

Emergency Grant (VRF)

Resubmit Grant Application / Registration Form / Bank Account Details

Instructions

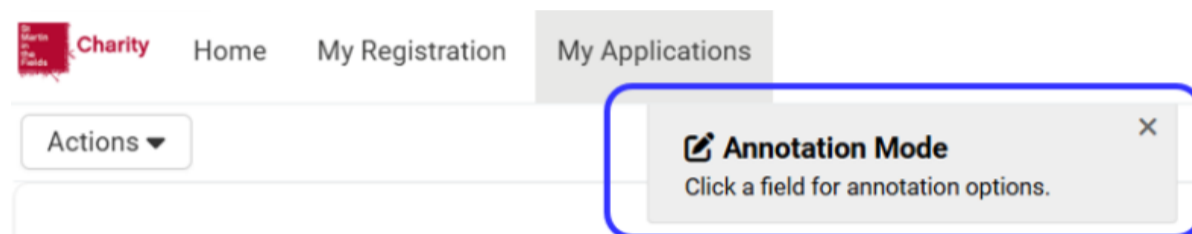
Introduction

- Where we need more information or evidence to be able to assess an application, we'll return it to you in the portal with notes on the form itself. This doesn't mean your registration / grant application has been declined – just that we have some queries or don't quite have what's needed.
- You'll receive an automated email letting you know that we're requesting clarification or additions / changes.

Instructions

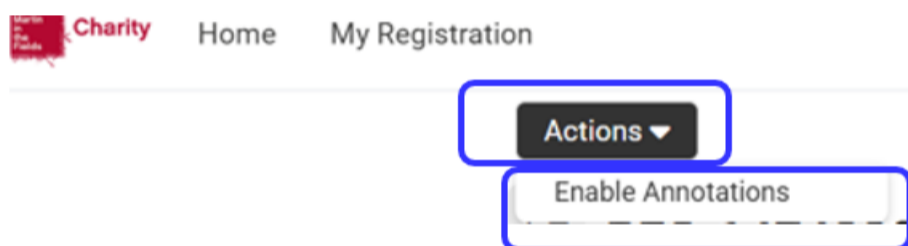
1. Log into the portal.
2. Click on the relevant application / your registration / bank account form in the home page to open it.

You should see an 'Annotation Mode' box as outlined below - **do not close it**:

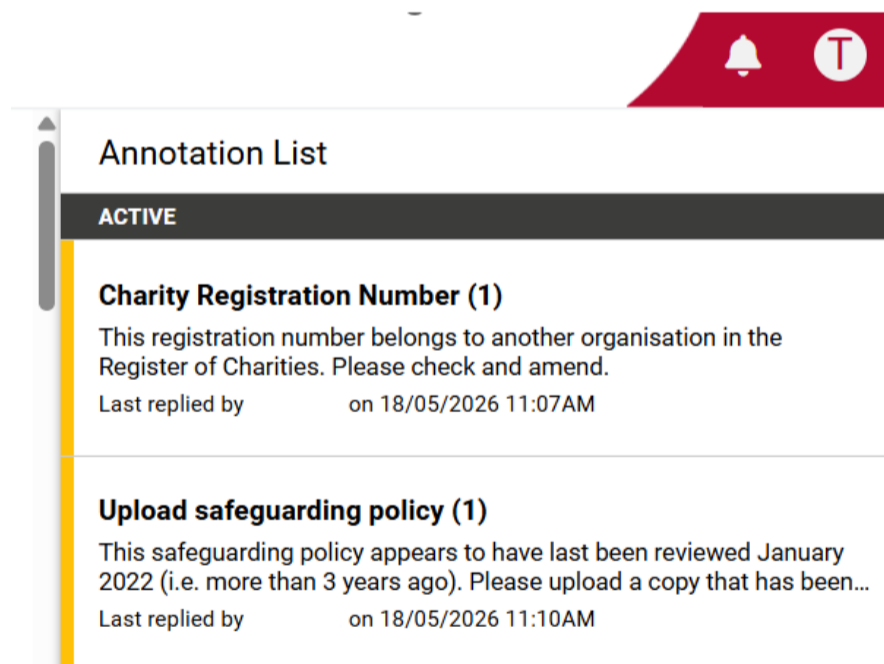


If the 'Annotation Mode' box isn't showing:

- 2A. Click 'Actions'
- 2B. Select 'Enable Annotations'



When Annotations are enabled, the request/s for each piece of information or evidence will appear in the 'Annotation List' on the right-hand side of the screen:



Reply to each annotation as follows:

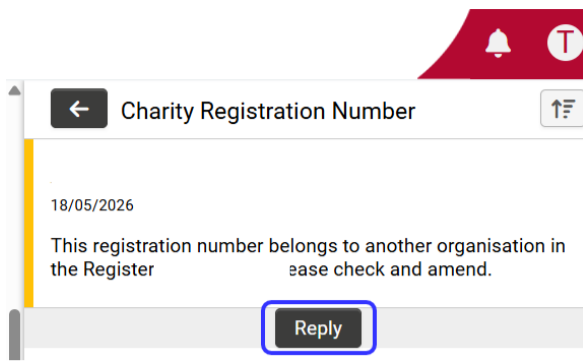
3. Click on the / an annotation.
 - The relevant field to that annotation will be highlighted in the form.

Company Registration
Number:

Charity Registration 246807
Number:

Continued/...

4. At the bottom of the annotation click 'Reply'.



A 'Reply' box will appear:

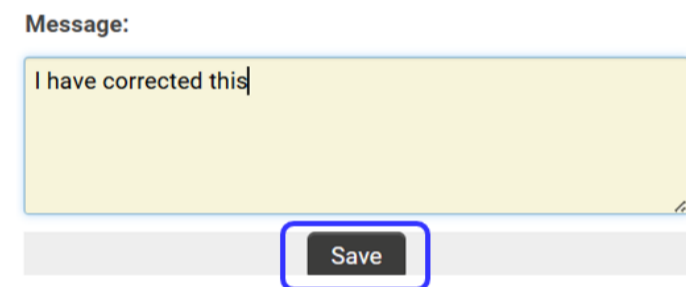
5. Amend the 'Field Value' with an updated entry for the relevant field (if appropriate).



6. Below that, enter a comment in the 'Message' box - this is mandatory.

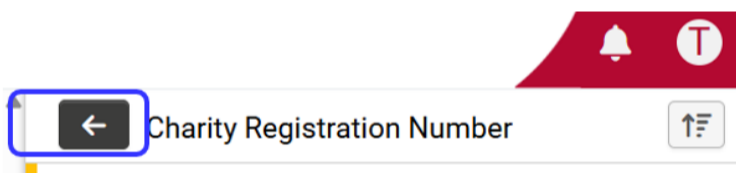
- **If you're unsure, or have a query about the annotation, enter your query in the 'Message' box.**

7. Click the 'Save' button at the bottom of the 'Message' box.

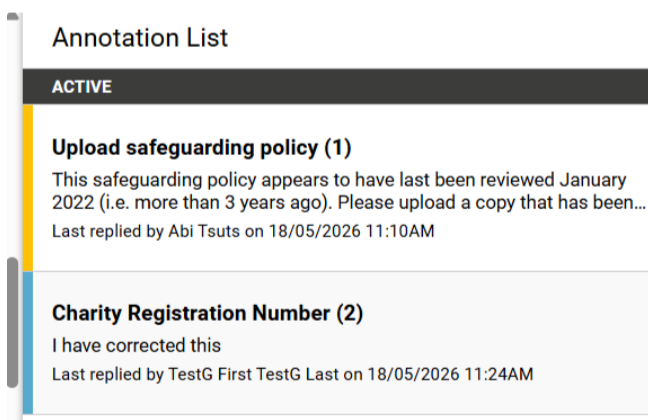


If there are more than one annotation, go back and reply to the remaining annotation/s as follows:

- 7A. Click on the black 'back arrow' at the top of the 'Annotations List'.



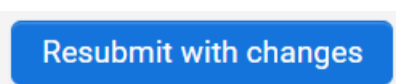
The full list of annotations will reappear:



- A blue bar will appear against the annotation/s you've addressed as above.
- Any remaining annotation/s will have an orange bar.
- Repeat from step 3 above to reply to each remaining annotation.

Once you've replied to all annotations:

8. Click on the blue 'Resubmit with Changes' button at the bottom of the screen.



Contacting Us

If you have any issues resubmitting your form, please let us know: [Emergency Grants \(VRF\)](#)