INSPIRING SCOTLAND

Scottish Government
Riaghaltas na h-Alba
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Workforce Wellbeing Fund for Adult Social Work and Social Care

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**

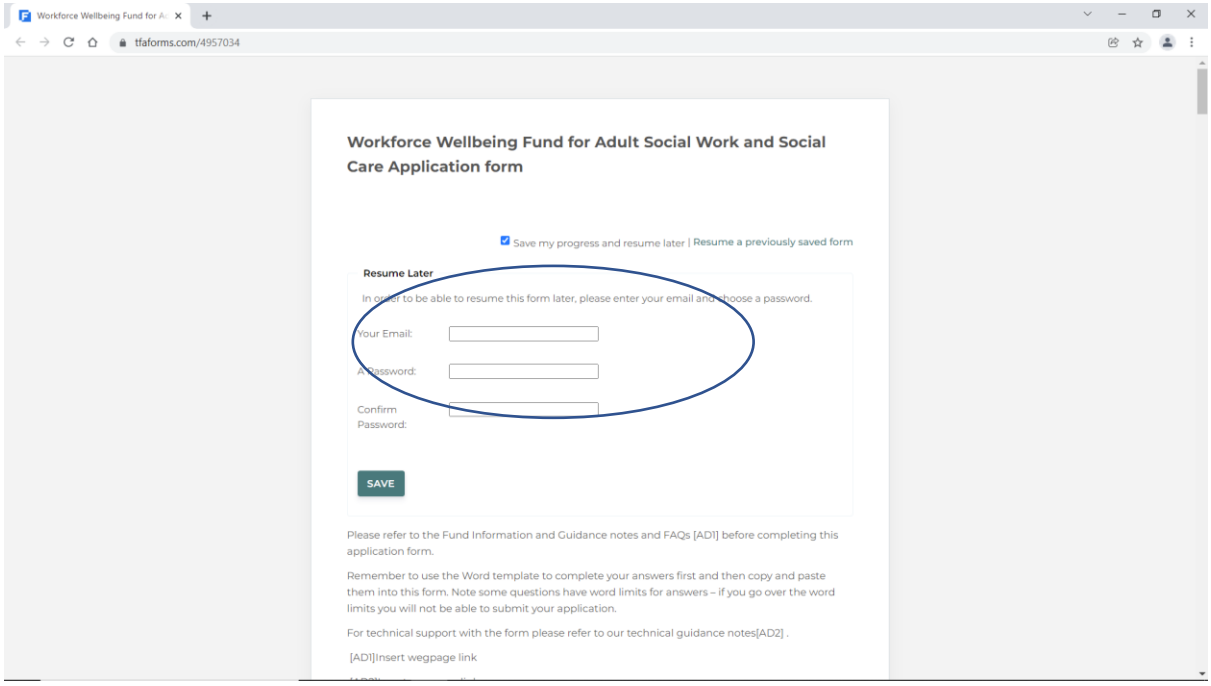
The majority of questions in the application are marked as mandatory to avoid you missing questions. All mandatory questions are marked with a * after them

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 at the top of the page.
   - 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.
   - When you save your progress, you will be emailed a link to get back into the form. If you don't receive this in your inbox, check your junk or spam folders. If you still don't have it you can email swscenquiries@inspiringscotland.org.uk for support.
   - 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.**



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 Q4, How many staff will directly benefit from the activity, the response must be in numbers only.
- For questions where you are asked for financial figures you can enter two decimal places. You do not need to enter £ symbols or commas. For example to enter £3000, you only need to type 3000

6. Word counts

The application form 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.

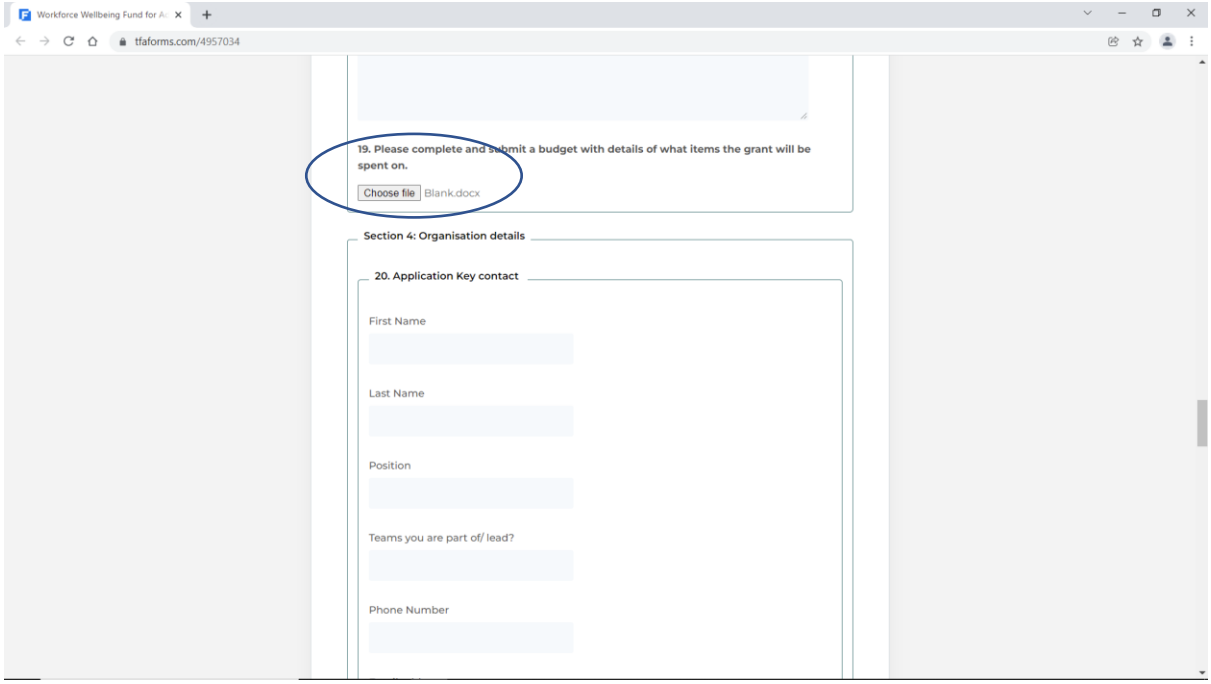
If a question tells you that you are over the word count, but you know your word count is exact, try one of the following:

- 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 linking words, which might make the answer grammatically wrong, but will not affect your application in any way!

7. Uploading attachments

To upload documents at the appropriate questions:

- Click on Choose File, 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 'Blank' has been added



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 swscenquiries@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 at swscenquiries@inspiringscotland.org.uk