

Emergency Grant (VRF)

Amending and Resubmitting Bank Form - Instructions

Introduction

- The first time you submit a grant application in the portal, you will have been asked to fill out a bank form with your organisation's bank details (and provide evidence from the bank, which must be dated within the last 3 months).
 - You only need to provide bank details with your first grant application – once verified, the bank details will be available for you to select in any future grant applications.
 - You'll only need to provide new bank details if the account details change.
- When assessing the grant application, we'll also verify and approve the bank details provided in the bank form.
- If there is an issue with the bank details, we'll return the bank form to you in the portal with annotations in the form asking you to make amendments / upload correct evidence e.g.:
 - If any of the bank details you've entered in the form don't match with the details in the bank evidence.
 - The bank evidence is dated more than 3 months ago.
 - The bank evidence has been written by your organisation (as opposed to being directly from the bank).
 - The bank evidence includes sensitive information (e.g. names or addresses of individuals).
- **NB:** If there are no issues or queries with the grant application itself, we'll return the bank form to you in the portal separately from the grant application form.

Instructions – Amending and Resubmitting a Bank Form

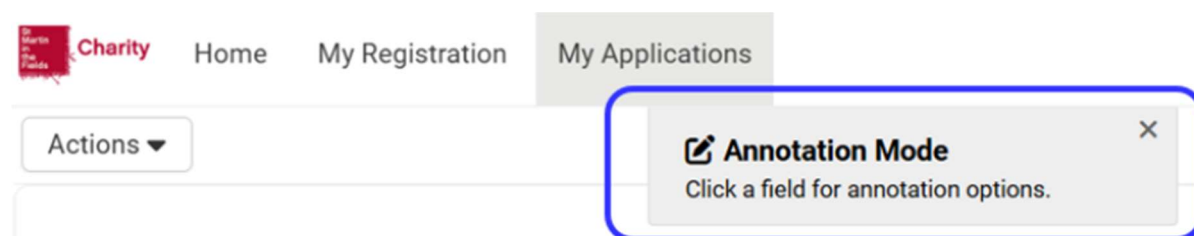
Log into your account.

1. Under 'Action Items' click 'Bank Accounts'
2. Click 'Open' against the bank form.

Action Items

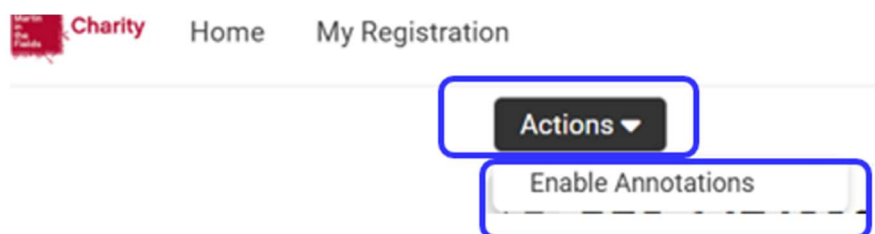
APPLICATIONS (0) EVIDENCE OF SPEND REPORTS (0) RETURN OF FUNDS (0) BANK ACCOUNTS (1)							
1-1 of 1 < >							
Account ID	Status	Organisation	Account Name	Sort code/Account number	Owner	Created Date	
BKACC-1485756	Returned to applicant	Central Support	Central Support Service	123456/24683579	Ann Keyworker	29/06/2026 10:41AM	Open

The bank form will open. You should see an 'Annotation Mode' box as outlined below - do not close it:



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

- 3A. Click 'Actions'.
- 3B. 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:

Annotation List

ACTIVE

Account Name (1)

Hi Ann

The account name entered in the bank form doesn't match that set

Last replied by Abi Tsuts on 24/07/2026 02:39PM

Sort Code (1)

Please amend the sort code if your organisation's bank details have recently changed.

Last replied by Abi Tsuts on 24/07/2026 02:39PM

Account Number (1)

Please amend the account number if your organisation's bank details have recently changed.

Last replied by Abi Tsuts on 24/07/2026 02:39PM

Bank Evidence (1)

Please upload updated bank evidence as per the first annotation above if the bank details have recently change.

Last replied by Abi Tsuts on 24/07/2026 02:40PM

Reply to each annotation as follows:

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

* Account Name

The name on the account. This must be exactly as it is written on a statement or it will be invalid.

CENTRAL SUPPORT

5. At the bottom of the annotation click ‘Reply’.

Reply

A ‘Reply’ box will appear:

- 6a. Amend the ‘Field Value’ with an updated entry for the relevant field (if appropriate).

Field Value:

Central Support Services

- 6b. Or, to upload updated evidence, click ‘browse files’ and select the relevant file from your device.

Field Value:

Drop files here or browse files

Maximum file size: 2 GB | Uploaded file will be renamed to:
Bank evidence

7. 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.**
8. Click the ‘Save’ button at the bottom of the ‘Message’ box.

Message:

I have corrected this

Save

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

9. Click on the black ‘back arrow’ at the top of the ‘Annotations List’.

←

Bank Evidence

↑

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 4 above to reply to each remaining annotation.

Annotation List

ACTIVE

Account Name (1)

Hi Ann

The account nae entered in the bank form doesn’t match that set

Last replied by Abi Tsuts on 24/07/2026 02:39 PM

Sort Code (1)

Please amend the sort code if your organisation's bank details have recently changed.

Last replied by Abi Tsuts on 24/07/2026 02:39PM

Account Number (1)

Please amend the account number if your organisation's bank details have recently changed.

Last replied by Abi Tsuts on 24/07/2026 02:39PM

Bank Evidence (1)

Please upload updated bank evidence as per the first annotation above if the bank details have recently change.

Last replied by Abi Tsuts on 24/07/2026 02:40PM

Once you’ve replied to all annotations:

10. Click on the blue ‘Resubmit with Changes’ button at the bottom of the screen.

Resubmit with changes

Contacting Us

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