

# **Manual**

## **application system Iona Stichting** *Grant Management*

### **Application for projects**

**A few preliminary notes:**

- The system needs time to perform certain actions. Don't click refresh too quickly; wait until a new screen appears.
- All communication is handled through the online system. If you have a new message waiting for you, you will receive an automatic email. You will then log in to read the full message.
- Your email address and password give you access to your own online environment. You can no longer edit your profile. Forgotten your password? Click the "forgotten password" link on the home screen.
- Your email address may already be registered with us as an applicant. In that case, click the "forgotten password" link as well.
- Uploading your own project description is essential.

For more information or questions, please contact the Iona Stichting office at [iona@iona.nl](mailto:iona@iona.nl) or by phone at +3120-6233353.

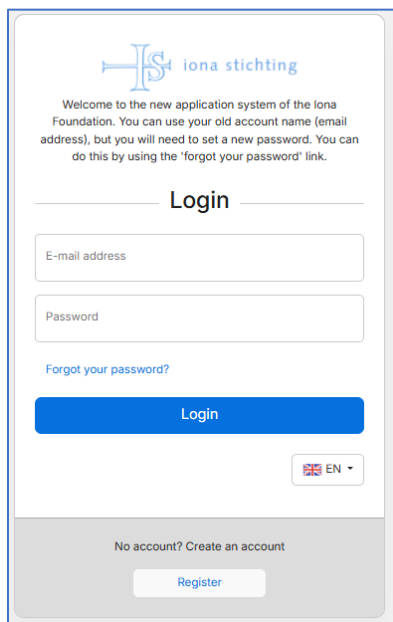
We strive to make the system as user-friendly as possible. If you have any comments or additions, we would be happy to hear from you.

*No rights can be derived from this document.*

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## 1. Login



The screenshot shows the login page for Iona Stichting. At the top is the logo and the text "Welcome to the new application system of the Iona Foundation. You can use your old account name (email address), but you will need to set a new password. You can do this by using the 'forgot your password' link." Below this is a "Login" heading. There are two input fields: "E-mail address" and "Password". A link "Forgot your password?" is below the password field. A blue "Login" button is below the input fields. At the bottom right of the login section is a language selector showing the UK flag and "EN". At the bottom of the page, there is a link "No account? Create an account" and a "Register" button.

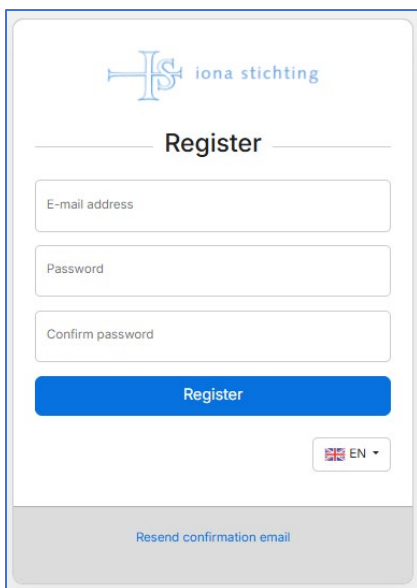
*In English? Make sure  
you select the British flag*

Your e-mail is your username. If you have forgotten your password or the system indicates your e-mail is already registered, enter your username and click on forgot password. The password will be sent to your e-mail address. If your username is not yet registered, click on register.

If your username is not yet registered with us, click on 'register' en go to the next chapter (2). If you already have a username, go directly to chapter 3.

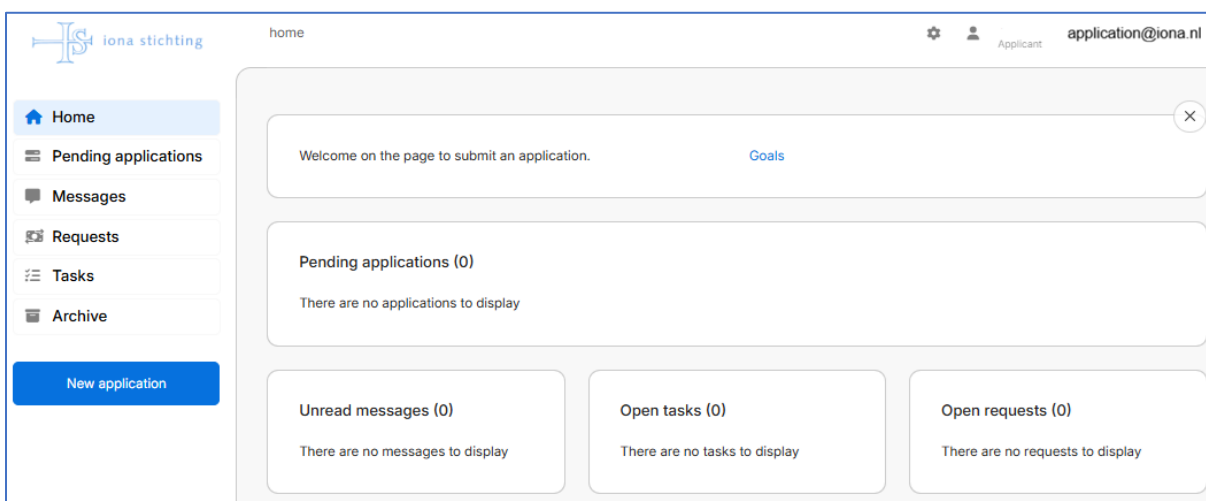
## 2. Register

*(skip this step if you can log in).*

The image shows a web form for registering with Iona Stichting. At the top is the Iona Stichting logo. Below it is the title "Register". The form contains three input fields: "E-mail address", "Password", and "Confirm password". Below these fields is a blue button labeled "Register". To the right of the button is a language selector showing a flag and "EN". At the bottom of the form is a link that says "Resend confirmation email".

- Enter the details and click on *Password request*. You will receive an email with your password.
- You will immediately be redirected to your own home page.
- Enter your email address. This address will serve as your username. Are you applying on behalf of an organization? Then carefully consider which address you are going to use.
- After registration, go to your email inbox to read the confirmation email.

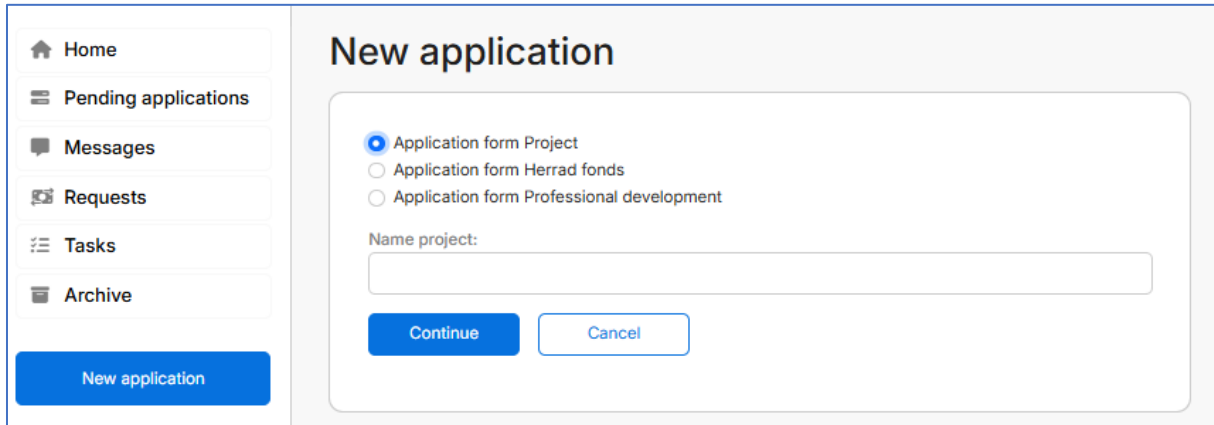
## 3. Homepage

The image shows the homepage of the Iona Stichting application. At the top is the Iona Stichting logo and the word "home". On the right side of the top bar are icons for settings, a user profile, and the email address "application@iona.nl". On the left side is a sidebar menu with links: "Home", "Pending applications", "Messages", "Requests", "Tasks", and "Archive". Below the menu is a blue button labeled "New application". The main content area has a welcome message: "Welcome on the page to submit an application." with a "Goals" link. Below this is a section for "Pending applications (0)" with the text "There are no applications to display". At the bottom are three boxes: "Unread messages (0)" with "There are no messages to display", "Open tasks (0)" with "There are no tasks to display", and "Open requests (0)" with "There are no requests to display".

This is the home page. From here you have access to all the information: the messages we will send you and the messages you will send us. This is also the place to fill in the possible evaluation.

Note: you can always save your application, even if you haven't completed your request. After logging in again, click on the folder icon on the left side of your request.

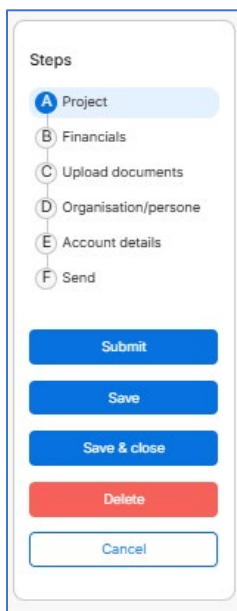
#### 4. Start your application



This manual is written for **project** applications. There is another manual for student grants (Herrad fund) and training/courses.

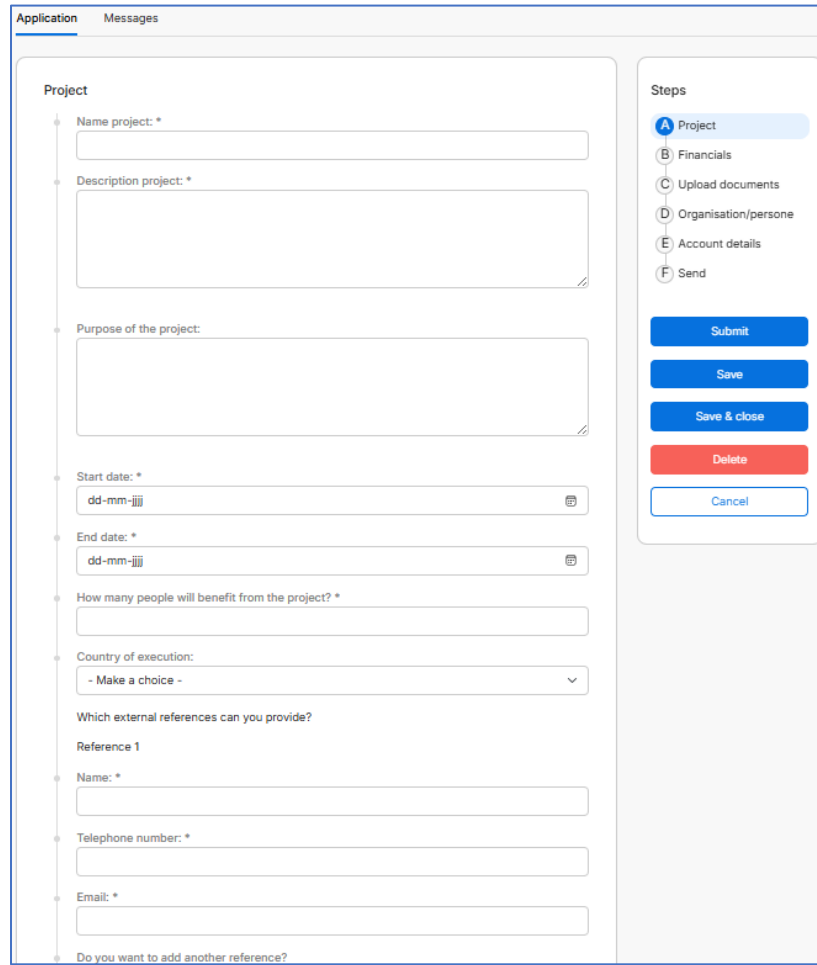
1. Press the blue button 'New application' and 'Application form Project'.
2. Fill in the name of your project.
3. Press the blue button 'Continue'.

#### 5. Overview of the steps



While filling out your application, the information above will remain on the right side of your screen. You can see where you are in the application and you can save your progress along the way.

## 6. Step A of the application: project data



The screenshot shows a web application form for 'Project' data. The form is divided into two main sections: the main form area and a sidebar.

**Main Form Area:**

- Project**
  - Name project: \* (text input)
  - Description project: \* (text area)
  - Purpose of the project: (text area)
  - Start date: \* (date picker, format dd-mm-iiij)
  - End date: \* (date picker, format dd-mm-iiij)
  - How many people will benefit from the project? \* (text input)
  - Country of execution: (dropdown menu, option: - Make a choice -)
  - Which external references can you provide?
    - Reference 1
      - Name: \* (text input)
      - Telephone number: \* (text input)
      - Email: \* (text input)
    - Do you want to add another reference? (checkbox)

**Sidebar (Steps):**

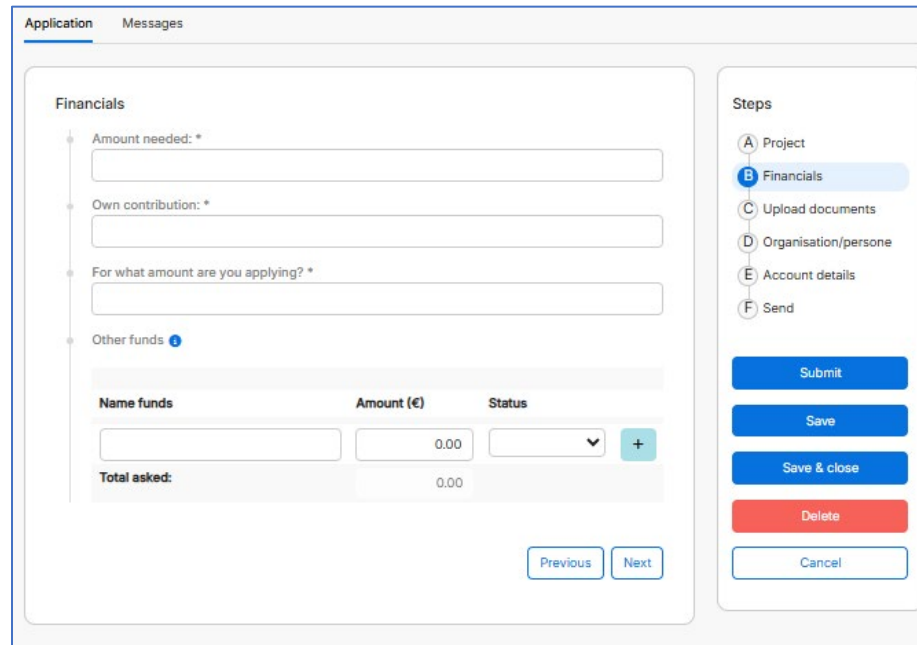
- A Project (selected)
- B Financials
- C Upload documents
- D Organisation/persone
- E Account details
- F Send

**Buttons:**

- Submit
- Save
- Save & close
- Delete
- Cancel

- Complete all fields.
- The start date of your application **cannot be in the past**.
- Be sure to save before pressing "Next."

## 7. Step B of the application: financials



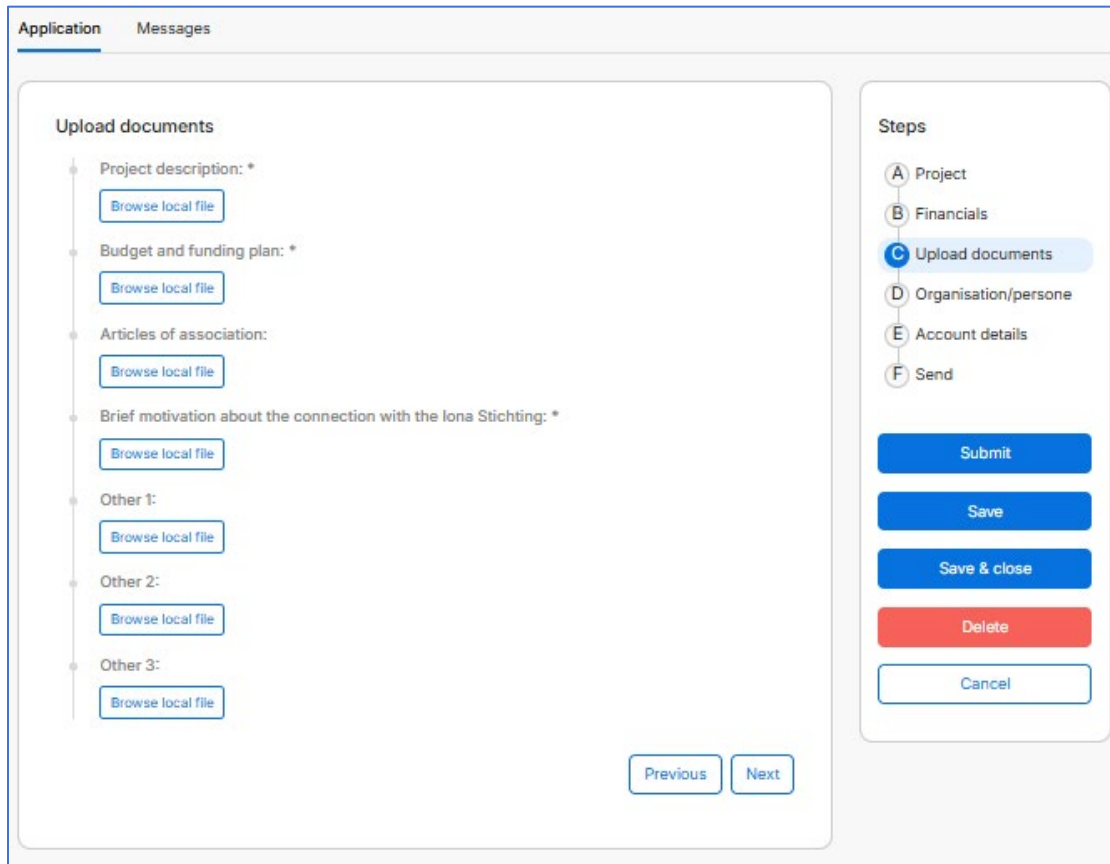
The screenshot shows the 'Financials' step of an application process. The interface includes a top navigation bar with 'Application' and 'Messages'. The main content area is titled 'Financials' and contains several input fields: 'Amount needed: \*', 'Own contribution: \*', 'For what amount are you applying? \*', and 'Other funds' with a help icon. Below these is a table for 'Name funds' with columns for 'Name funds', 'Amount (€)', and 'Status'. The table shows a single row with '0.00' in the amount column and a dropdown menu in the status column. A 'Total asked:' row shows '0.00'. Navigation buttons 'Previous' and 'Next' are at the bottom. On the right, a 'Steps' sidebar lists the process flow: A Project, B Financials (selected), C Upload documents, D Organisation/personne, E Account details, and F Send. Action buttons 'Submit', 'Save', 'Save & close', 'Delete', and 'Cancel' are also present.

Name funds	Amount (€)	Status
	0.00	
<b>Total asked:</b>	0.00	

- Enter whole amounts without periods or commas.
- **Only amounts in Euros.**
- Press 'next'.



## 8. Step C of the application: the documents



The screenshot shows a web application interface for uploading documents. The main area is titled 'Upload documents' and contains a vertical list of fields, each with a 'Browse local file' button:

- Project description: \*
- Budget and funding plan: \*
- Articles of association:
- Brief motivation about the connection with the Iona Stichting: \*
- Other 1:
- Other 2:
- Other 3:

At the bottom of the main area are 'Previous' and 'Next' buttons. On the right side, there is a 'Steps' sidebar with a vertical list of steps: A Project, B Financials, C Upload documents (highlighted), D Organisation/personne, E Account details, and F Send. Below the steps are five buttons: 'Submit' (blue), 'Save' (blue), 'Save & close' (blue), 'Delete' (red), and 'Cancel' (white with blue border).

This step is an important part of your application.

- If you are submitting the application on behalf of a foundation, we will also ask for the articles of association.
- **Do not make the files larger than 5 MB.**

### a) Project description

The most essential document of your request. This is the place to personalize your application. You may have already given some of the required information, but please make sure to pay attention to the following:

- maximum size: 4 x A4
- name and short project description
- aim
- target audience
- organization and cooperation partners
- ideal behind the project
- who will benefit?
- who will execute the project?
- what will your approach be?

- duration of the project
- according to you: when will the project be a success?

**b) Budget and funding plan**

a detailed overview of the costs in **Euros**.

- the expected income and your own contribution
- did you request and/or receive financial help from other sources?
- for which amount do you apply?

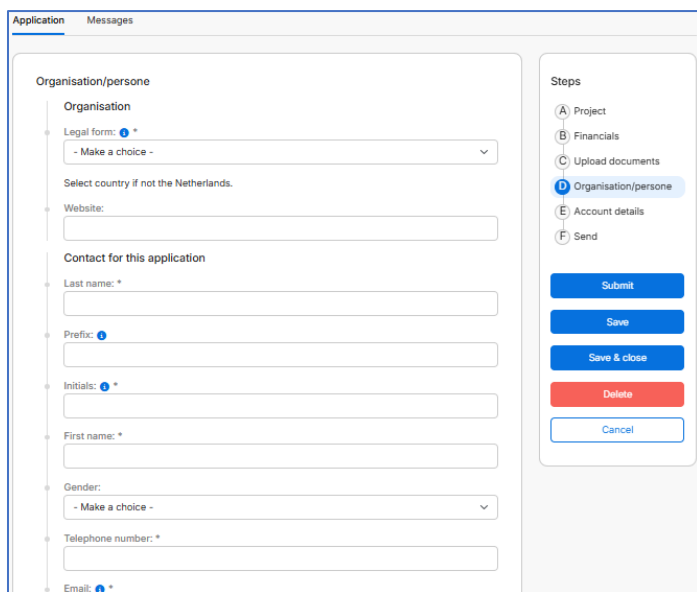
**c) Brief motivation about the connection with the Iona Stichting**

Please give the requested information.

We are increasingly receiving professional documents that lack a personal touch. However, this is a significant factor for us.

- Press 'next'.

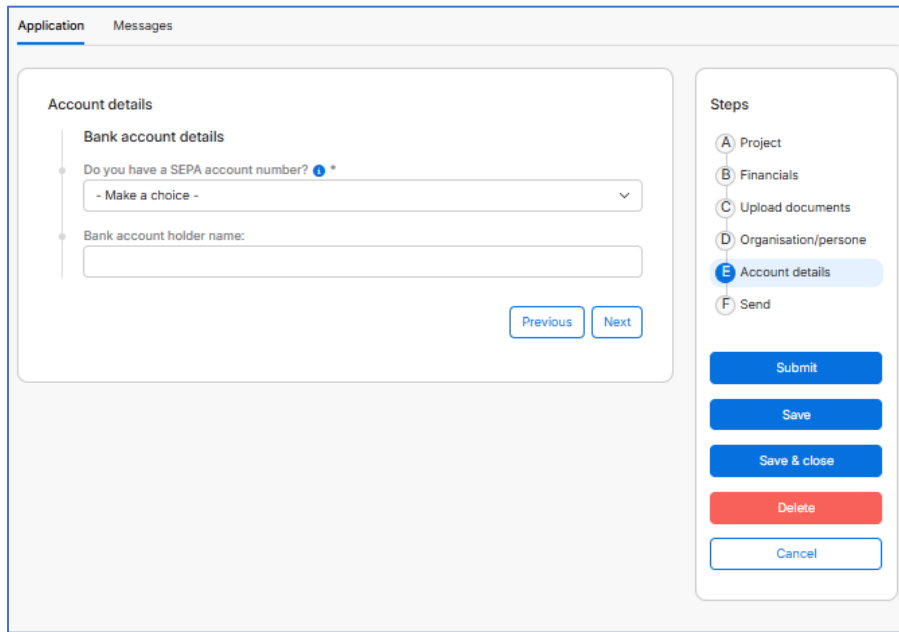
**9. Step D of the application: data organisation/person**



The screenshot shows a web application interface for Step D: Organisation/person. The form is divided into two main sections: 'Organisation' and 'Contact for this application'. The 'Organisation' section includes a dropdown for 'Legal form' (with a hint icon and an asterisk), a dropdown for 'Select country if not the Netherlands.', and a text field for 'Website'. The 'Contact for this application' section includes text fields for 'Last name' (with an asterisk), 'Prefix' (with a hint icon), 'Initials' (with a hint icon and an asterisk), 'First name' (with an asterisk), a dropdown for 'Gender' (with a hint icon and an asterisk), a text field for 'Telephone number' (with an asterisk), and a text field for 'Email' (with a hint icon and an asterisk). On the right side, there is a 'Steps' sidebar with a list of steps: A) Project, B) Financials, C) Upload documents, D) Organisation/person (highlighted with a blue circle), E) Account details, and F) Send. Below the steps list are five buttons: 'Submit' (blue), 'Save' (blue), 'Save & close' (blue), 'Delete' (red), and 'Cancel' (blue).

- Fill in the fields and press 'next'.

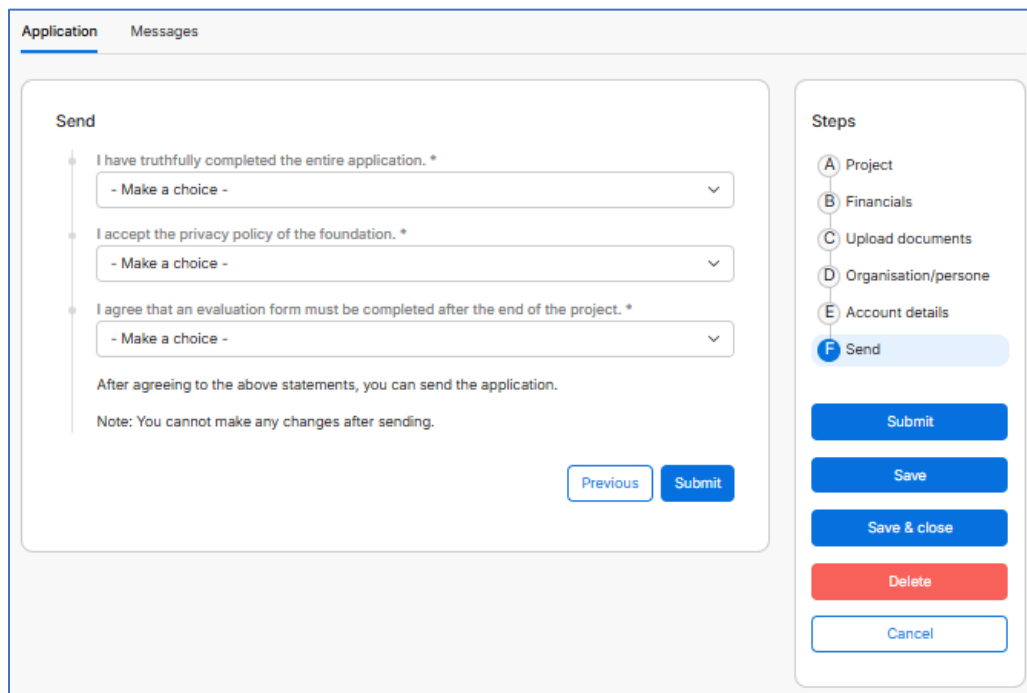
## 10. Step E of the application: bank details



The screenshot shows a web application interface for 'Account details'. At the top, there are tabs for 'Application' and 'Messages'. The main content area is titled 'Account details' and contains a section for 'Bank account details'. This section has two input fields: 'Do you have a SEPA account number?' with a dropdown menu showing '- Make a choice -', and 'Bank account holder name:' with a text input field. Below these fields are 'Previous' and 'Next' buttons. On the right side, there is a 'Steps' sidebar with a vertical list of steps: A Project, B Financials, C Upload documents, D Organisation/personne, E Account details (highlighted with a blue circle), and F Send. Below the steps list are five buttons: 'Submit', 'Save', 'Save & close', 'Delete' (in red), and 'Cancel'.

- Enter the bank details where the potential award will be transferred.
- **Do not enter** your own information!
- Press 'next'.

## 11. Step F of the application: submit your application



The screenshot shows the 'Send' step of the application process. The main content area contains three statements to agree to, each with a dropdown menu set to '- Make a choice -'. Below these is a 'Submit' button. A sidebar on the right shows the 'Steps' progress: A Project, B Financials, C Upload documents, D Organisation/personne, E Account details, and F Send (highlighted). Below the steps are buttons for Submit, Save, Save & close, Delete, and Cancel.

This is the last minute to make any changes to your application.

- Please note: By agreeing to this, you agree, among other things, to submit an evaluation if the grant is awarded. You will need the same login details for this evaluation as for this application.
- Click "Submit" to submit the application.

**Please note: submitting takes time. Do not refresh your page!**

You will receive an automatic confirmation email.

## 12. Our response time to your request

We aim to respond to you within six weeks. The decision will be sent by email via .

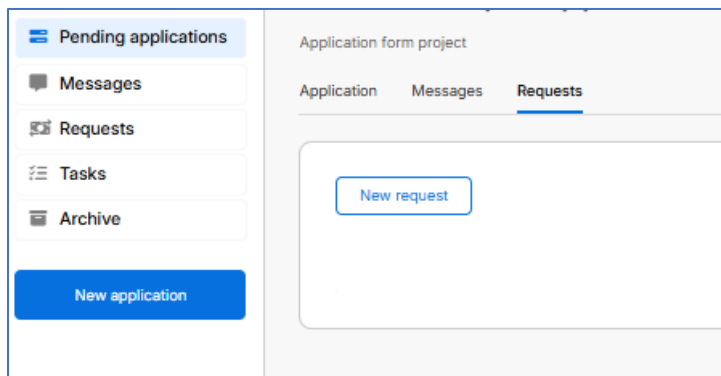
**The next part of the manual only applies to approved applications.**

### 13. Process for granted applications

You will receive an email notifying you whether your application has been approved.

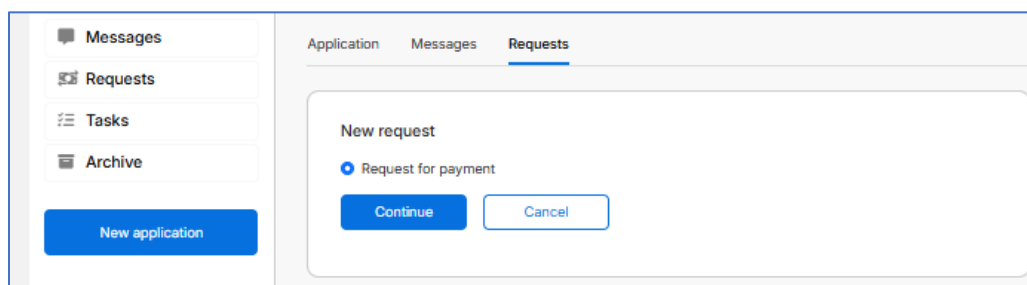
#### Request for payment

a) Go to your online portal.

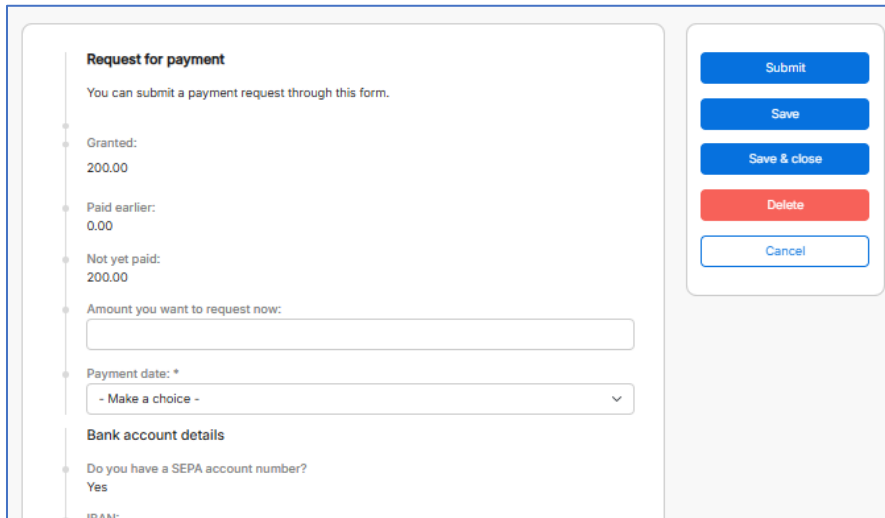


b) Press "Requests" on the left.

c) Press "New request."



d) Select the approved application under "Make a selection" and click "Continue."



- e) *Amount you want to request now*: fill in the granted amount.
- f) Payment date: you can choose two options:
  - *Effective from the next payment round*. The next possible moment for the Iona Stichting to transfer the money.
  - *Effective from a specific date*. A later date to choose.
- d) Approve the bank details. If not ok, please fill in the correct details.
- e) Fill in your name.
- g) Press the blue button 'Submit' on the right. You will receive a confirmation email.

#### 14. Evaluation

At the end of your project we would like to receive an evaluation. When your project/initiative is finished, we will send you an email as a reminder to submit the information.