



iona stichting

Manual

application system Iona Stichting
Grant Management

Application for personal development courses

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

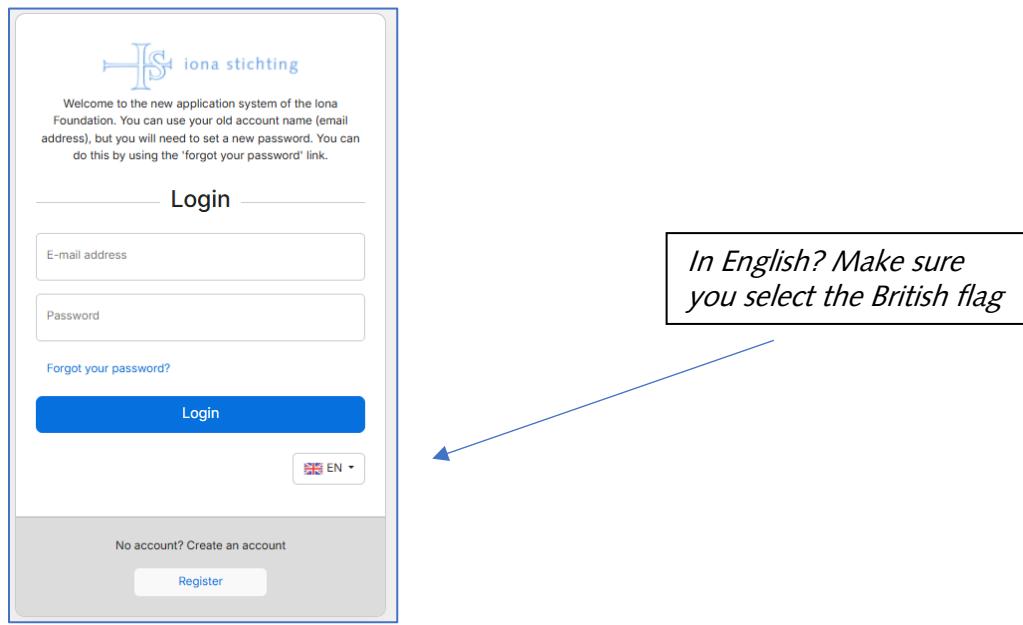
Introduction.....	4
1. Login.....	4
2. Register.....	5
3. Homepage	5
4. Start your application.....	6
5. Overview of the steps.....	6
6. Step A of the application: project data	7
7. Step B of the application: financials.....	7
8. Step C of the application: the documents.....	8
9. Step D of the application: data organisation/person	8
10. Stap E of the application: Bank details	9
11. Step F of the application: send	10
12. Our response time to your request.....	10
13. Process for granted applications	11
14. Evaluation.....	12

Introduction

This manual is intended solely for requests related to **professional development**. See our website for the conditions.

1. Login

Go to <https://aanvragen.iona.nl>.



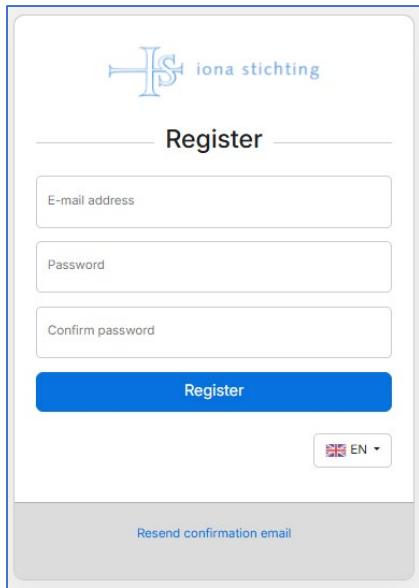
In English? Make sure you select the British flag

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

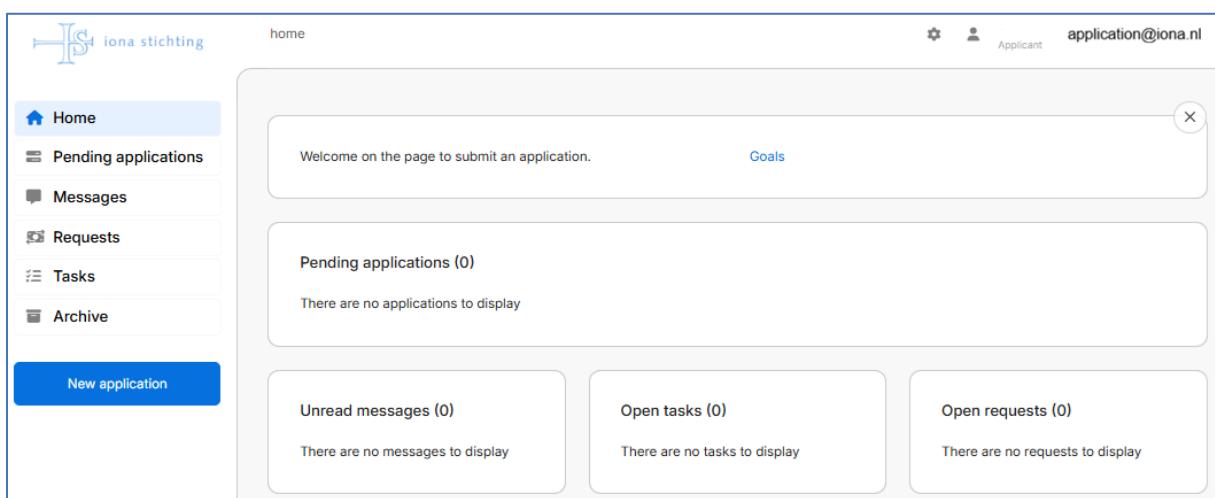
(skip this step if you can log in).



The screenshot shows a registration form titled 'Register'. It includes fields for 'E-mail address', 'Password', and 'Confirm password'. A blue 'Register' button is at the bottom, followed by a language selection dropdown set to 'EN'. At the bottom left is a 'Resend confirmation email' link.

- 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

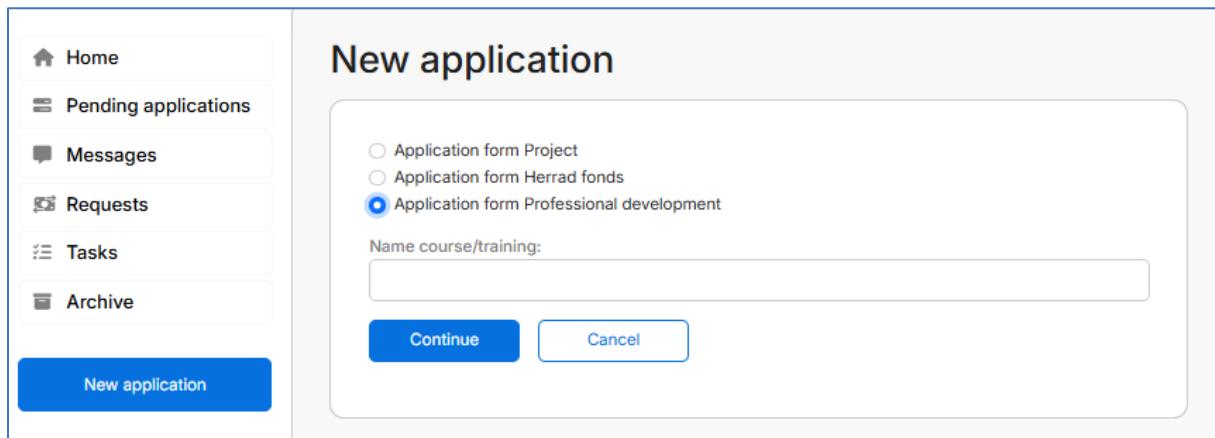


The screenshot shows the homepage of the application. The left sidebar has links for 'Home', 'Pending applications', 'Messages', 'Requests', 'Tasks', and 'Archive', with 'New application' as the active button. The main area has a 'Welcome on the page to submit an application.' message and a 'Goals' link. Below are three boxes: 'Pending applications (0)' (no applications), 'Unread messages (0)' (no messages), 'Open tasks (0)' (no tasks), and 'Open requests (0)' (no requests). The top right shows the user is 'Applicant' with the email 'application@iona.nl'.

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



Home
Pending applications
Messages
Requests
Tasks
Archive

New application

New application

Application form Project
 Application form Herrad fonds
 Application form Professional development

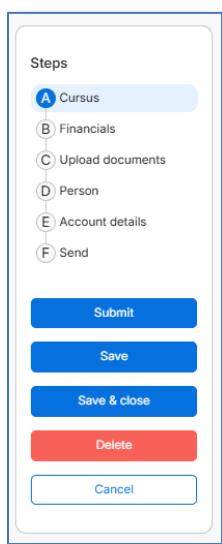
Name course/training:

Continue Cancel

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

1. Press the blue button 'New application' and 'Application form Professional development'.
2. Fill in the name of your course/training.
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

Cursus

- ⊕ Name course/training: *
- ⊕ Address course/training:
- ⊕ City cursus/training:
- ⊕ Motivation: Why do you want to take this course/training and what are your future plans regarding this course/training?
- ⊕ Background, short life description: what courses have you followed, with what results?
- ⊕ Duration training/course: How long will the course/training last? When and where is it held?
- ⊕ How did you find the Iona Stichting and why do you think your application suits the foundation?

Steps

- A Cursus**
- B Financials
- C Upload documents
- D Person
- E Account details
- F Send

[Submit](#)

[Save](#)

[Save & close](#)

[Delete](#)

[Cancel](#)

- Complete all fields.
- Be sure to save before pressing "Next."

7. Step B of the application: financials

Financials

- ⊕ Total amount needed: *
- ⊕ Own contribution: *
- ⊕ For what amount are you applying? *

[Previous](#)
[Next](#)

Steps

- B Financials**
- A Cursus
- C Upload documents
- D Person
- E Account details
- F Send

[Submit](#)

[Save](#)

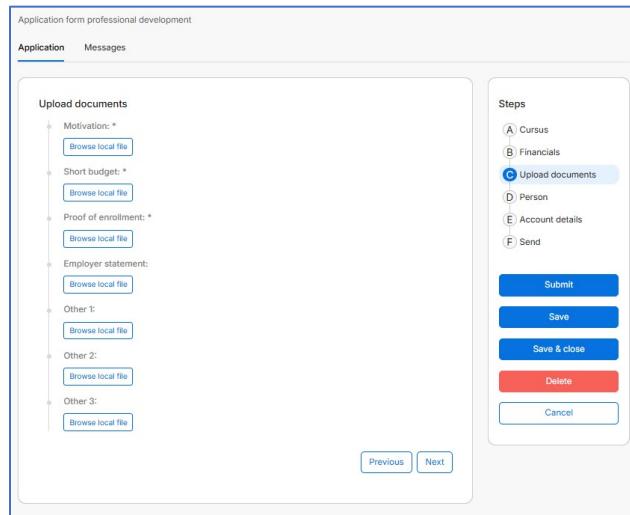
[Save & close](#)

[Delete](#)

[Cancel](#)

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

8. Step C of the application: the documents



Application form professional development

Application Messages

Upload documents

- Motivation: *
- Short budget: *
- Proof of enrolment: *
- Employer statement:
- Other 1:
- Other 2:
- Other 3:

Steps

- A Cursus
- B Financials
- C Upload documents
- D Person
- E Account details
- F Send

Submit, Save, Save & close, Delete, Cancel

Previous Next

This step is an important part of your application.

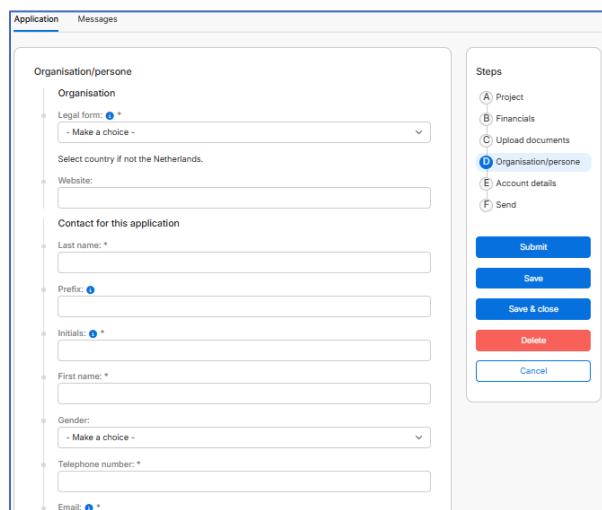
The required documents:

- Motivation
- Short budget
- Proof of enrolment
- Employer statement

- **Do not make the files larger than 5 MB.**

Press 'next'.

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



Application Messages

Organisation/personne

Organisation

- Legal form: *
- Select country if not the Netherlands.
- Website:

Contact for this application

- Last name: *
- Prefix: *
- Initials: *
- First name: *
- Gender:
- Telephone number: *
- Email: *

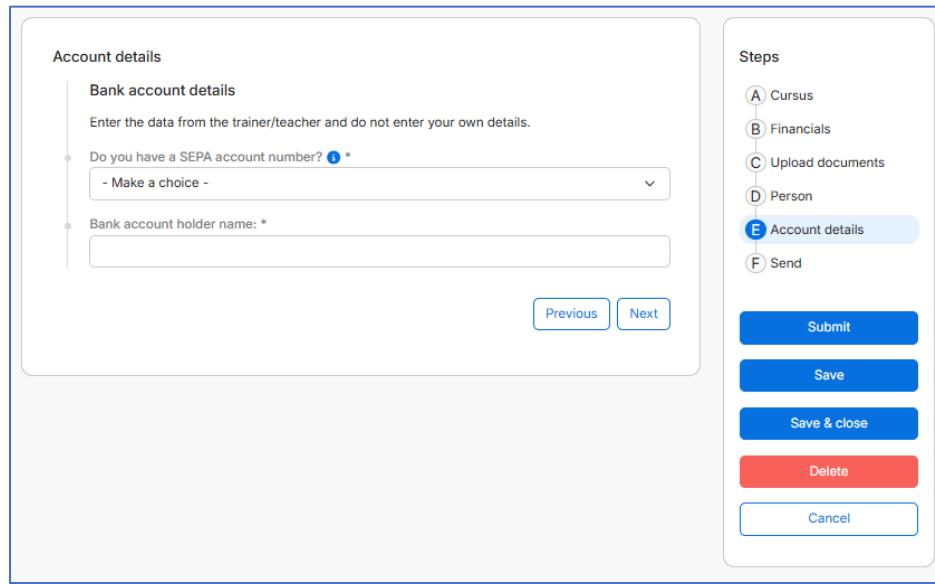
Steps

- A Project
- B Financials
- C Upload documents
- D Organisation/personne
- E Account details
- F Send

Submit, Save, Save & close, Delete, Cancel

- Fill in the fields and press 'next'.

10. Step E of the application: Bank details



Account details

Bank account details

Enter the data from the trainer/teacher and do not enter your own details.

Do you have a SEPA account number? 1*

- Make a choice -

Bank account holder name: *

Previous Next

Steps

- A Cursus
- B Financials
- C Upload documents
- D Person
- E Account details**
- F Send

Submit

Save

Save & close

Delete

Cancel

- Enter the bank details from the organisation that provides the course/training.
- **Do not enter** your own information!
- Press 'next'.

11. Step F of the application: send

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

- Please note: by agreeing, 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.

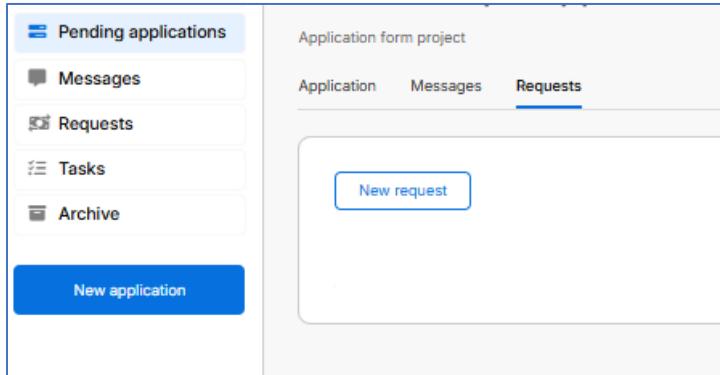
The next part of the manual only applies to approved applications.

13. Process for granted applications

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

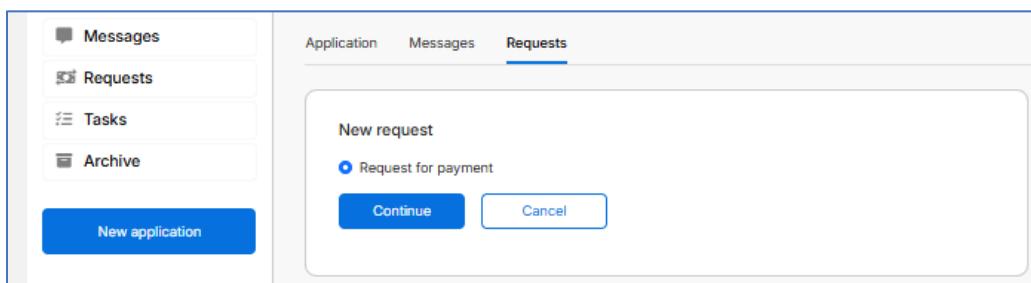
Request for payment

- Go to your online portal.



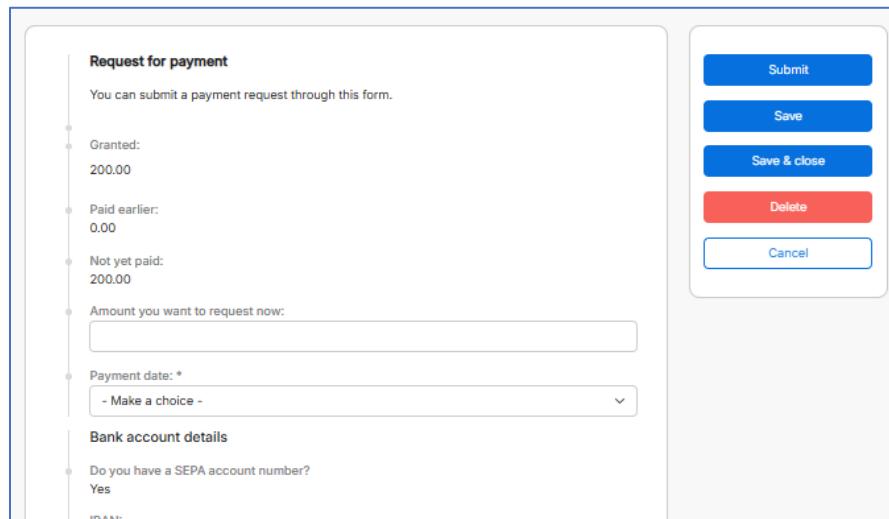
The screenshot shows a user interface for managing applications. On the left, there is a sidebar with the following options: Pending applications (selected), Messages, Requests (selected), Tasks, and Archive. Below the sidebar is a blue 'New application' button. The main area is titled 'Application form project' and contains tabs for Application, Messages, and Requests (the Requests tab is selected). A prominent blue 'New request' button is located in the center of the main area.

- Press "Requests" on the left.
- Press "New request."



The screenshot shows a 'New request' dialog box. On the left, there is a sidebar with the same options as the previous screenshot: Messages, Requests (selected), Tasks, and Archive. The main area is titled 'New request' and contains a radio button labeled 'Request for payment' which is selected. At the bottom are two buttons: 'Continue' (blue) and 'Cancel' (white).

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



Request for payment

You can submit a payment request through this form.

- Granted: 200.00
- Paid earlier: 0.00
- Not yet paid: 200.00

Amount you want to request now:

Payment date: *

Bank account details

Do you have a SEPA account number?
Yes

IP: AM

- 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.
- a) Approve the bank details. If not ok, pleas fill in the correct details.
- b) 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.