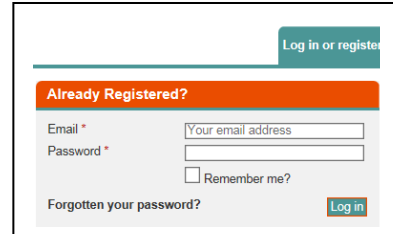


Guide to accessing and submitting online application forms

Click on the link to **EastRiding4Community (ER4C)**

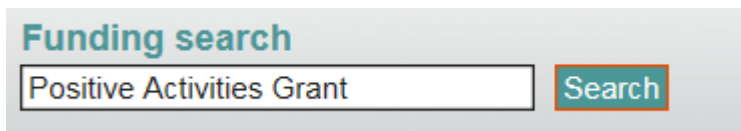
<http://www.idoxopen4community.co.uk/er>

If you are already a user of **ER4C**, use your details to log into the system. If this is your first time using **ER4C**



you will be asked to complete a simple Registration page (NB once you have registered, you will be able to access the site, carry out funding searches and apply for other ERYC funding programmes). Your registration for **ER4C** is now complete and you will receive an email confirming this.

Once registered, log in to **ER4C** and on the home page enter “Positive Activities Grant” in the funding search (top right hand corner of home page).

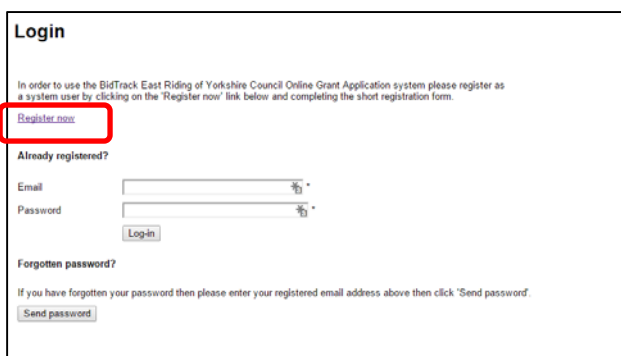


On the Funding search results page double click on “Positive Activities Grant”. This will take you to the Fund page which contains further information on the Fund. Scroll down to the bottom of the page to the section labelled “How to Apply”.


Here you will have a see a link to the Online Application Form and associated Guidance Notes . **WE STRONGLY RECOMMEND** you download/print the Guidance Notes first so you have them to hand when completing the Application Form.

When you click on the Application Form link a further Login page will appear. Click on register now

This registration is different from your **ER4C** one as this will allow you to complete the online application forms (NB if preferred you could register with the same email address and password as your ER4C account)



Complete the form in order to register yourself as a user. Fields with * are mandatory

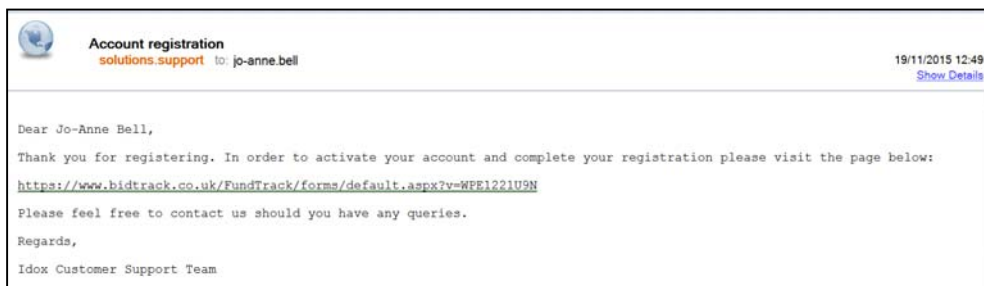


The form is titled "Profile" and contains the following fields:

- Title: A dropdown menu with "Please choose..." selected.
- Forename: A text input field containing "Govert".
- Surname: A text input field containing "Wondergem".
- Job title: An empty text input field.
- Organisation name: An empty text input field.
- Address line 1: An empty text input field.
- Address line 2: An empty text input field.
- Address line 3: An empty text input field.
- Address line 4: An empty text input field.
- Postcode: An empty text input field.
- Email: A text input field containing "govert@wondergem.info".
- Phone: An empty text input field.
- Password: A text input field with four asterisks and a visibility icon.
- Confirm password: A text input field with four asterisks and a visibility icon.

At the bottom of the form are "Submit" and "Cancel" buttons.

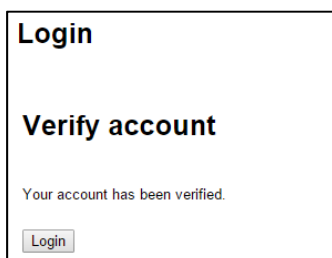
You will receive an email (usually within 30 minutes) to confirm that the account has been created and you will need to click on the link within the email to activate your account:



Please NOTE that several warnings may be displayed before allowing you access to this secure website i.e. you may have to 'click' to confirm you trust this site (This will depend on the level of security software you have).



Clicking on the link in the email will show the page below, confirming your account has been activated.



Click on Login and enter your email address and password:

Login

Already registered?


Email

Password

Forgotten password?

If you have forgotten your password then please enter your registered email address above then click 'Send password'.

Complete the online application form and submit it.

**EAST RIDING**
OF YORKSHIRE COUNCIL

Positive Activities Grant 2018/19

This form will automatically be deleted if it is not submitted by 5pm on 02 December 2017

When completing this form, please refer to the application form guidance notes

Grant funding stream
Positive Activities Grant 2018/19

Awarding body
East Riding of Yorkshire Council

Name of organisation seeking grant funding	Total Amount applied for
<input type="text"/>	<input type="text"/>

Name of proposed project

See guidance notes for instructions on completing the various pop up windows.

Please note this does not have to be completed in one session as you can save and return to it at a later date – just scroll to the end of the form and click on ‘Save for later’.

You will receive an email confirming that the application form has been submitted.

A copy of the application form will be attached to the email.

**Application form submitted**
solutions.support to: jo-anne.bell 19/11/2015 13:02
[Show Details](#)

▼ 1 attachment

 application_form_19_11_2015_13_01_27.pdf

An application form has been submitted and is attached to this email.

Reference : EASTR/2015/1075
Link : https://www.bidtrack.co.uk/FundTrack/ft_application_outline.aspx?prjct_pkey=21359&ftapp_pkey=12163

Regards,
Idox Customer Support Team