

Technical Guidance For Completing The Online Form

1. Which devices to use when completing your form

- We strongly recommend using a laptop or desktop Windows or Mac device rather than a mobile device (phone or tablet) as some sections like file attachments might not display properly.
- We recommend using almost any browser apart from Internet Explorer. Chrome, Firefox, Edge or Opera work fine.

2. Mandatory Questions

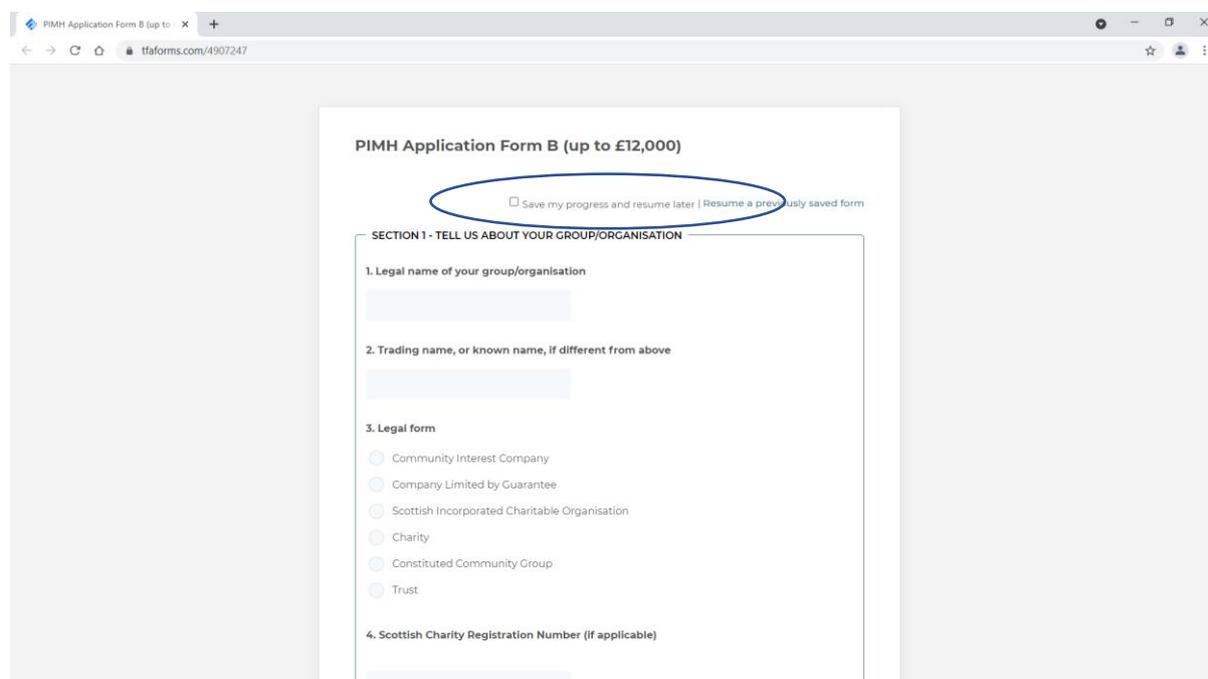
The majority of questions in the application are marked as mandatory to avoid you missing questions. All mandatory questions are marked with a * after them

E.g. *1. Legal Name of Your Organisation**

If you miss a mandatory question by accident, the form will flag this to you when you hit the 'submit' button at the end

3. Saving your progress

- You can save your progress at any point, by clicking on the 'Save my progress and resume later' box

A screenshot of a web browser displaying the 'PIMH Application Form B (up to £12,000)'. The browser's address bar shows 'tfaforms.com/4907247'. The form content includes a title 'PIMH Application Form B (up to £12,000)' and a checkbox option 'Save my progress and resume later | Resume a previously saved form', which is circled in blue. Below this is 'SECTION 1 - TELL US ABOUT YOUR GROUP/ORGANISATION' with four numbered questions: 1. Legal name of your group/organisation, 2. Trading name, or known name, if different from above, 3. Legal form (with radio button options: Community Interest Company, Company Limited by Guarantee, Scottish Incorporated Charitable Organisation, Charity, Constituted Community Group, Trust), and 4. Scottish Charity Registration Number (if applicable).

- After clicking on that, you will be asked to provide an email address and create a password. (see image below)

- It is really important to keep a note of these as you will need them to get back into your form.
- Please do not change the email address and password you originally used – keep the details the same throughout the process
- WE STRONGLY RECOMMEND SAVING YOUR FORM REGULARLY

The screenshot shows a web browser window with the URL tfaforms.com/4907247. The page title is "PIMH Application Form B (up to £12,000)". There is a checkbox labeled "Save my progress and resume later" which is checked. Below this, there is a "Resume Later" section with the instruction: "In order to be able to resume this form later, please enter your email and choose a password." This section contains three input fields: "Your Email:", "A Password:", and "Confirm Password:". A blue circle highlights the "Your Email:" and "A Password:" fields. Below these fields is a green "SAVE" button. Further down, there is a section titled "SECTION 1 - TELL US ABOUT YOUR GROUP/ORGANISATION" with two numbered questions: "1. Legal name of your group/organisation" and "2. Trading name, or known name, if different from above".

4. Returning to a saved form

To return to a saved form, click on 'Resume a previously saved form' and then enter the email address and password you created.

5. Responses which require numbers

- In some questions – for example Q9, Your Annual Income, the response must be in numbers only. You do not need to enter £ symbols or ,s. If your annual income was £100,000, you only need to type 100000
- For questions where you are asked for financial figures you can enter two decimal places

6. Word counts

The guidance documents tell you the word limits for each question where a limit is in place. We sometimes find that the word counter for the form software counts more things as words than the word counter on MS Word.

If a question tells you that you are over the word count, but you know your word count is exact, try one of the following:

- Remove any additional spacing between paragraphs
- Remove any bullet points or formatting
- Delete the last few words of the answer and manually re-type them
- Remove some words – you could remove some link words, which might make the answer grammatically wrong, but will not affect your score in any way!

7. Uploading attachments

The final section of the form requires you to upload several documents.

- To do this, click on Browse on a field, and locate the document/file form wherever it is saved, then double click it.
- The form will attach your document.
- You will know it's done as the file name will appear there. In the example below, a document called 'Test' has been added

The screenshot shows a web browser window displaying a form titled "Delivering Equally Safe Fund (DESF) 2021 - 2024". The form is on "Page 6" and includes a "Section 5: Uploads" section. The instructions state: "Use this section to upload the relevant attachments and documents we require." There are several upload fields, each with a "Browse..." button. The "Proposed Budget" field is circled in blue, and the text "Test.docx" is visible next to its "Browse..." button. Other fields include "Memorandum of Understanding or Constitution", "Most recent accounts", "Equality & Diversity policy", "Child protection/vulnerable adult policy", "LBTI Inclusion Plan", and "Declaration", all of which show "No file selected." below their respective "Browse..." buttons. At the bottom of the form are "PREVIOUS PAGE" and "SUBMIT" buttons. The browser's address bar shows the URL "https://www.tfaforms.com/4866598".

8. Submitting your form

When ready, hit 'Submit'

You then have a final chance to review your response. Read through to check everything and then either click

Submit, or,

Make a correction

(you can also choose to print the review page if you like)

You will receive an email confirming receipt of your form at the email address provided. This email will also provide a text copy of your answers.

If you do not receive this, check your junk/spam folder or any spam filters you use. If you still don't have it you can email enquiries@inspiringscotland.org.uk to confirm receipt of your application.

9. Problems or errors with the form

If you have any issues with the form you can request support to enquiries@inspiringscotland.org.uk