



# Grantee portal SMILE overview page guidance

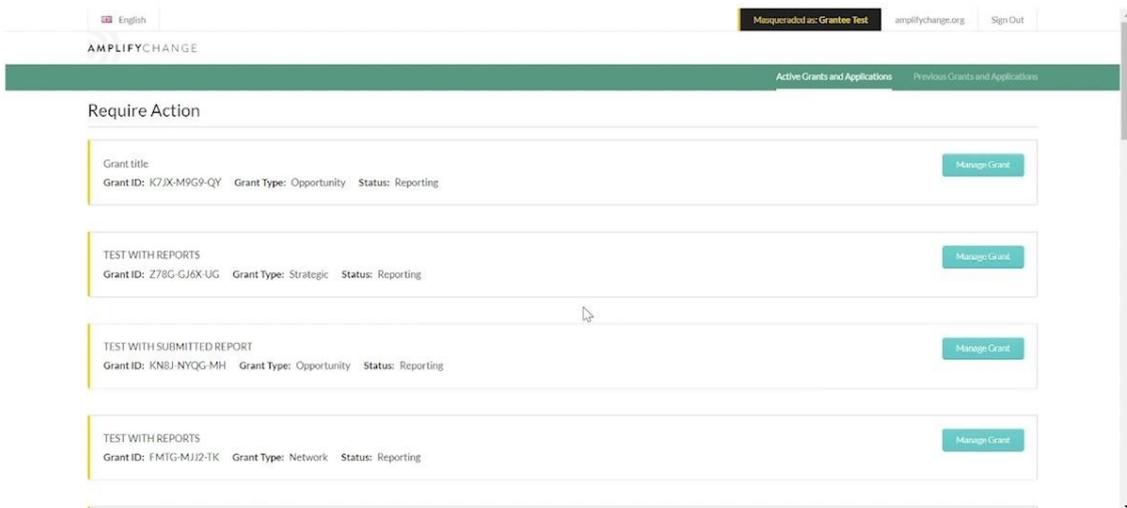
## Transcription

00:00:10

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

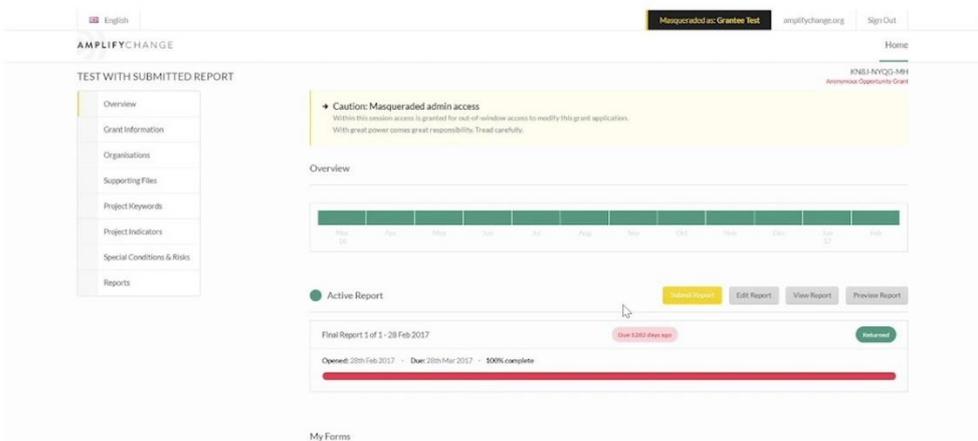
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This is the home page where you can view all your grants and applications. If you click on 'Manage grant', it will take you through to the overview page for that grant.



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This is the main overview page for your grant.

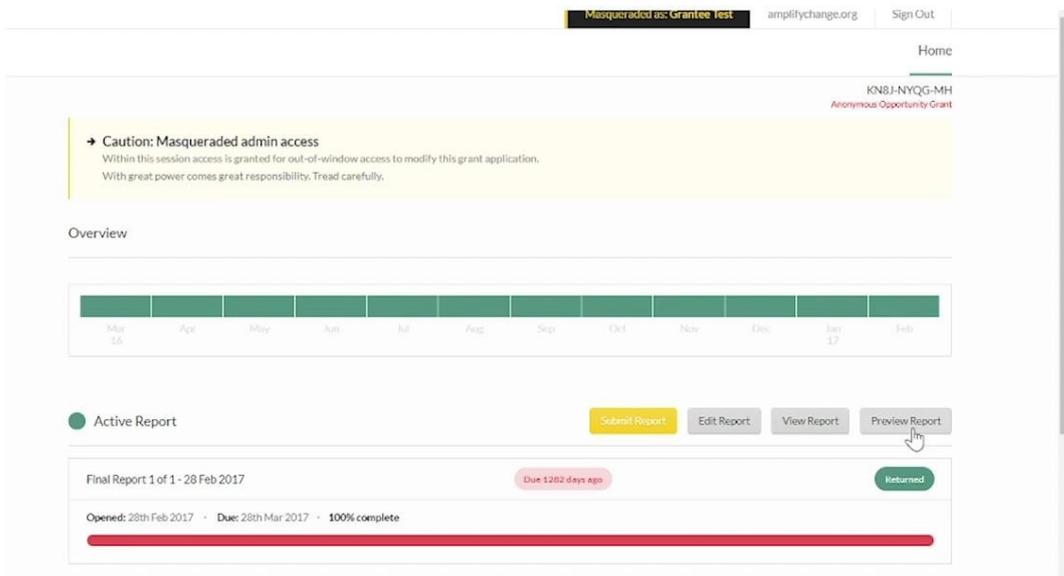


Here you can see the status of active reports you may have, and view or download any previously submitted documents.



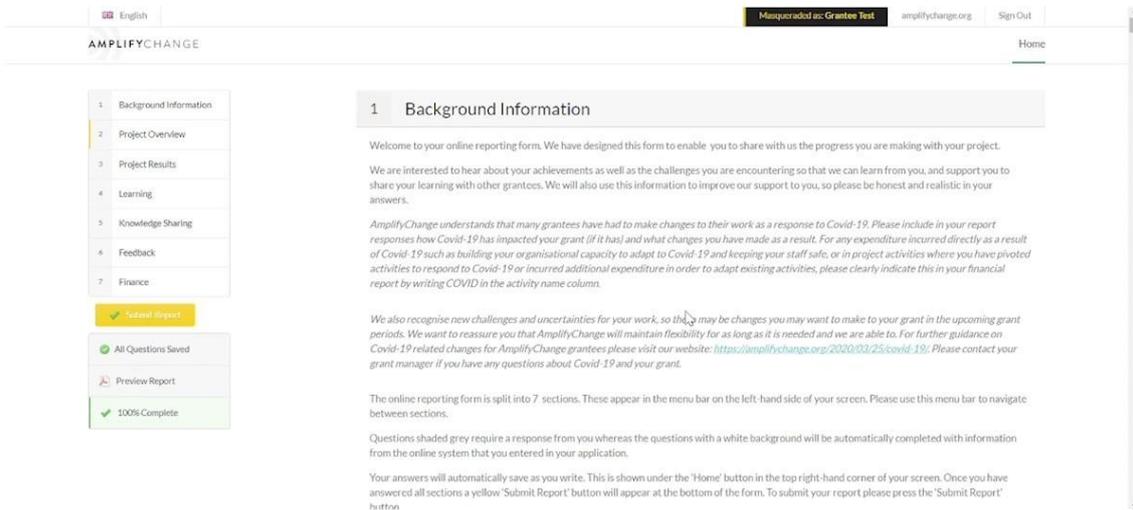
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You can click 'Preview Report' to download a copy, or 'View Report' to view a copy online.



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To edit your report, click 'Edit Report', and it will take you through to this page. The report is completed in the same way as the application.

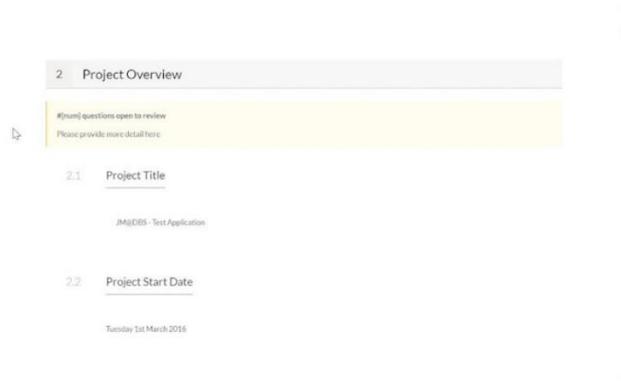


This report has been sent back as more information is required. You can click on the highlighted section in the left-hand menu to view any comments left as to why this report was sent back.



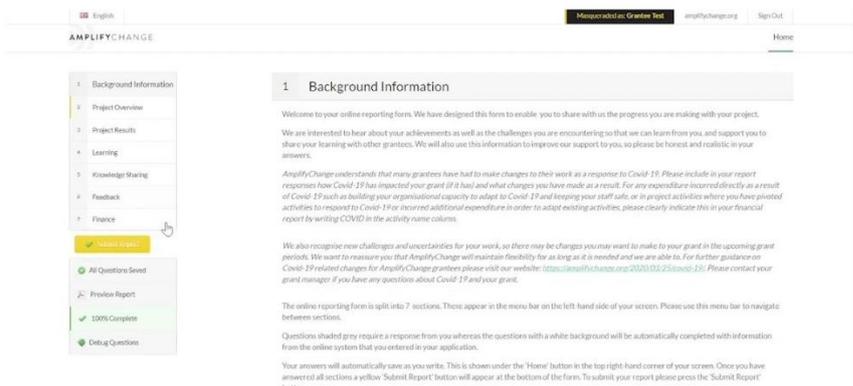
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Comments are shown at the top of each section.



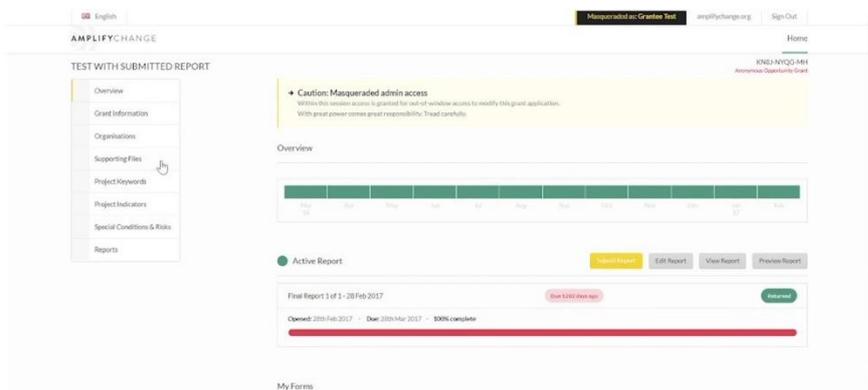
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You can then submit your report.



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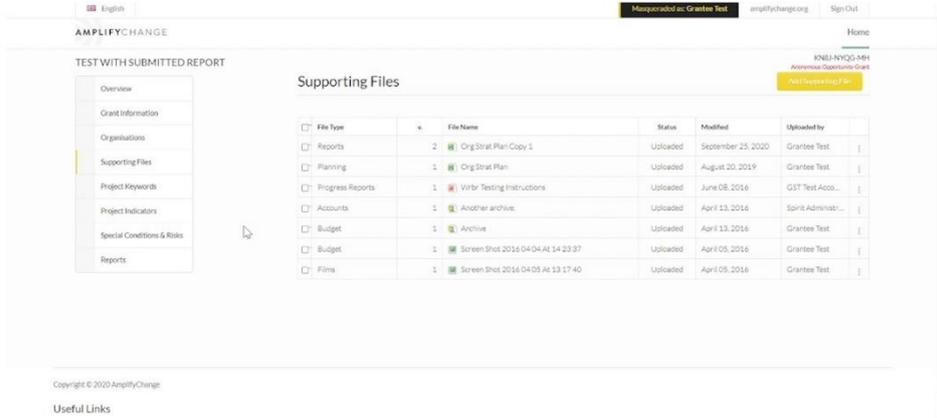
We can move on to the 'Supporting files' tab.





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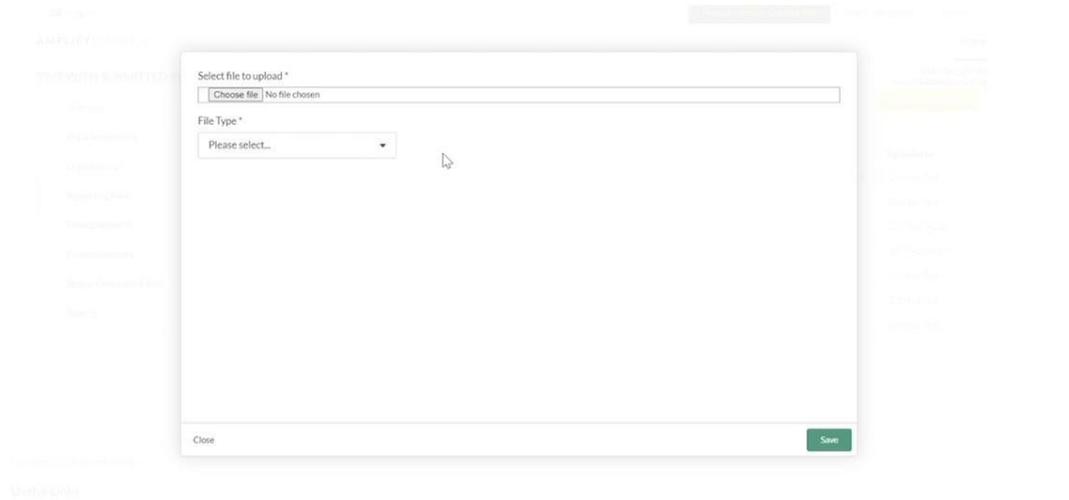
Here you can view any files associated with your grant and upload new ones.



Click on 'Add supporting file' to upload a new file.

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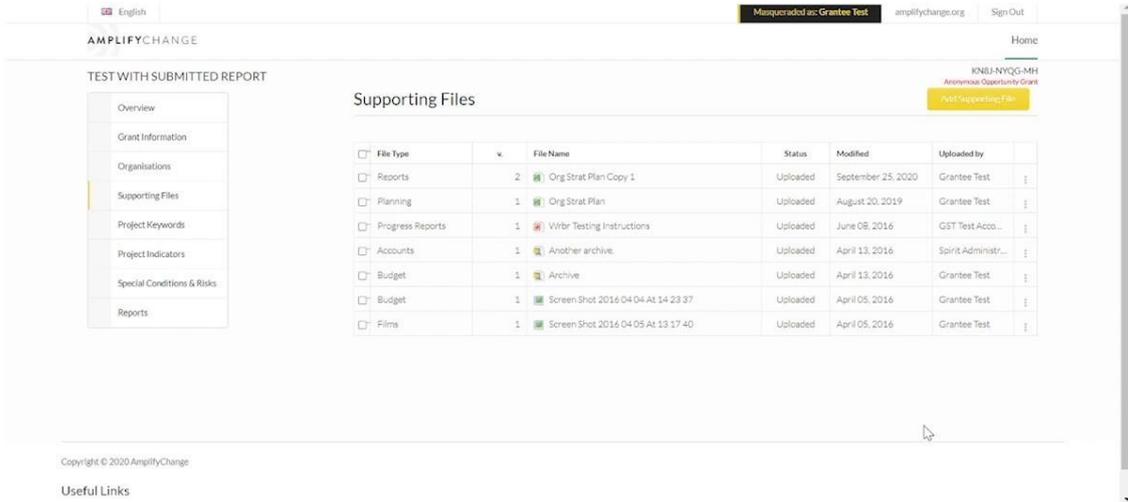
Select the file and the file type and click save.





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You can view file information on this main screen.



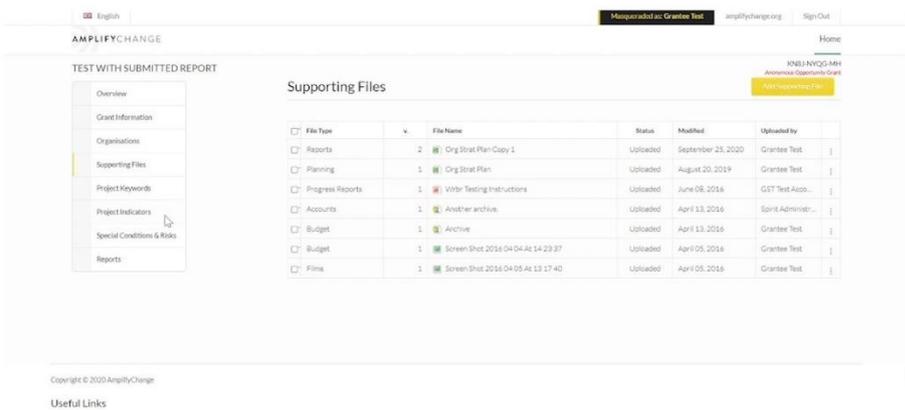
There are a few options if you click on the 3 dots to the right of the file listing. You can upload a new version of the file, in the same method as before.

You can also view all previous of a file here.

You can also preview the file or download it.

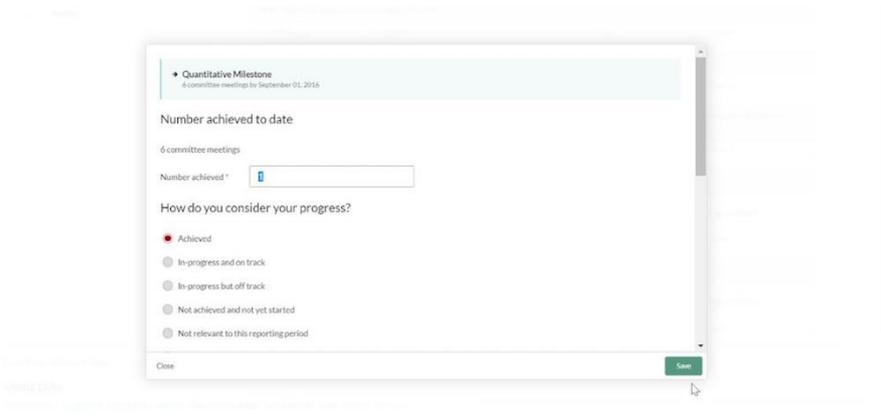
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On to the 'Project Indicators' tab. Here you can view by past, current or future milestones.



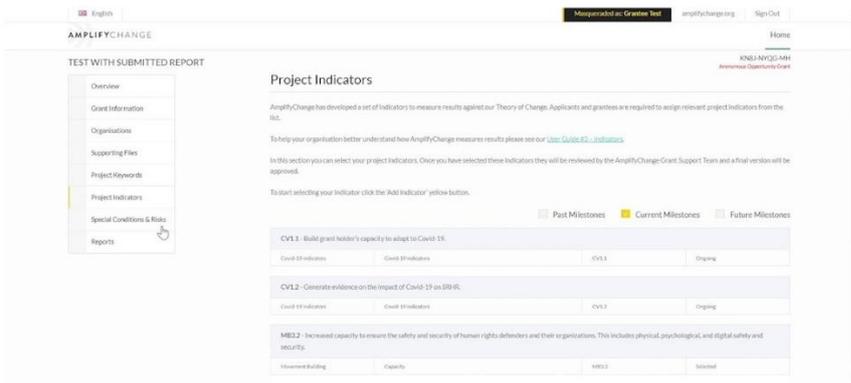
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You can report results against your milestones, by clicking on 'Add result'. Complete the form and press 'Save'.



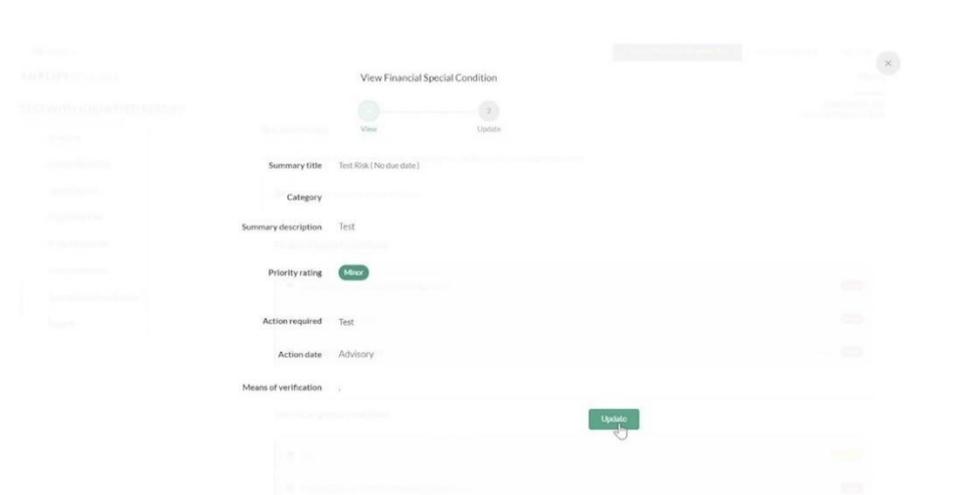
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Now the 'Special Conditions and Risks' tab. Here you can view all special conditions and risks against your grant.



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Click on the special condition to view it and click on 'update' at the bottom to update it.





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Here you can provide evidence that you have fulfilled your special conditions. Click submit to submit your evidence.

The screenshot shows a web interface for updating a financial special condition. On the left is a navigation menu with options like 'Home', 'My Dashboard', 'My Profile', 'My Settings', 'My Reports', 'My Alerts', 'My Notifications', 'My Account', and 'My Help'. The main content area is titled 'Update Financial Special Condition' and includes a progress indicator with 'View' and 'Update' buttons. Below this, there are fields for 'Mitigation Approach' (set to 'Test'), 'Means Of Verification', 'Evidence provided' (with a 'Choose Files' button and 'No file chosen' text), and 'Evidence summary' (a text area with a cursor). A 'Confirm action' section contains a checkbox and the text 'I confirm that we have completed the actions outlined by the fund management team against this contract condition.' At the bottom, there is a '+ Back' link and a green 'Submit' button.