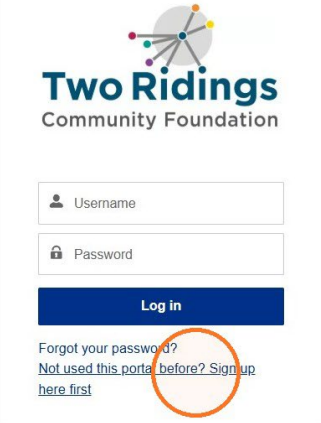
Registering and Applying for Grants on Two Ridings Grants Portal

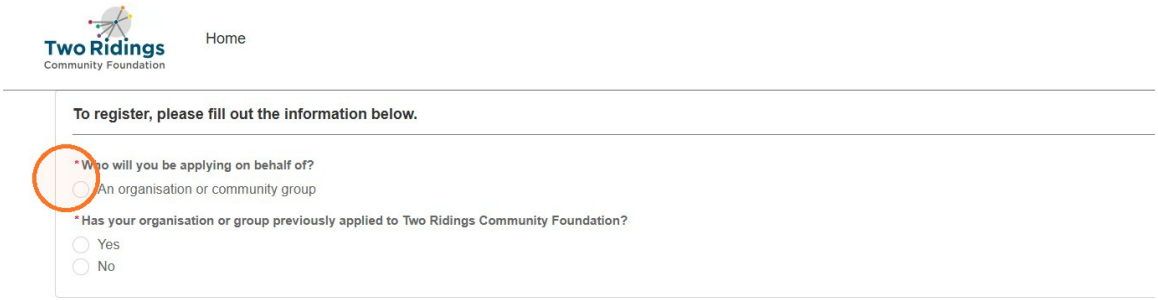
Everyone using the portal for the first time needs to sign up, even if you've applied to us us before. This guide walks you through the registration process and demonstrates how to locate and start a grant application for available funds.

Portal Registration

1. **Click ‘Not used this portal before? Sign up here first’**

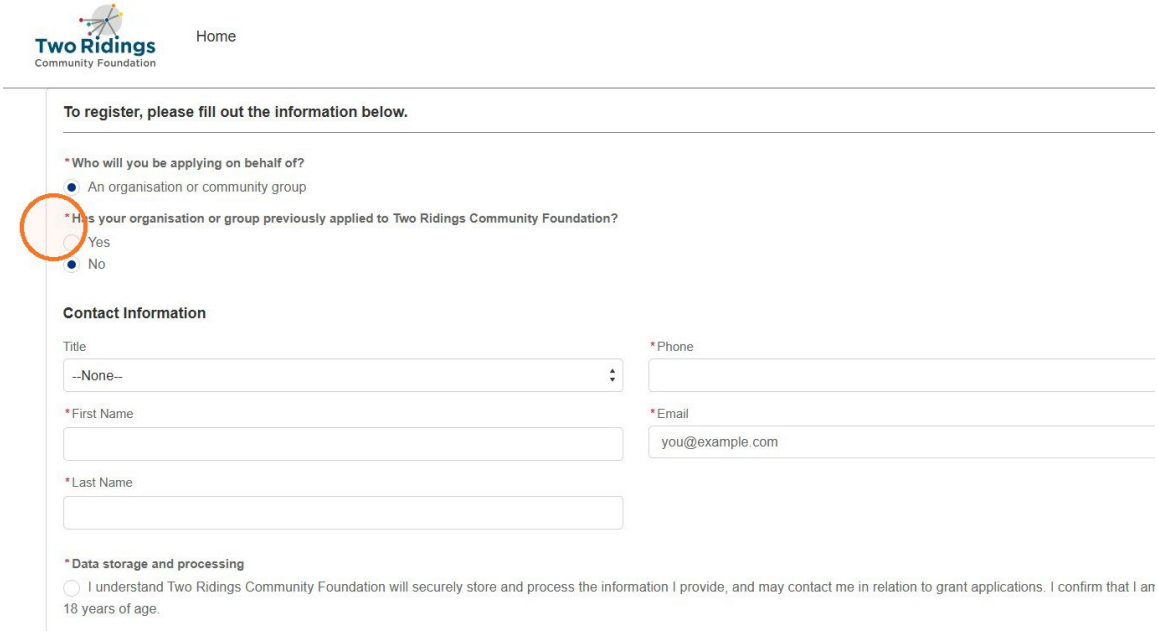


2. **Please select ‘An organisation or community group’**

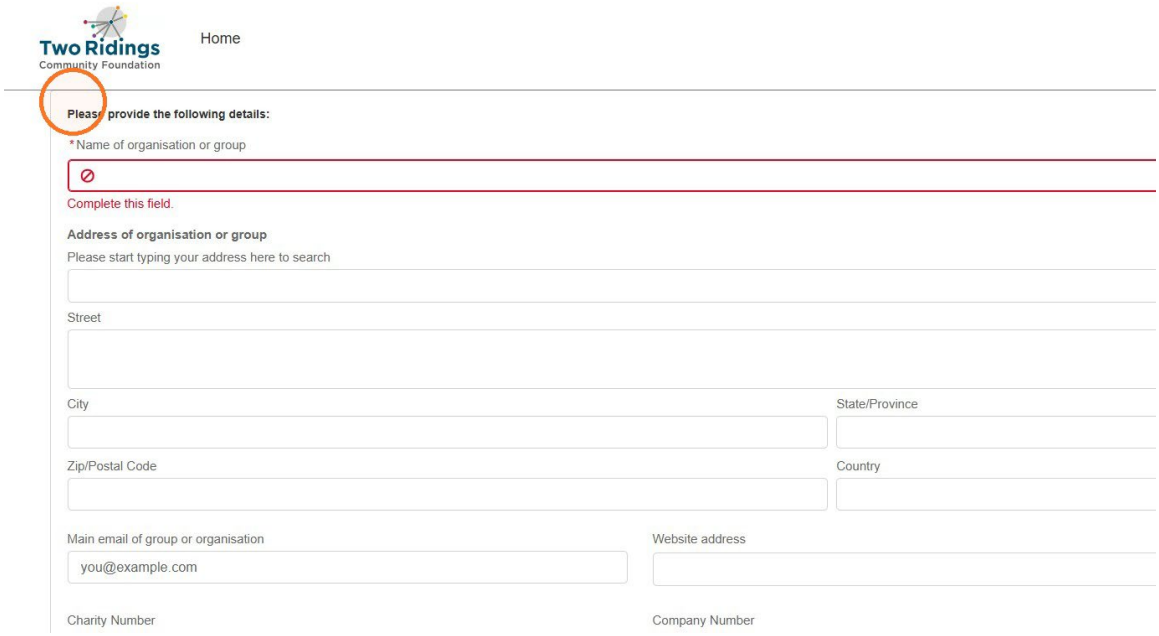


3. **Has your organisation applied before? Select ‘Yes’ or ‘No’.**

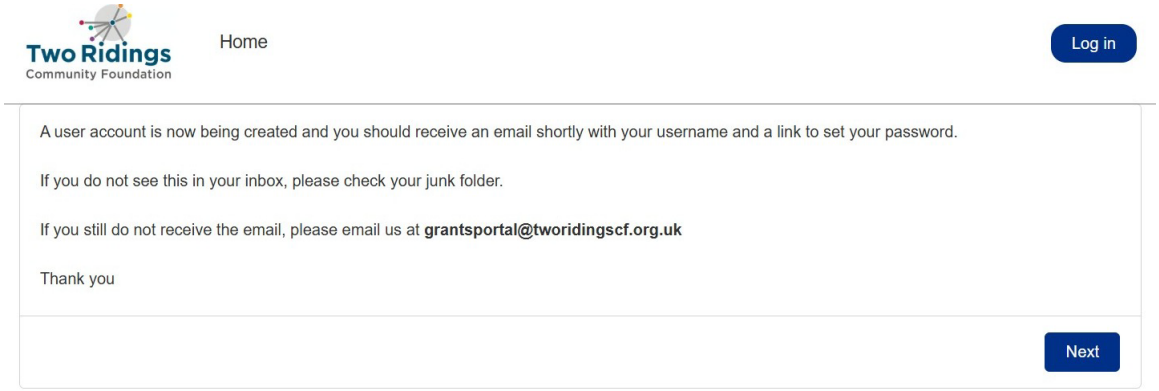
Add your contact information.



4. Add organisation information

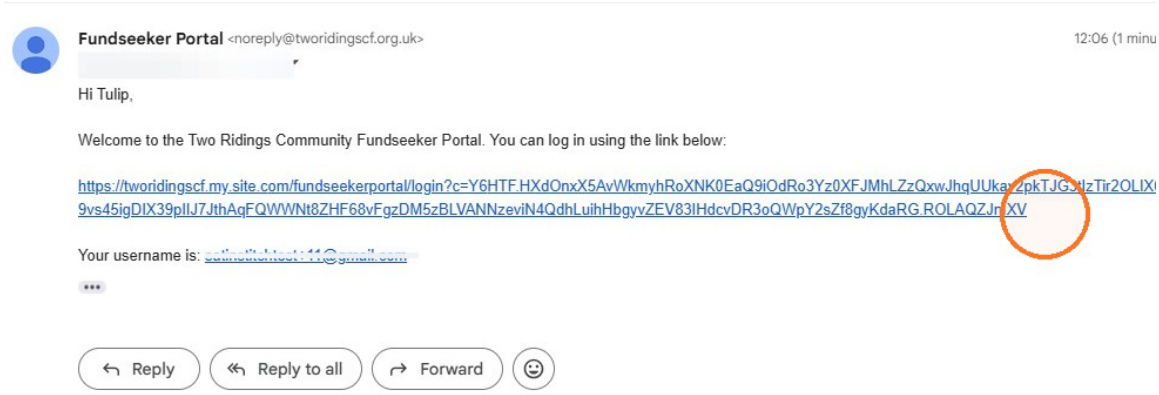


5. User Account Created

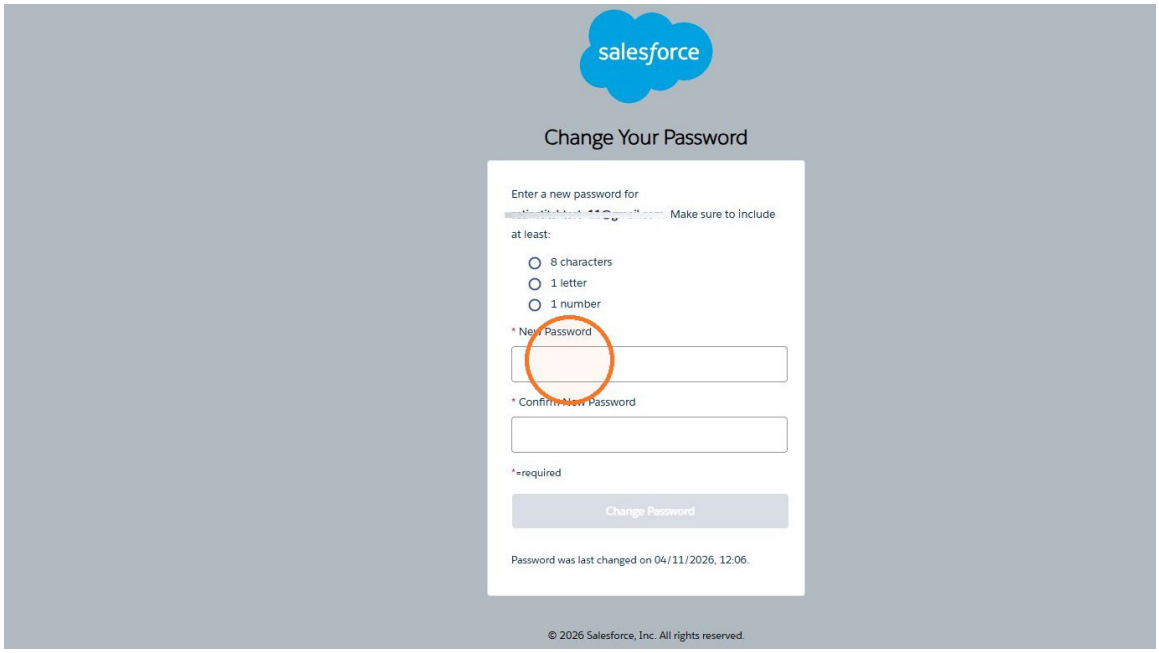


Account Activation

6. You will receive a registration email, please make a note of your username.



7. Enter a new password



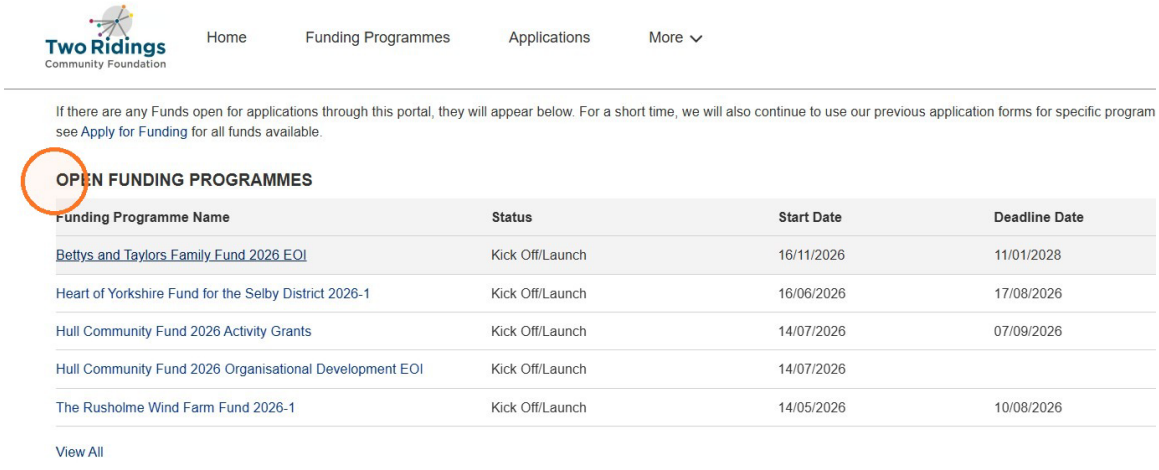
Funding Application

When you log in you'll see three main sections:

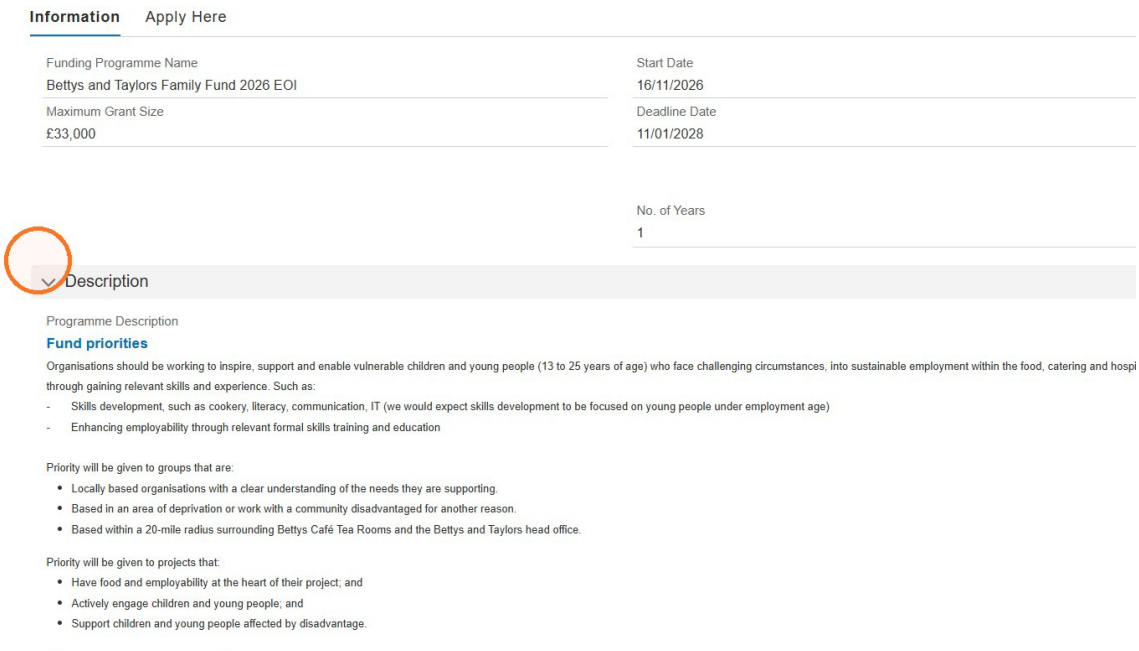
8. Click "Open Funds"



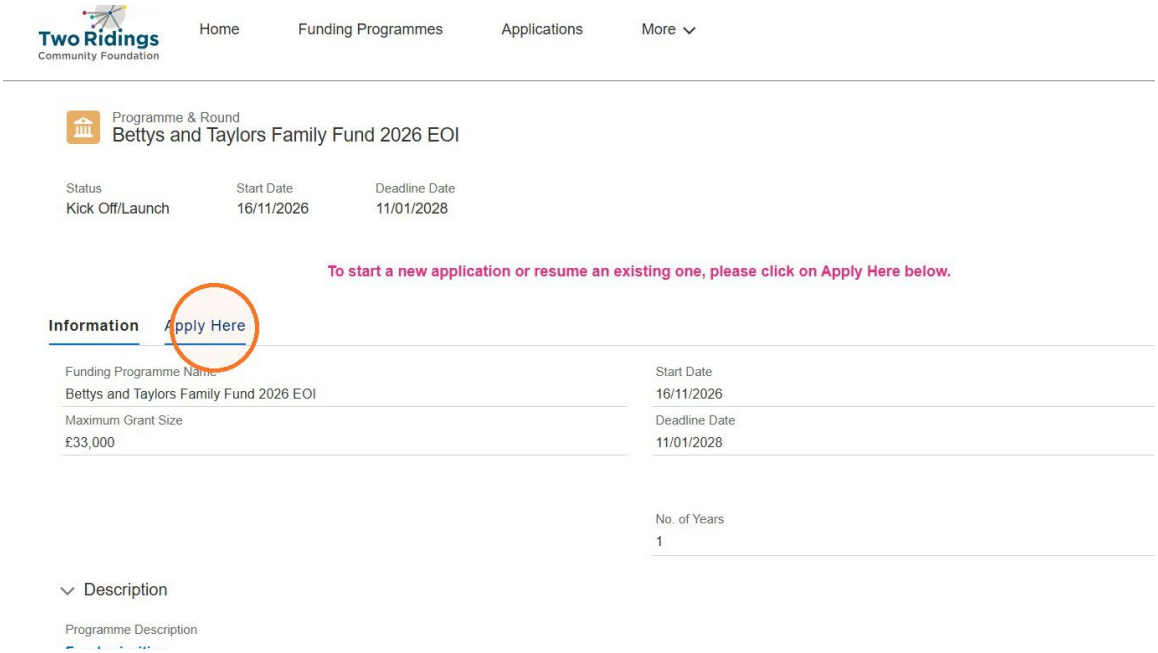
9. Select Programme you would like to apply to



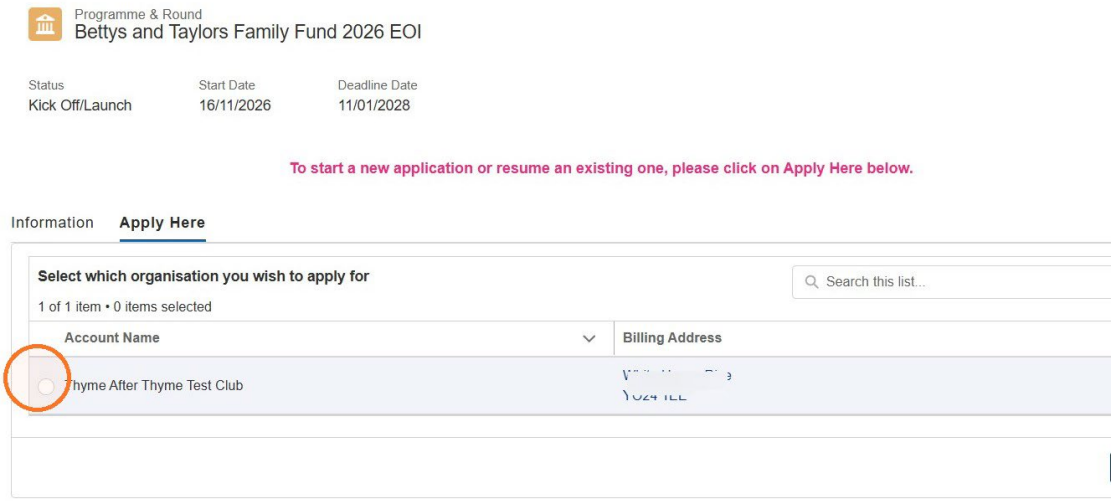
10. Information about the Programme is provided in the Description section



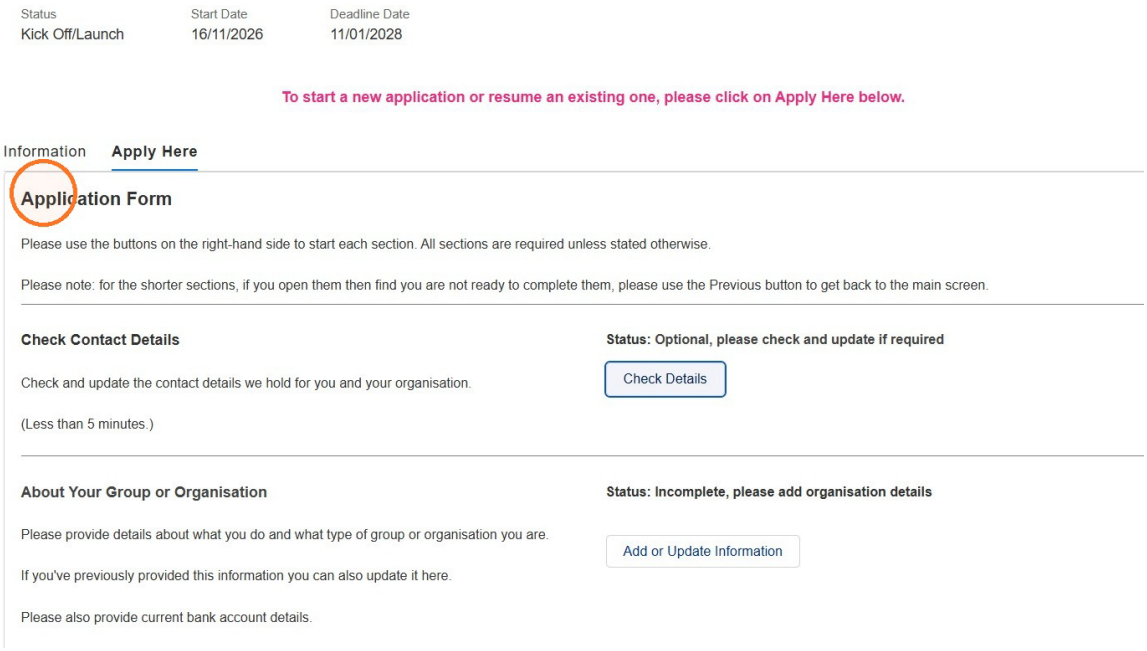
11. Click 'Apply Here' to start an application



12. Select your organisation and click ‘Next’.



13. Complete Application Form



14 . Not had time to complete you full application?

Don't worry! You can find all your draft, submitted and active applications in the 'My Applications' section of the grants portal.

15. Resuming an application

To return to a draft:

- Log in to the portal.
- Select My Applications.
- Click the relevant funding programme.
- Click Apply Here to continue your application.

16. Need help?

We're here to help. Get in touch if you need support.

Email: grantsportal@tworidingscf.org.uk
Phone: 01904 929500

We look forward to receiving your application.