

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

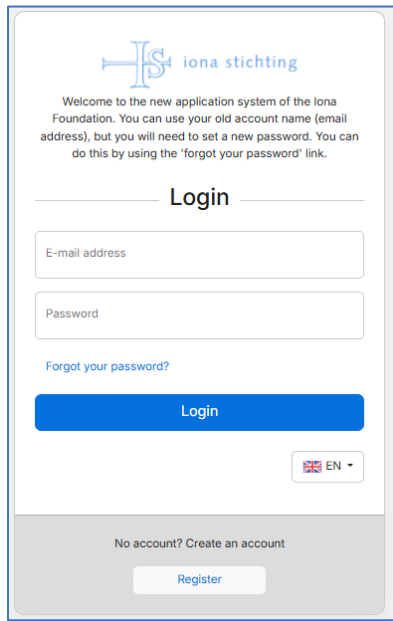
Introduction.....	4
1. Login.....	4
2. Register	5
3. Homepage	5
4. Start your application.....	6
5. Overview of the steps.....	6
6. Step A of the application: project data	7
7. Step B of the application: financials.....	7
8. Step C of the application: the documents.....	8
9. Step D of the application: data organisation/person.....	8
10. Step 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>.



The screenshot shows the login page of the Iona Stichting application system. At the top is the Iona Stichting logo and a welcome message: "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" section with two input fields: "E-mail address" and "Password". There is a link for "Forgot your password?" and a blue "Login" button. At the bottom right of the login section is a language selector showing the UK flag and "EN". Below the login section is a grey box with the text "No account? Create an account" and a "Register" button.

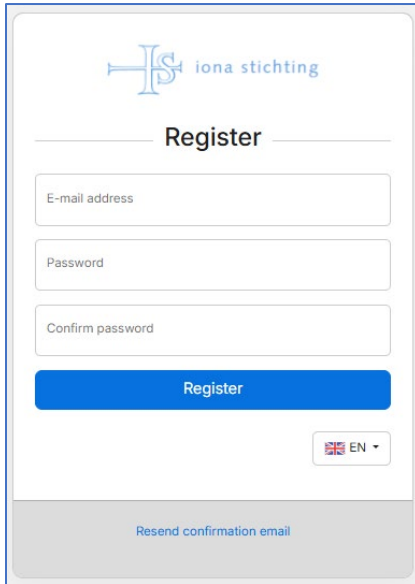
*In English? Make sure
you select the British flag*

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).

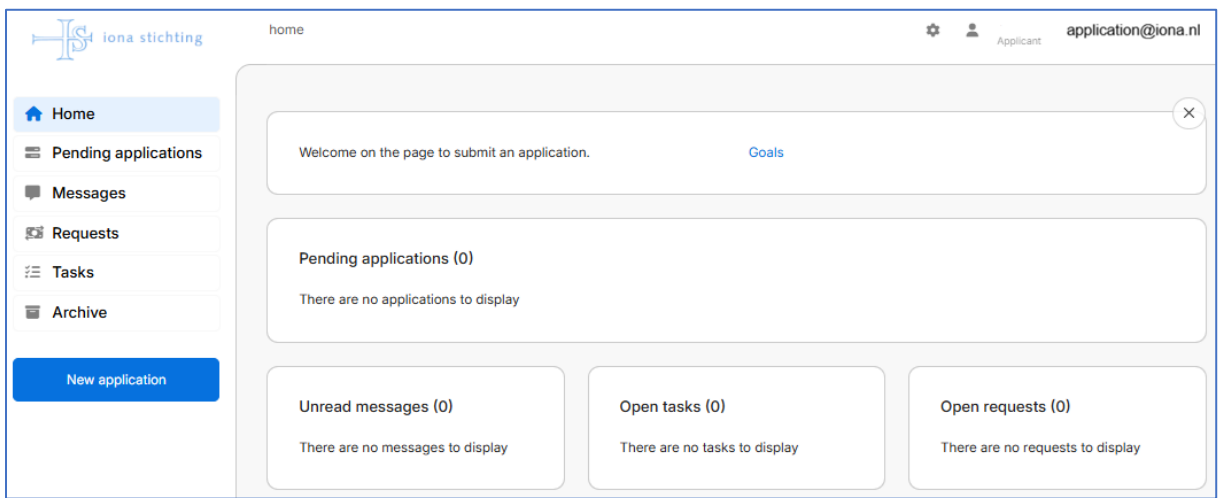


The registration form for Iona Stichting includes the following fields and elements:

- Header:** Iona Stichting logo and name.
- Title:** Register
- Fields:**
 - E-mail address
 - Password
 - Confirm password
- Button:** Register (blue)
- Language Selector:** EN (English)
- Footer:** 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



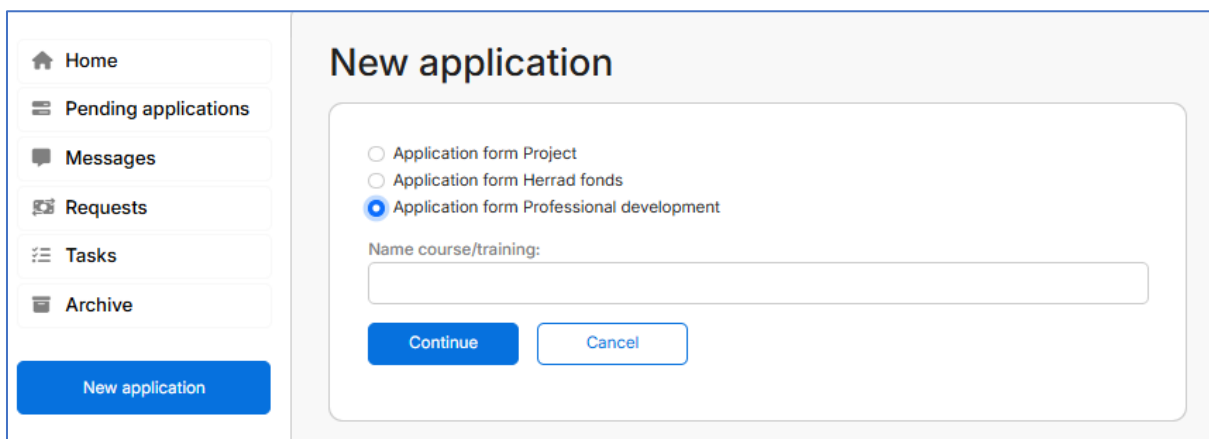
The homepage of Iona Stichting displays the following information:

- Header:** Iona Stichting logo, name, and user information (Applicant: application@iona.nl).
- Left Sidebar:**
 - Home (selected)
 - Pending applications
 - Messages
 - Requests
 - Tasks
 - Archive
 - New application (button)
- Main Content Area:**
 - Welcome on the page to submit an application. [Goals](#)
 - Pending applications (0): There are no applications to display
 - Unread messages (0): There are no messages to display
 - Open tasks (0): There are no tasks to display
 - Open requests (0): 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

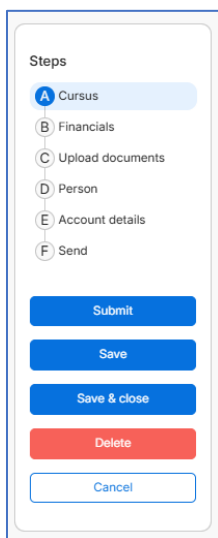


The screenshot shows a web interface for starting a new application. On the left is a sidebar with navigation links: Home, Pending applications, Messages, Requests, Tasks, Archive, and a prominent blue 'New application' button. The main area is titled 'New application' and contains three radio button options: 'Application form Project', 'Application form Herrad fonds', and 'Application form Professional development' (which is selected). Below these is a text input field labeled 'Name course/training:'. At the bottom of the form are two buttons: 'Continue' (blue) and 'Cancel' (white with a blue border).

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'.

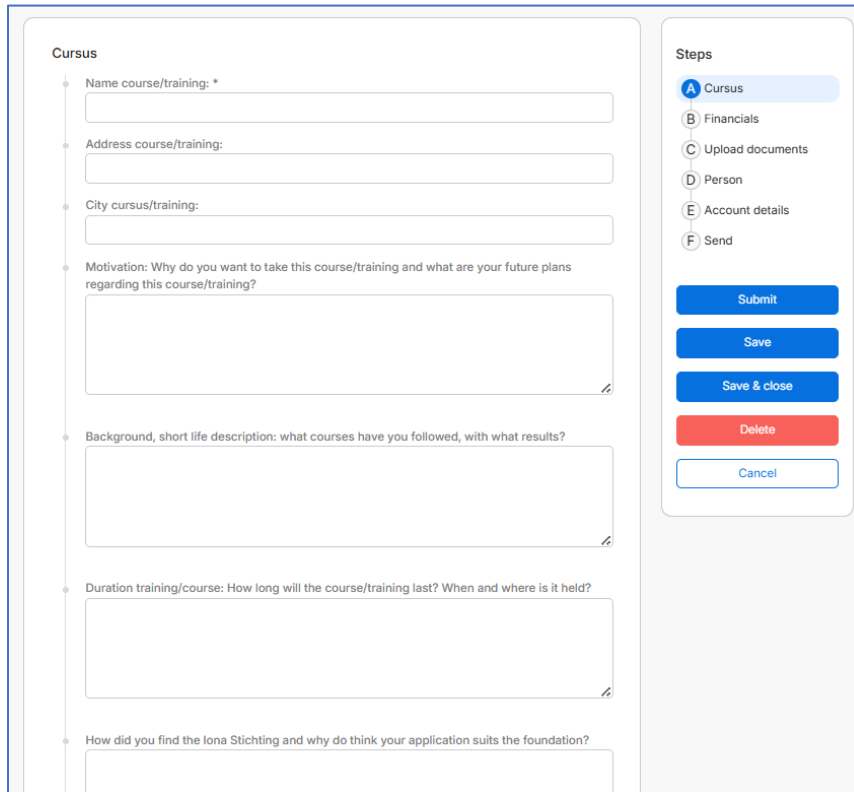
5. Overview of the steps



The screenshot shows a vertical sidebar titled 'Steps'. It contains a list of steps: A Cursus, B Financials, C Upload documents, D Person, E Account details, and F Send. Step A is highlighted with a blue circle. Below the list are five buttons: 'Submit' (blue), 'Save' (blue), 'Save & close' (blue), 'Delete' (red), and 'Cancel' (white with a blue border).

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.

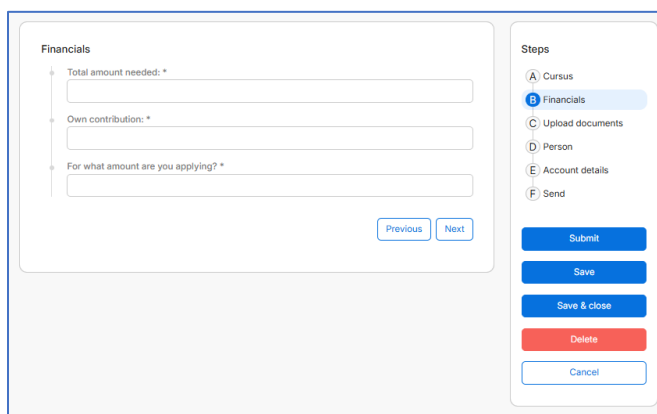
6. Step A of the application: project data



The screenshot shows the 'Cursus' (Course) step of the application form. The form is divided into two main sections: 'Cursus' on the left and 'Steps' on the right. The 'Cursus' section contains several text input fields with labels: '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?', and 'How did you find the Iona Stichting and why do think your application suits the foundation?'. The 'Steps' section on the right shows a vertical list of steps: A Cursus (highlighted), B Financials, C Upload documents, D Person, 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).

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

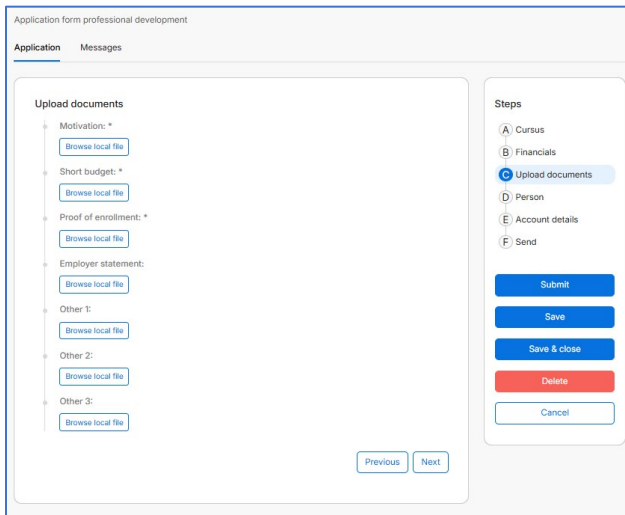
7. Step B of the application: financials



The screenshot shows the 'Financials' step of the application form. The form is divided into two main sections: 'Financials' on the left and 'Steps' on the right. The 'Financials' section contains three text input fields with labels: 'Total amount needed: *', 'Own contribution: *', and 'For what amount are you applying? *'. Below these fields are two buttons: 'Previous' and 'Next'. The 'Steps' section on the right shows a vertical list of steps: A Cursus, B Financials (highlighted), C Upload documents, D Person, 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).

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

8. Step C of the application: the documents



The screenshot shows the 'Application form professional development' interface. The 'Application' tab is active, and the 'Upload documents' section is highlighted. It lists several required documents with 'Browse local file' buttons: Motivation, Short budget, Proof of enrolment, Employer statement, and three 'Other' categories (Other 1, Other 2, Other 3). A 'Steps' sidebar on the right shows the progress: A) Cursus, B) Financials, C) Upload documents (current step), D) Person, E) Account details, and F) Send. At the bottom of the sidebar are buttons for Submit, Save, Save & close, Delete, and Cancel. At the bottom of the main form area are 'Previous' and 'Next' buttons.

This step is an important part of your application.

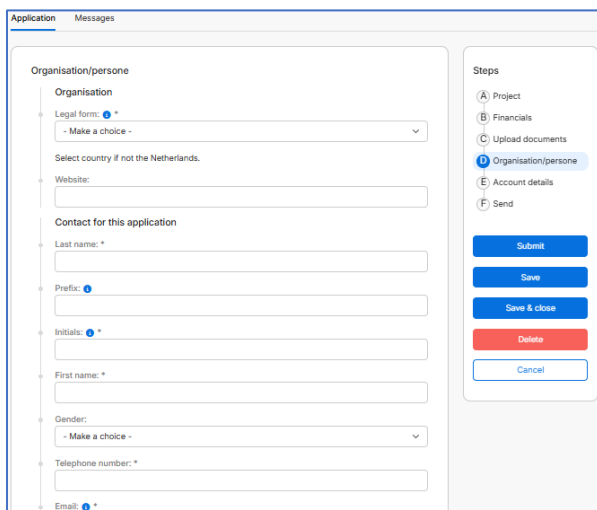
The required documents:

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

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

Press 'next'.

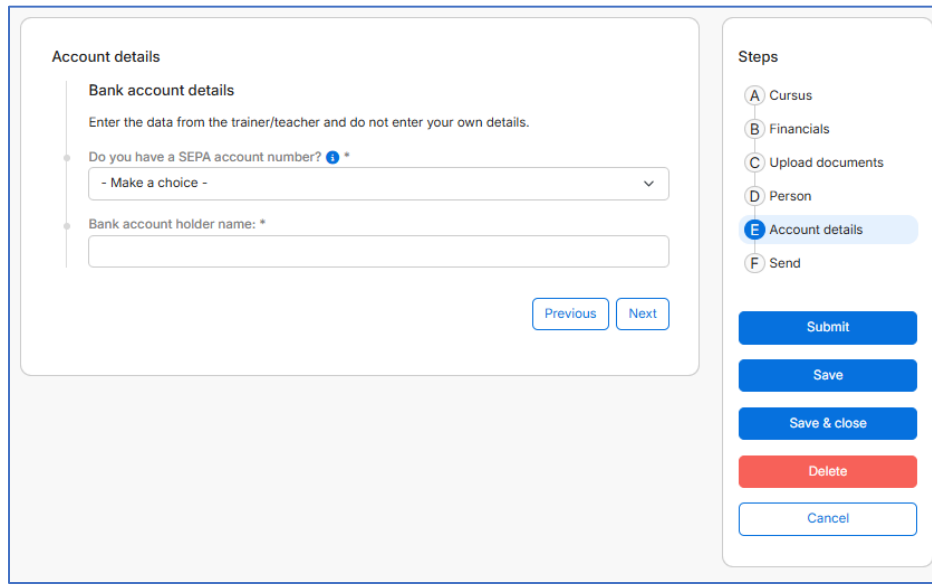
9. Step D of the application: data organisation/person



The screenshot shows the 'Application form professional development' interface. The 'Application' tab is active, and the 'Organisation/person' section is highlighted. It contains several input fields: Organisation (Legal form: dropdown), Select country if not the Netherlands, Website, Contact for this application (Last name, Prefix, Initials, First name, Gender: dropdown, Telephone number, Email). A 'Steps' sidebar on the right shows the progress: A) Project, B) Financials, C) Upload documents, D) Organisation/person (current step), E) Account details, and F) Send. At the bottom of the sidebar are buttons for Submit, Save, Save & close, Delete, and Cancel.

- Fill in the fields and press 'next'.

10. Stap E of the application: Bank details



The screenshot shows a web form titled 'Account details' with a sub-section 'Bank account details'. It includes instructions to enter data from the trainer/teacher. There are two main input fields: a dropdown menu for 'Do you have a SEPA account number?' and a text field for 'Bank account holder name: *'. Navigation buttons 'Previous' and 'Next' are at the bottom of the form. To the right, a 'Steps' sidebar lists six steps: A Cursus, B Financials, C Upload documents, D Person, E Account details (highlighted), and F Send. Below the steps are five action buttons: 'Submit', 'Save', 'Save & close', 'Delete', and 'Cancel'.

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? ⓘ *

- 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

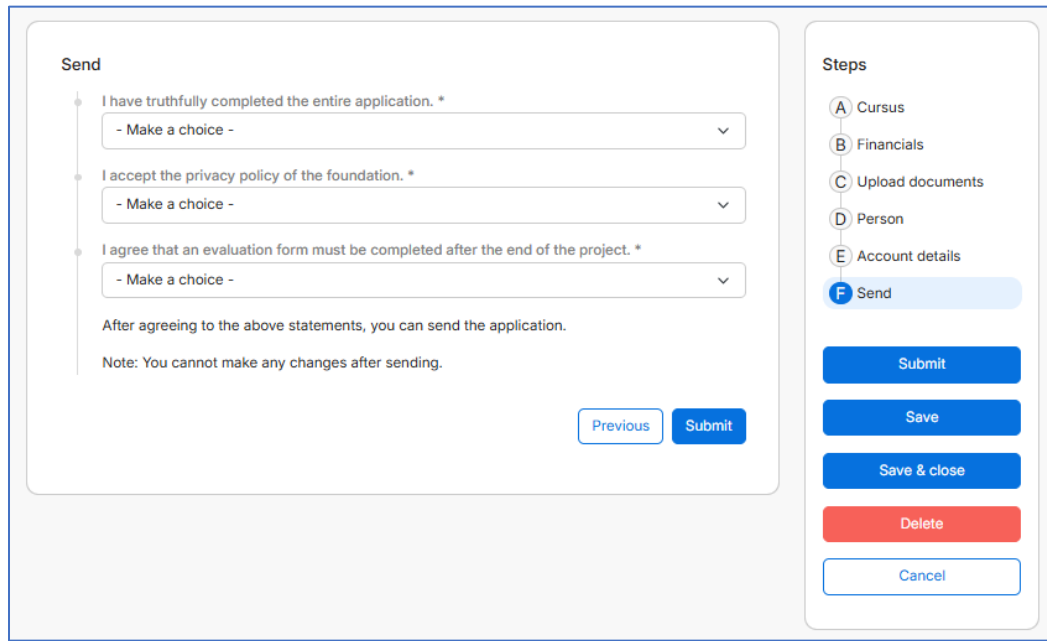
Save & close

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.

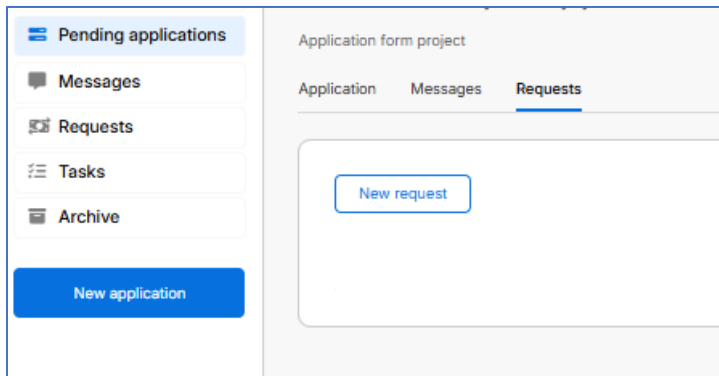
The next part of the manual only applies to approved applications.

13. Process for granted applications

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

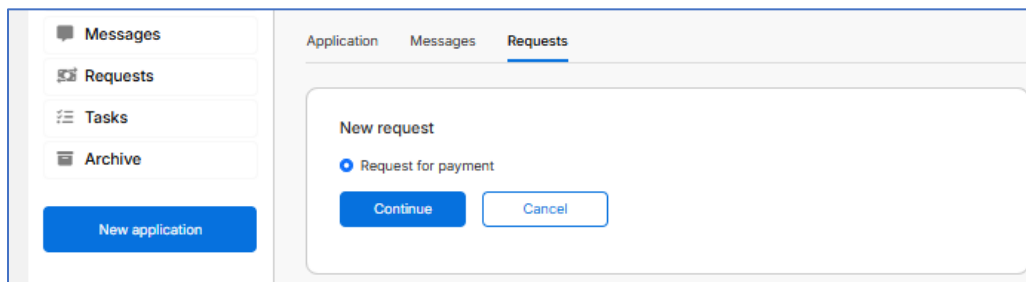
Request for payment

a) Go to your online portal.

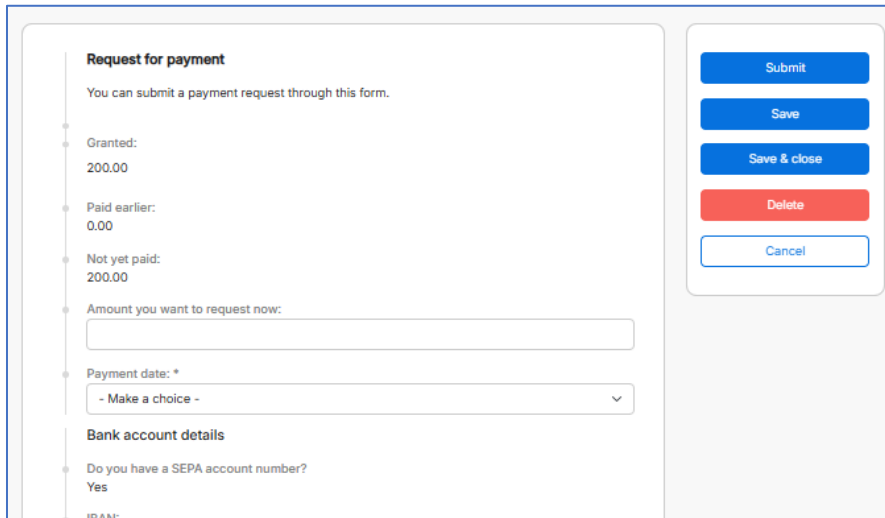


b) Press "Requests" on the left.

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.
- 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.