iona stichting

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 or by phone at +3120-6233353.
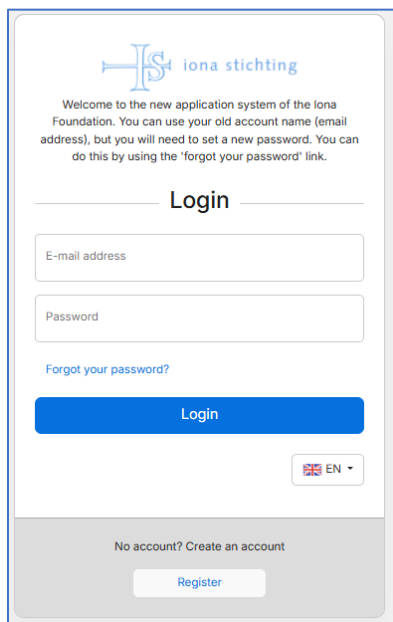
We strive to make the system as user-friendly as possible. If you have any comments or additions, we would be happy to hear from you.

No rights can be derived from this document.

Content

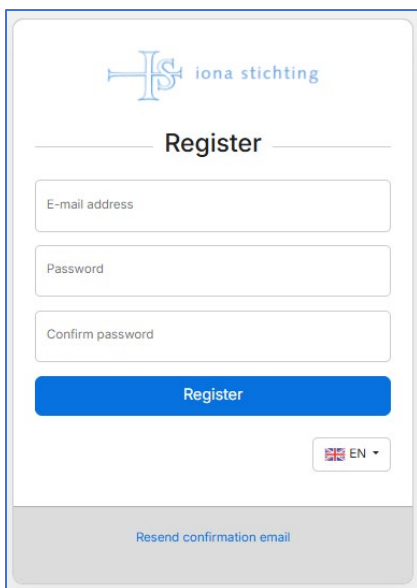![iona stichting logo] iona stichting

1. **Login**

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.
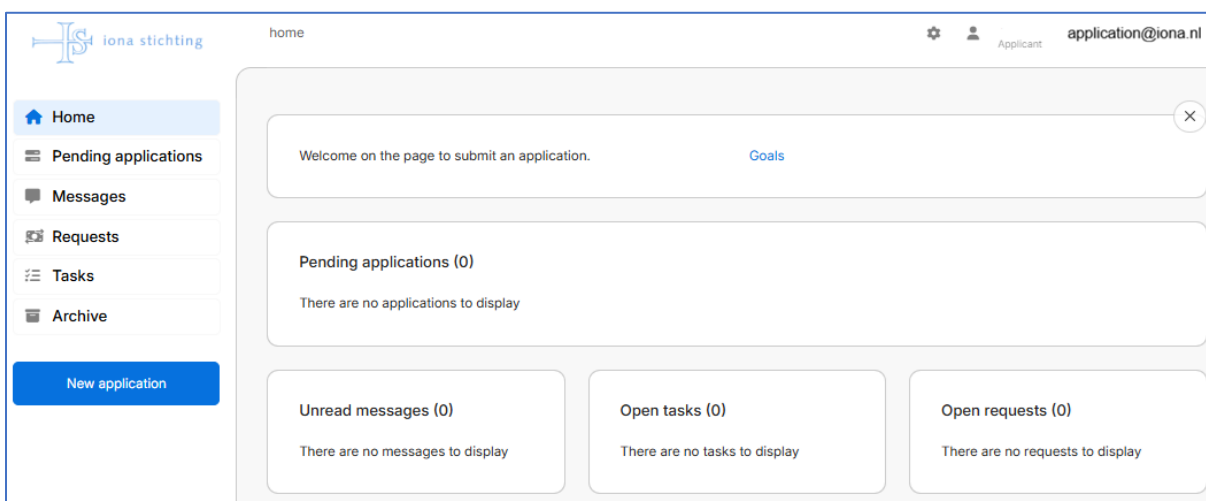
2. Register

(skip this step if you can log in).

a) Enter the details and click on *Password request*. You will receive an email with your password.
b) You will immediately be redirected to your own home page.
c) 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.
d) After registration, go to your email inbox to read the confirmation email.
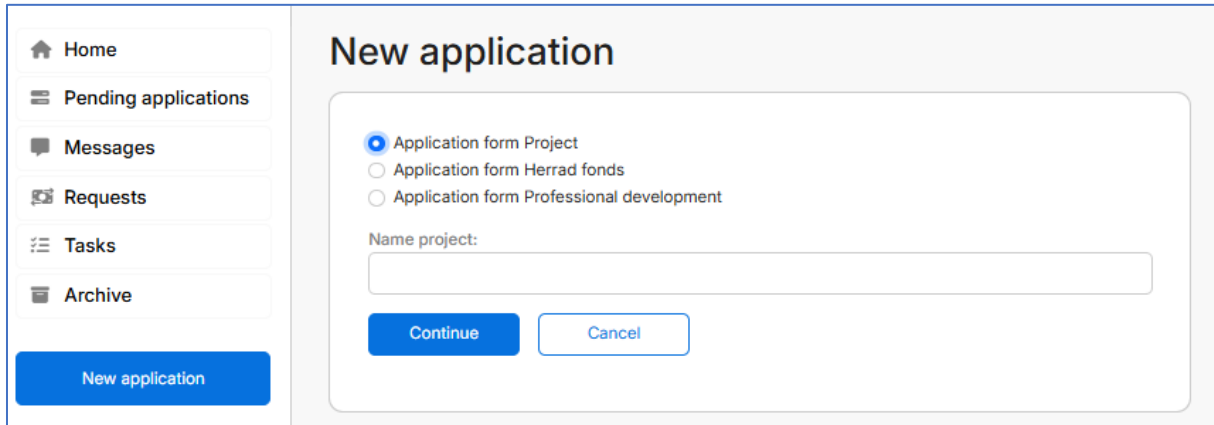
3. Homepage

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.
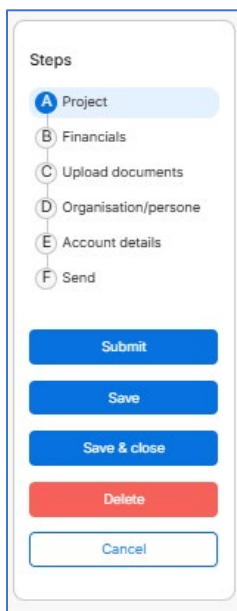
4. Start your application

This manual is written for **project** applications. There is another manual for student grants (Herrad fund) and training/courses.
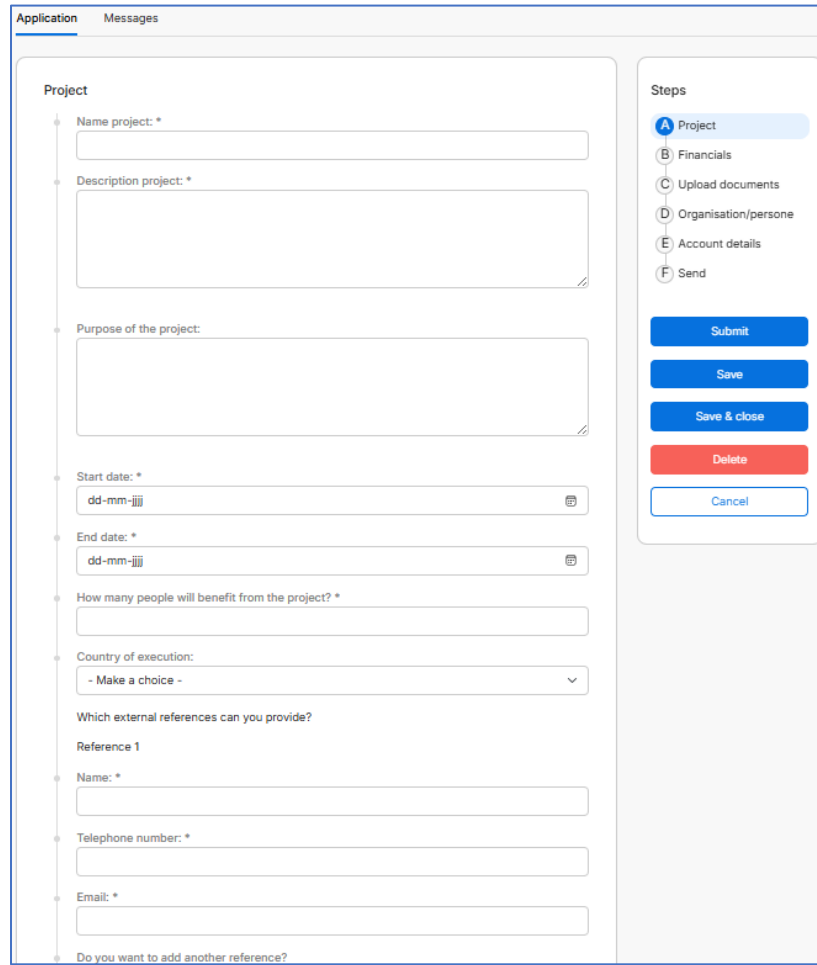
1. Press the blue button 'New application' and 'Application form Project'.
2. Fill in the name of your project.
3. Press the blue button 'Continue'.

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.

![iona stichting logo]

6. Step A of the application: project data

a) Complete all fields.
b) The start date of your application **cannot be in the past**.
c) Be sure to save before pressing "Next."
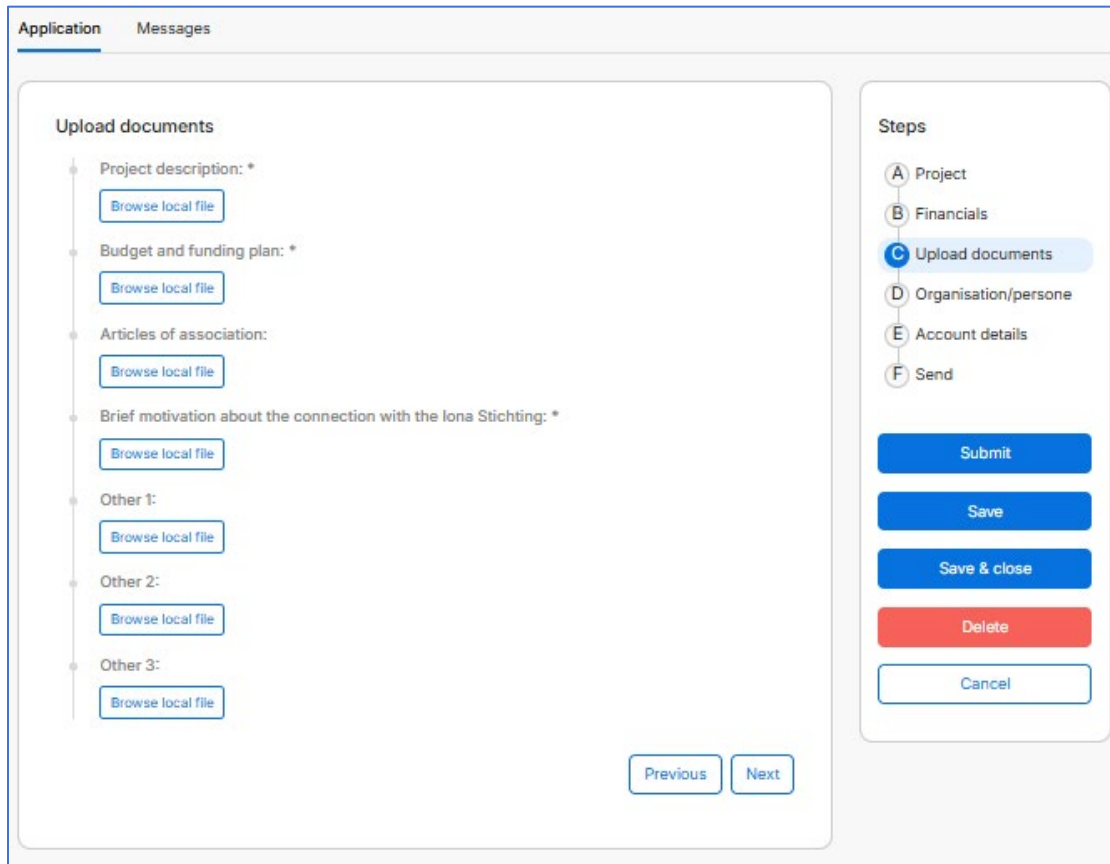
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7. Step B of the application: financials

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

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

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?
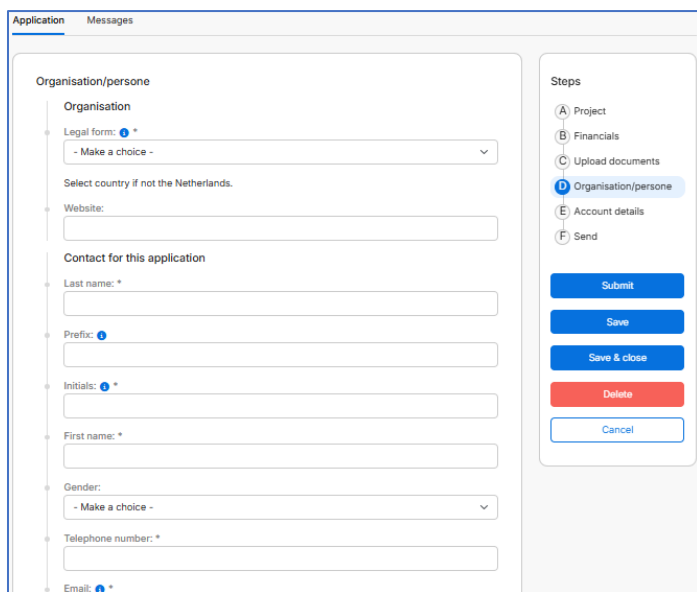– for which amount do you apply?

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.
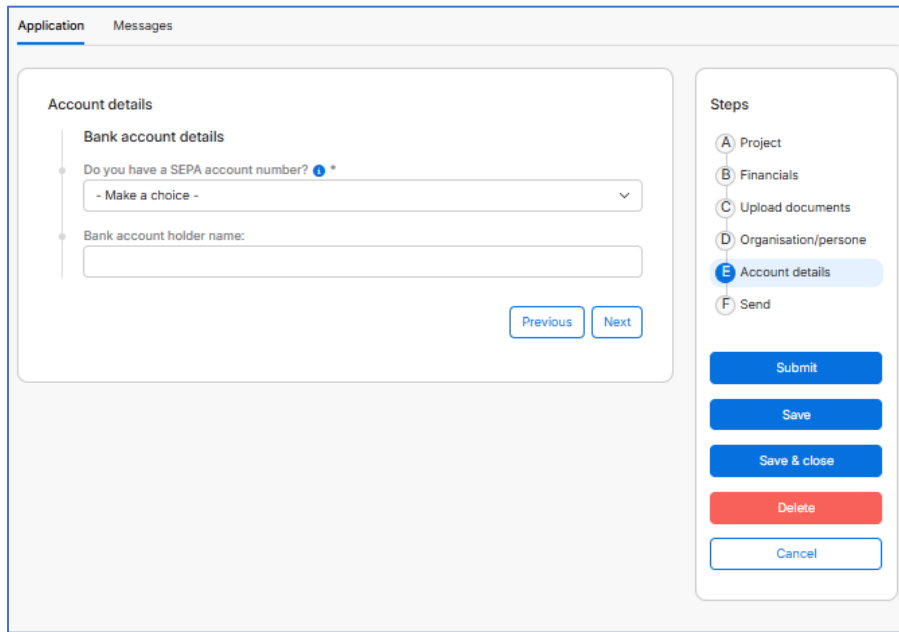
• Press 'next'.

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

• Fill in the fields and press 'next'.

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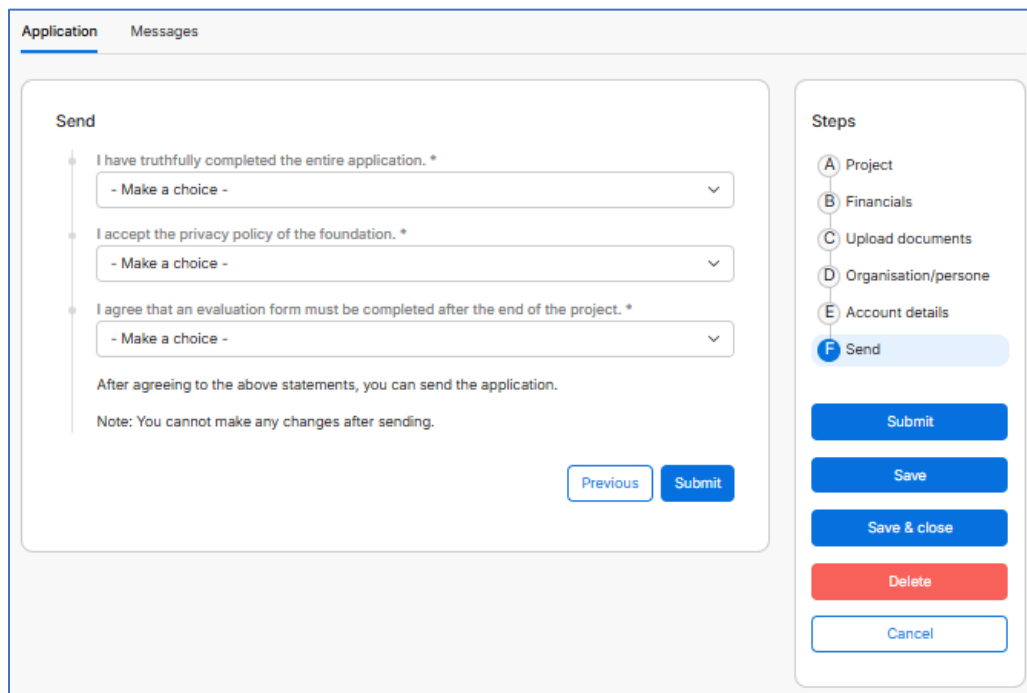
10. Stap E of the application: bank details

- 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

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 .

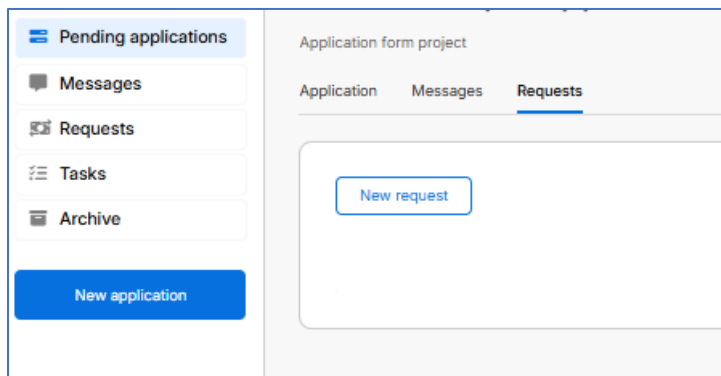**The next part of the manual only applies to approved applications.**

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13. Process for granted applications

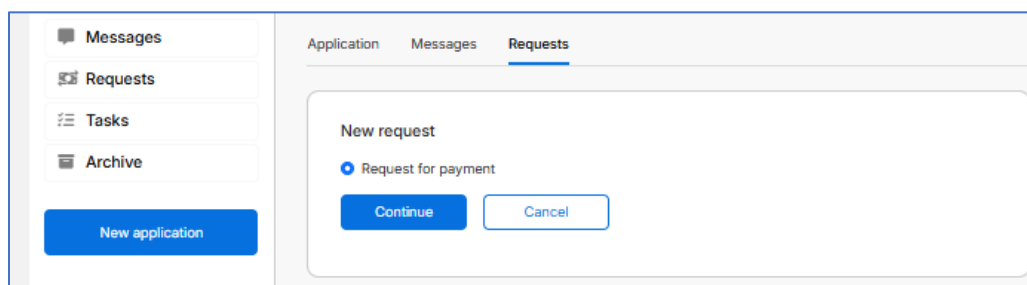You will receive an email notifying you whether your application has been approved.
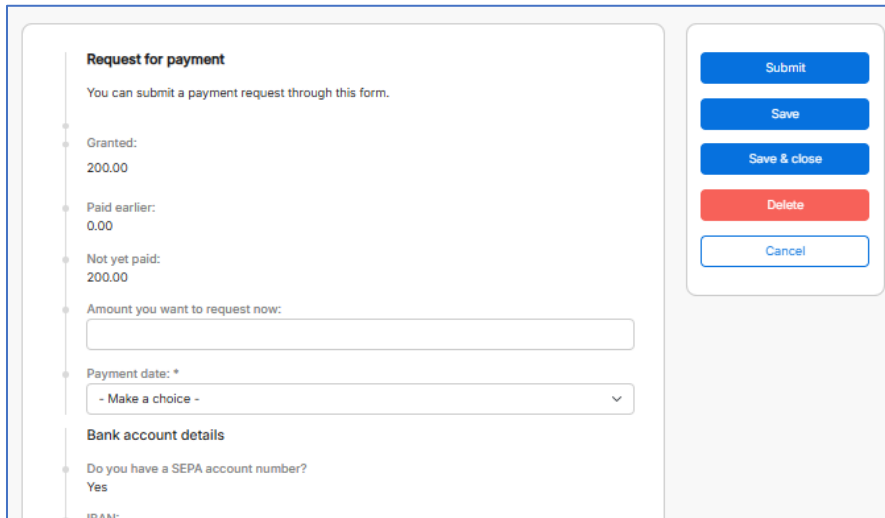
Request for payment

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 chose 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, pleas 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.