



Active Spaces Fund Online Application Guide



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If you have any other questions not covered in the Online Application Guide, please contact our Funding Team who will be happy to help: info@lmct.org.uk.

1. How do I create an account on the LMCT forms portal?

1. You will need to create an account to complete and submit your Active Spaces Fund application. To do this, click on 'New Applicant?' on the login page.



Please Sign In

Welcome to the London Marathon Charitable Trust Forms Portal

Here you can access application forms as well as any forms you may have been asked to complete including information forms for new grants awarded, 6th Monthly Update Reports and Annual Project Impact Reports.

If you are having any issues logging in, locating, or completing any forms you should refer to any information guides sent to you or email info@lmct.org.uk.

Thank you

E-mail	Password
New Applicant?	Forgot Password?
Login	

2. You will then be able to create an account. Once created, return to the login page and use your email address and password to login.



New Applicant?

An account allows you to access your saved and submitted applications at any time. It also allows us to send you a submission confirmation e-mail and notify you if additional information is necessary to process your application.

E-mail
Confirm E-mail
Password (must contain at least 5 characters, with both letters and numbers)
Confirm Password

[Return to login](#)

2. What if I already have an account but can't remember my password?

1. You can reset your password by clicking 'Forgot Password?' on the login page.



Please Sign In

Welcome to the London Marathon Charitable Trust Forms Portal

Here you can access application forms as well as any forms you may have been asked to complete including information forms for new grants awarded, 6th Monthly Update Reports and Annual Project Impact Reports.

If you are having any issues logging in, locating, or completing any forms you should refer to any information guides sent to you or email info@lmct.org.uk.

Thank you

E-mail Password

New Applicant?

[Forgot Password?](#)

Login

2. Enter your email address and click 'Send Password'.



Forgot Password?

Please enter your e-mail address and click Send Password. We will e-mail you a temporary password.

E-mail

Send Password

[Return to login](#)

3. You'll receive an email from mail@grantapplication.com with a temporary password which you can use to login. When copying and pasting the temporary password, please do not include the full stop and space at the end of the password.

Your Information Request from the London Marathon Charitable Trust



London Marathon Charitable Trust <mail@grantapplication.com>
To: Megan Rix

Dear Grantseeker, Your password is: **DV3MIsT[oSY]**. Log in to Your Account, <https://eur02.safelink>

4. Login using the temporary password and update your password.

Account: megan.rix@lmct.org.uk
Last Log in: 18/12/2019 13:43 GMT00:00

Change Password

You will need to change your password to continue.

Current Password

Password (must contain at least 5 characters, with both letters and numbers)

Confirm Password

Update

3. How do I complete the Active Spaces Fund application form?

Here are a few tips to help you complete your application form:

A red asterisk (*) means that field is required, and you won't be able to submit your application without filling in that field.

* First Name

* Last Name

Title 

<None> ▼

Some questions may have an 'i' next to them - click on this before answering the question, as it will give you some specific guidance to help with your answer.

Uploading Documents

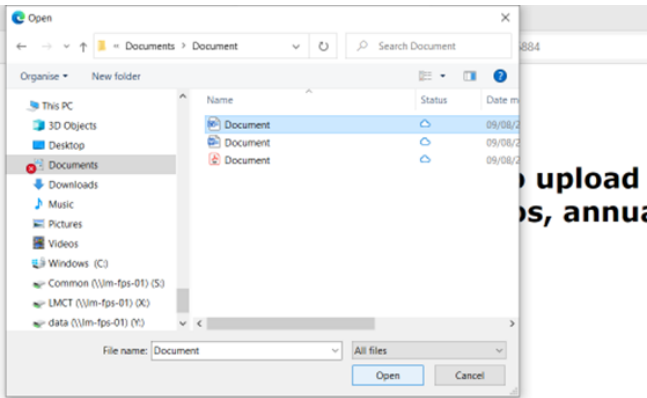
You can upload documents to support your application. To do this, first click on Choose File.

Additional Document 1

Choose File No file chosen

Upload

Then find and select the document you want to upload and click 'Open'.



You'll see the name of the selected document has appeared next to 'Choose File'.
Now click 'Upload' to add this document to your application.

Additional Document 1

Choose File Document.doc

Upload

You can tell if the document has successfully uploaded if there is now a blue hyperlink to the document and the date it was uploaded.

Additional Document 1

File Name	Uploaded
Document.doc	29/03/2022
Remove	

4. Do I have to complete my application in one go?

1. You can save and return to your application at any time by clicking 'Save & Finish Later' at the end of the form.

Save & Finish Later

Review & Submit

2. This will take you back to the home page, where you'll see a message confirming that your application has been saved.



Account: megan.rlx@lmct.org.uk | Change E-mail/Password
Last Log In: 27/06/2022 11:58 GMT01:00

Exit

Thank you! Your application has been saved. You should receive an e-mail confirmation shortly.

Applications

See below for a copy of your application (s)

Show In Progress Applications

☐ Hide Viewer Only Applications

Active Spaces Application Form

26007

06/09/2022

Owner



3. You'll also receive an email from mail@grantapplication.com. This will confirm that your application has been saved and will contain a copy of your application so far.

Existing Grantee Support Form

 London Marathon Charitable Trust <mail@grantapplication.com>
To: Megan Rix

 Reply  Reply All  Forward 

Tue 06/09/2022

 If there are problems with how this message is displayed, click here to view it in a web browser.
[Click here to download pictures.](#) To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Your form has been saved successfully, and the tracking number is 26007. For your records, here is a copy of the contents of your form:

Active Spaces Application Form

You & Your Organisation

Your Organisation

Lead Grantee Organisation Name

Please provide the legal name of the lead grantee organisation. If your project is a consortium / partnership, you should name the organisation that will receive funds. This name should be the name that appears on your governing documents and bank statements.

Registered Address of Grantee Organisation

Please enter the full address

4. You can return to your application at any time by logging in via our website or by [clicking here](#).

5. How do I submit my application?

1. Once you have completed the application form, click 'Review and Submit' at the end of the page. You will then see an overview of your full application – you can make any final changes here before submitting your application.

Save & Finish Later

Review & Submit

1

You & Your Organisation

2

Your Project

3

Documents

4

Declaration

5

Review My Application

You can review the information you've provided so far and make necessary modifications here. If you're satisfied with the contents of the application, click Submit to forward your application for consideration. If you're not ready to submit your application yet, click Save & Finish Later.

You & Your Organisation

[Printer Friendly Version](#) | [E-mail Draft](#)

* Required before final submission

2. Once you have reviewed your full application and are happy with it, click 'Submit' at the end of the page.

Save & Finish Later

Submit



Account: megan.rlx@lmct.org.uk | [Change E-mail/Password](#)
Last Log in: 06/09/2022 18:03 GMT01:00

[Exit](#)

Thank You! Your application has been submitted. You will shortly receive a confirmation email confirming submission of your application. The email will also tell you what happens next to your application. Thank you for making an application to The London Marathon Charitable Trust.

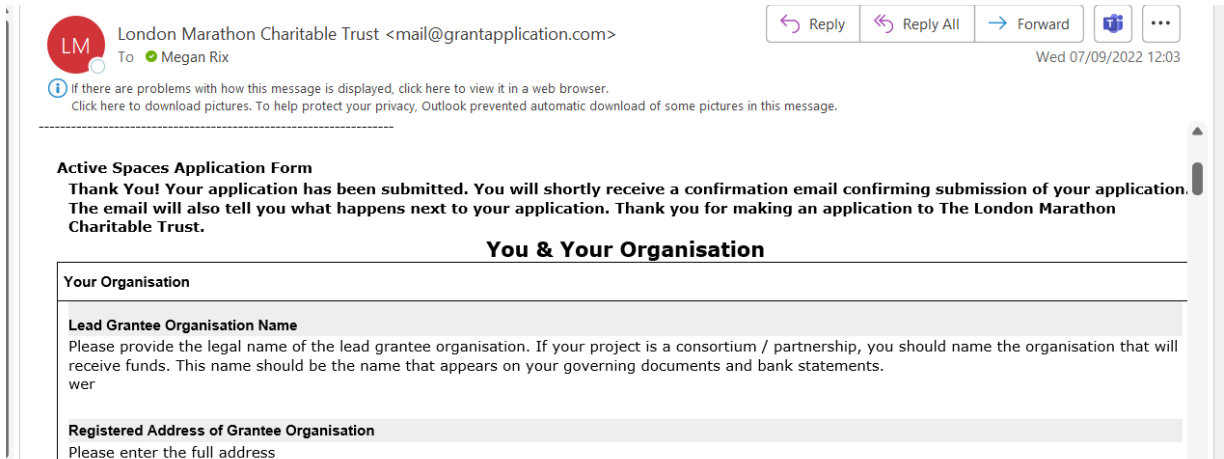
Applications

[See below for a copy of your application \(s\)](#)

Show [In Progress Applications](#) ▼

6. How do I know if my application has been submitted?

You will receive an email from mail@grantapplications.com confirming your application has been submitted. This email will also contain a copy of the completed application form.



You can also use the forms portal to check if your application has been submitted. When you login to the portal, select 'Submitted Applications' from the 'Show' drop-down list on the right-hand side of the window.

Show

In Progress Applications ▾

☐ Hide Viewer Only Applications

This will show all the past and present applications that you have submitted to us, including the application just submitted.



Account: megan.rix@lmct.org.uk | Change E-mail/Password
Last Log In: 06/09/2022 18:03 GMT01:00

Exit

Applications

[See below for a copy of your application \(s\)](#)

Show

Submitted Applications ▾

☐ Hide Viewer Only Applications

Active Spaces Application Form	test	26007	07/09/2022	Owner	  
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