

## **Notes to assist with online CRSP application**

The first step of the funding process is to register your details with the website administrator. After you have supplied a contact email address, a case sensitive password will be sent to this address enabling you to access the registration form. To do this, simply type in the email address you registered with and enter the password sent to you. You can now begin the registration process.

1. Enter the title of your community project in the box provided and click 'New Application'.

2. A page will appear displaying a contents table showing the various sections of the application form that you are to fill in. On the right of the table is the status record which tells you how many questions there are in a given section, and how many you have filled out. Please note: it is not necessary to fill in all questions in a given section.

3. Begin the application process by clicking on 'Contact' and filling in the required fields. After you have entered your information, click 'Save' to return to the contents table and continue with the application. When you click 'Save' the information you have entered will be stored in case you want to pause during your application and continue at a later time. To access your stored information you must log back on to the CRSP application page using the original email address and password you first used.

4. As you work through the sections of the application form you will notice hyperlinks encouraging you to refer to notes specific to the field you are filling in. By clicking on these hyperlinks, a window will pop up with helpful information that will aid you in completing the form to a satisfactory degree.

5. When you have reached the third section of the application form, you are asked to fill in EITHER section 3 OR section 4. Only fill in section 3 if you are applying for community development funding, OR answer section 4 if you are applying for community programmes funding. There are notes on the website to help you in determining what category your project falls under.

6. The final section of the application form is the budget section. Under the description box, click 'new' and enter one detail of your budget. When you have filled in all the fields, click 'save' to finish. If you want to add more budget information, click 'new' again and enter the necessary details. Continue this process until you have entered all the necessary budget information then check the box to indicate that your budget is complete.

7. When you are satisfied that your application is complete and correct, click on 'back to application list' on the contents table page. Click 'submit' to send your application form to the National Coordinator who will review the form. The status of your application will read 'Being Reviewed'. While it is in this status you cannot change any details in your application form. However, if any changes or additional details need to be entered in your form, it will be sent back to you and you will be able to access it once more.