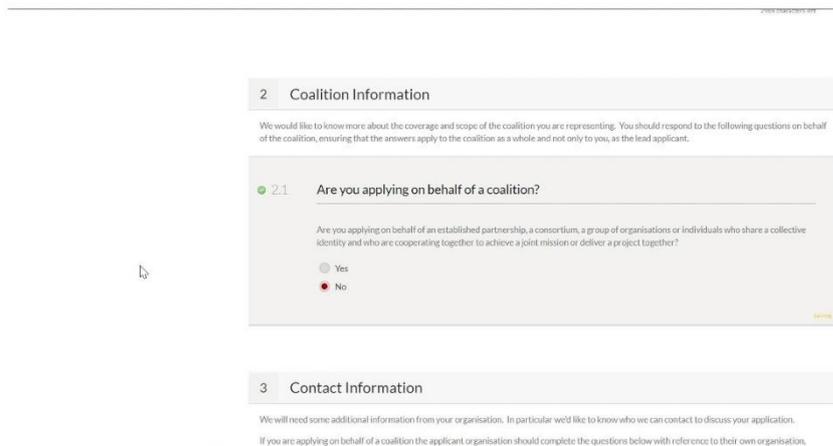
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Once you have submitted a question, it will be detailed as below. You can edit or delete your response here.



00:02:12

Some questions are conditional on previous responses. For example, here, if you indicate that you are not applying on behalf of a coalition, you will not be able to answer the questions relating to this.



00:02:26

Some questions require you to upload a document.



6.4 Please fill out the Indicators and Milestones template and upload when complete.

Please see our User Guides on [Developing Milestones](#) and [Indicators](#) which are designed to give prospective grantees more detailed information and guidance on this aspect of their project design.

If you wish to replace a file that you have already uploaded, please click "Update" next to the file and select a new one.

[Download: Strengthening Indicator and Milestone Template](#)

Click to choose files to upload

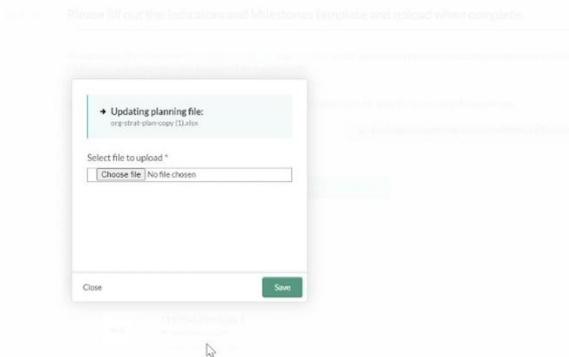
Current Files

 **Org Strat Plan Copy 1**  
September 23, 2020  
[Download / Update](#) 8 KB

Some will also have a template for you to use, this can be seen underneath the question text here. Question text may also include links to guidance, as here. Click on the button in the grey box to upload a file. Upload file size is limited to 25 megabytes, but multiple files can be uploaded.

Once you have uploaded a file, you can download it or update it here.

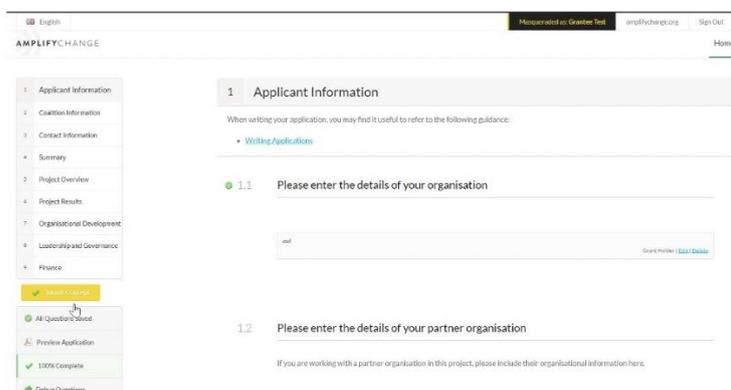
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Choose a new file and press save to update the file.

00:03:07

Once you have completed all questions, scroll to the top and click 'Submit Concept'.





You will then be asked to confirm. Don't worry, all questions are saved when anything is edited, so you can leave the application at any time.

You can also download your application by clicking on 'preview application', and see application progress, in the menu on the left