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## GRANTEE PORTAL APPLICANT HELP GUIDE

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DOCUMENT CONTROL	
Version	1.0
Author	Annalee Holliday
Date	1 <sup>st</sup> April 2026
Reason for Amendment	
Date of update	

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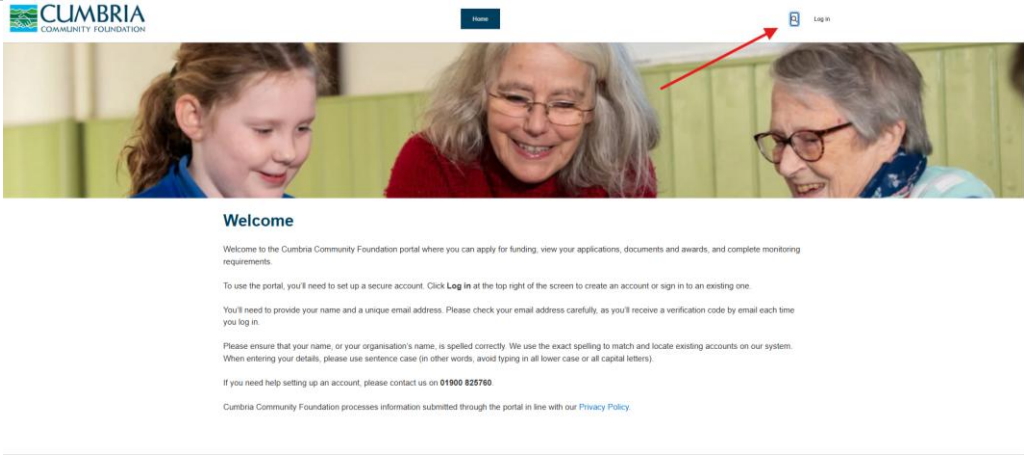
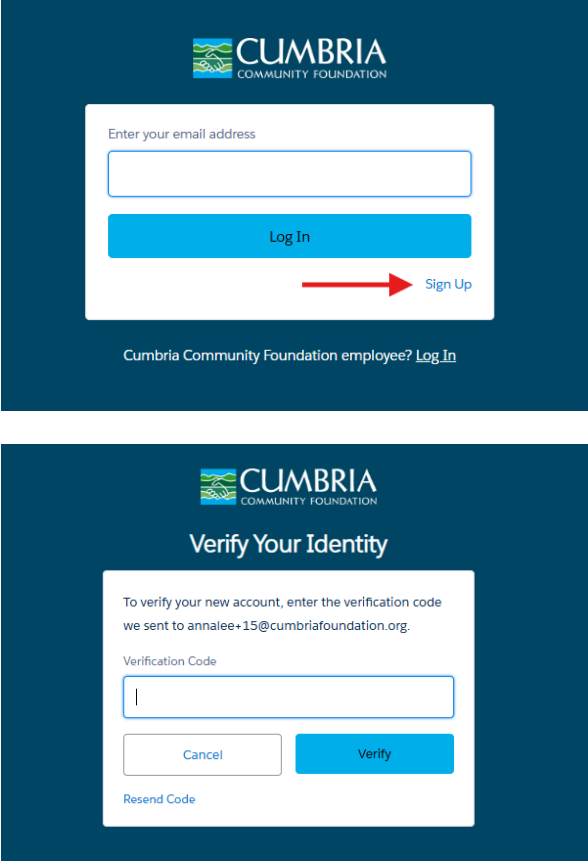
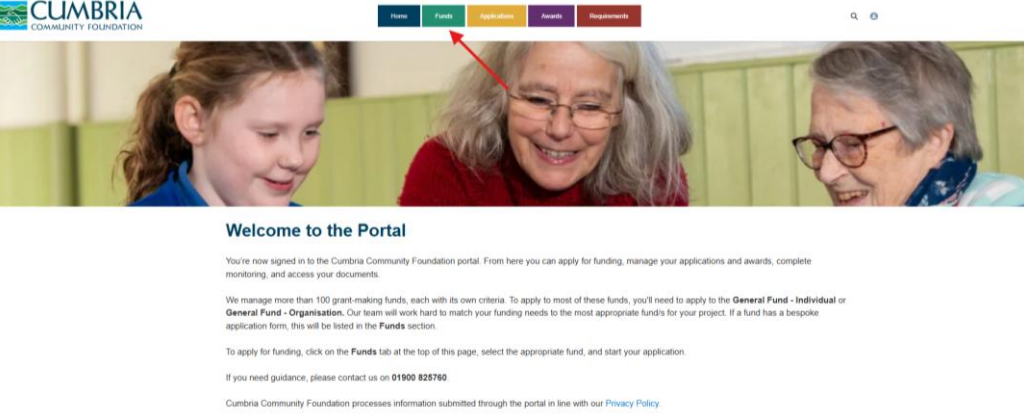
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## 1.0 ABOUT THIS GUIDE

This guide is for anyone applying for a grant through Cumbria Community Foundation's online Grantee Portal. It explains how the portal works and provides step-by-step guidance on completing an application or end-of-grant report.

We hope this guide supports you to submit your application confidently. If you need any help, please contact us by email or phone: [grants@cumbriafoundation.org](mailto:grants@cumbriafoundation.org) or telephone the office 01900 825760 between the hours of 9am-5pm Monday-Friday.

## 2.0 LOGGING INTO THE PORTAL

<p>1. Please visit:</p>	<p><a href="https://cumbriacommunityfoundation.my.site.com/s/">https://cumbriacommunityfoundation.my.site.com/s/</a></p>
<p>2. Click the <b>Log In</b> button in the top right-hand corner of the page to access the portal.</p>	 <p><b>Welcome</b></p> <p>Welcome to the Cumbria Community Foundation portal where you can apply for funding, view your applications, documents and awards, and complete monitoring requirements.</p> <p>To use the portal, you'll need to set up a secure account. Click <b>Log In</b> at the top right of the screen to create an account or sign in to an existing one.</p> <p>You'll need to provide your name and a unique email address. Please check your email address carefully, as you'll receive a verification code by email each time you log in.</p> <p>Please ensure that your name, or your organisation's name, is spelled correctly. We use the exact spelling to match and locate existing accounts on our system. When entering your details, please use sentence case (in other words, avoid typing in all lower case or all capital letters).</p> <p>If you need help setting up an account, please contact us on <b>01900 825760</b>.</p> <p>Cumbria Community Foundation processes information submitted through the portal in line with our <a href="#">Privacy Policy</a>.</p>
<p>3. You will then see the following screen</p> <ul style="list-style-type: none"> <li>• If this is your first time using the portal, click <b>Sign Up</b> and enter your email address.</li> <li>• If you have used the portal before, enter your email address and click log in.</li> </ul> <p>You will then be emailed a verification code. Enter this code on the next screen to access the portal.</p>	 <p><b>Log In</b></p> <p>Enter your email address</p> <p><input type="text"/></p> <p><b>Log In</b></p> <p><a href="#">Sign Up</a></p> <p>Cumbria Community Foundation employee? <a href="#">Log In</a></p> <p><b>Verify Your Identity</b></p> <p>To verify your new account, enter the verification code we sent to <a href="mailto:annalee+15@cumbriafoundation.org">annalee+15@cumbriafoundation.org</a>.</p> <p>Verification Code</p> <p><input type="text"/></p> <p><input type="button" value="Cancel"/> <input type="button" value="Verify"/></p> <p><a href="#">Resend Code</a></p>
<p>4. Once you have entered your verification code (this usually arrives within a few seconds), you will see the portal homepage. Click <b>Funds</b> to view available grant programmes.</p>	 <p><b>Welcome to the Portal</b></p> <p>You're now signed in to the Cumbria Community Foundation portal. From here you can apply for funding, manage your applications and awards, complete monitoring, and access your documents.</p> <p>We manage more than 100 grant-making funds, each with its own criteria. To apply to most of these funds, you'll need to apply to the <b>General Fund - Individual or General Fund - Organisation</b>. Our team will work hard to match your funding needs to the most appropriate funds for your project. If a fund has a bespoke application form, this will be listed in the <b>Funds</b> section.</p> <p>To apply for funding, click on the <b>Funds</b> tab at the top of this page, select the appropriate fund, and start your application.</p> <p>If you need guidance, please contact us on <b>01900 825760</b>.</p> <p>Cumbria Community Foundation processes information submitted through the portal in line with our <a href="#">Privacy Policy</a>.</p>

5. You will see a list of funds and application forms.

[Home](#) [Funds](#) [Applications](#) [Awards](#) [Requirements](#)

**Funds For Organisations**

Fund Name	Open Date/Time	Close Date/Time	Criteria
CIFR Community Flood Resilience Fund	11/03/2026, 12:00	31/12/2050, 12:00	Grants to organisations across Cumbria supporting communities ...
General Fund - Organisation	27/02/2026, 12:00	31/12/2050, 12:00	Thank you for starting an application.This form is your opportunit...

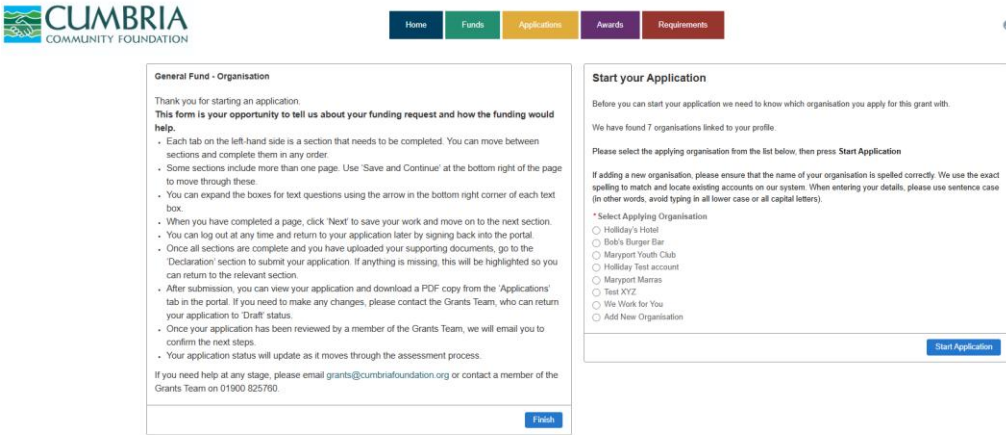
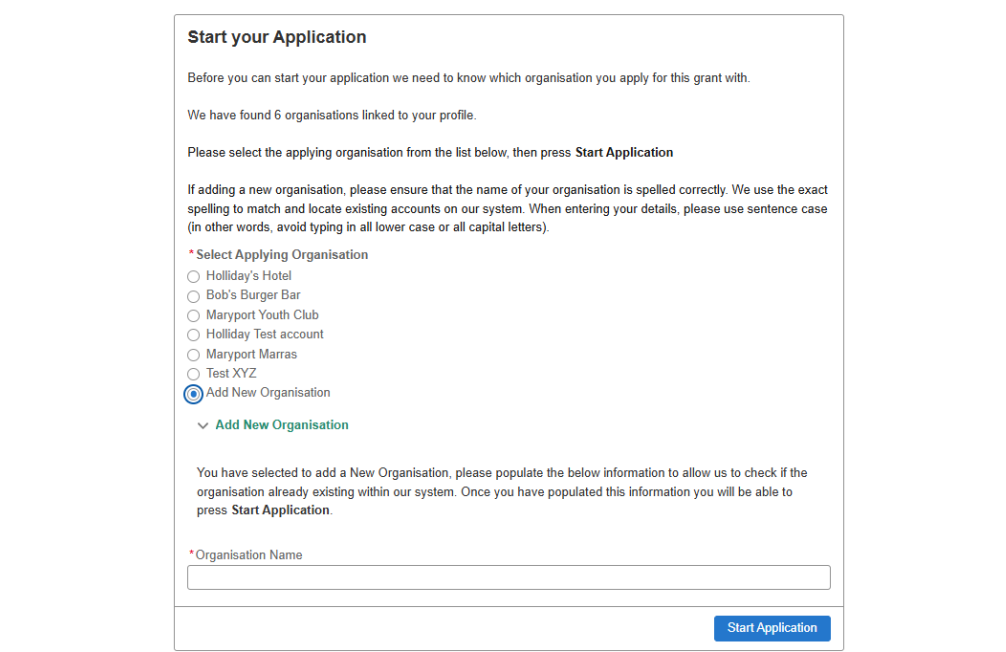
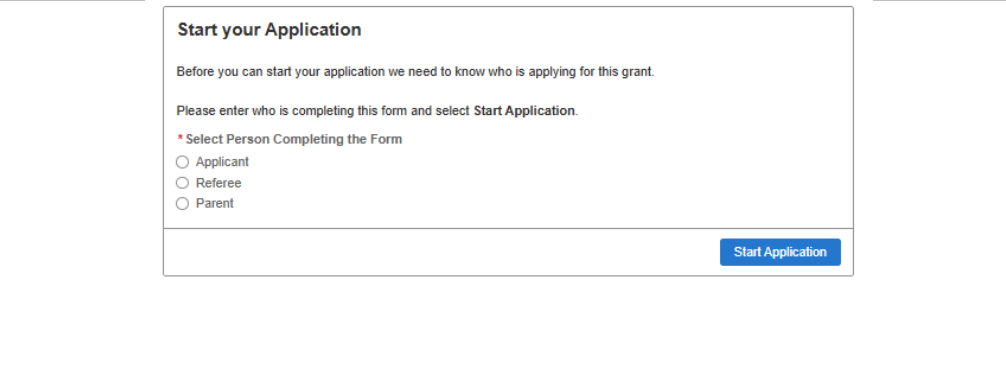
[View All](#)

**Funds For Individuals**

Fund Name	Open Date/Time	Close Date/Time	Criteria
SWEF Enterprise Fund - Business Grants	20/02/2026, 00:15	31/12/2050, 00:00	Grants of up to £2,000 to individuals aged 18-30 in Cumbria who ...
SWEF Enterprise Fund - Start Up Grants	11/03/2026, 12:00	31/12/2050, 12:00	Grants of up to £500 to individuals aged 18-30 in Cumbria who ar...

[View All](#)

## 3.0 COMPLETING AN APPLICATION FORM

<p>1. Click on the relevant fund or programme to start your application.</p> <p>Most funds use one of two application forms:</p> <ul style="list-style-type: none"> <li>- General Fund – Organisation</li> <li>- General Fund – Individual</li> </ul> <p>Once selected, if you are an organisation, you can either select an existing organisation or add a new organisation.</p>	 <p>The screenshot shows the 'General Fund - Organisation' page. It includes a navigation bar with 'Home', 'Funds', 'Applications', 'Awards', and 'Requirements'. The main content area has a 'Start your Application' section with instructions and a list of existing organisations to select from. A 'Finish' button is visible at the bottom right.</p>
<p>2. If you are adding a new organisation, please enter the name carefully.</p> <p>Avoid using ampersands (&amp;) and ensure apostrophes are used correctly. The system checks for duplicate organisations once your application is submitted.</p>	 <p>The screenshot shows the 'Start your Application' page. It displays a list of existing organisations with radio buttons. The 'Add New Organisation' option is selected with a blue circle. Below the list, there is a section for entering details for a new organisation, including a text input field for 'Organisation Name' and a 'Start Application' button.</p>
<p>3. If you are an individual applicant, select who is completing the form, either applicant, referee, or parent/carer – <b>if the applicant is under 18, a parent/carer must complete the form.</b></p>	 <p>The screenshot shows the 'Start your Application' page. It includes instructions and a section for selecting the person completing the form. The options are 'Applicant', 'Referee', and 'Parent', each with a radio button. A 'Start Application' button is located at the bottom right.</p>

4. Start completing the application form and remember to save your work before leaving the portal by clicking the blue 'Next' button at the bottom right of the page.

Please remember to click Next to save your progress!

5. As you complete each section, a green tick will appear.

A yellow warning triangle or red symbol means that section is incomplete. Some sections include more than one page. Click 'Next' at the bottom of each page to save your progress and move to the next section.

6. If you need to leave the portal before submitting your application, make sure you have saved your progress. You can return to your draft application at any time via the Applications section.

Applications

My Applications

Application	Application Summary	Requested Amount	Status
Health & Fitness Cumbria - 030060		£0.00	Draft

[View All](#)

### 3.0 APPLICATIONS

1. Once you have submitted your application, you can view it at any time in the Applications section of the portal. You can also download a PDF copy for your records.

Your application status will update as it progresses:  
 Draft → Submitted → In Review → Decision → Awarded / Unsuccessful

Status
Submitted
Decision
Draft
Draft
Draft
Unsuccessful
Draft
Submitted
Submitted
Draft
Draft

2. If your application is successful, it will appear in the Awards section of the portal.

**CUMBRIA**  
COMMUNITY FOUNDATION

Home Funds Applications **Awards** Requirements

**My Awards**

Application	Award Title	Awarded Amount	Award
Bob's Burger Bar - 00011	Funding Summary: Lorem ipsum dolor sit amet.	£6,000.00	A-24083

[View All](#)

## 2.0 COMPLETING AN END-OF-GRANT REPORT

1. Your annual or end-of-grant report will appear in the Requirements section of the portal, along with the date it is due.

**CUMBRIA**  
COMMUNITY FOUNDATION

Home Funds Applications Awards **Requirements**

**My Requirements**

Application No	Requirement	Requirement Name	Due Date
Bob's Burger Bar - 00011	REQ-007074	End of Grant Report	01/12/2026

[View All](#)

2. To view/complete the annual or end-of-grant report, click the blue Requirement number link.

**CUMBRIA**  
COMMUNITY FOUNDATION

Home Funds Applications Awards Requirements

**My Requirements**

Application No	Requirement	Requirement Name	Due Date
Bob's Burger Bar - 00011	<a href="#">REQ-007074</a>	End of Grant Report	01/12/2026

[View All](#)

3. Complete the annual or end-of-grant report in the same way as your application, by working through each section and clicking 'Next' to save your progress.

**CUMBRIA**  
COMMUNITY FOUNDATION

Home Funds Applications Awards Requirements

**Introduction**

Organisation and Contact

Spending Summary

Activity and Achievement

Outcomes

Impact

Story and Media

Feedback

Supporting Documents

Declaration

Submission

THIS REPORT IS NOT EDITABLE

Dear Annalee

To help us understand the impact of our funding, we ask all grant beneficiaries to complete an end-of-grant report (or an end-of-year report for multi-year awards) which explains how the grant has been spent and the difference it has made.

Monitoring and evaluating your funded activity are important not only for us, our donors and supporters, but also for you and your organisation. It can support your planning, highlight your achievements, and strengthen future funding applications.

We value the information you share with us, so please take the time to provide clear and thoughtful responses. Your feedback helps us demonstrate the positive impact of our grants and encourages continued support to keep meaningful community activity thriving.

Thank you for your time in completing the report.

**Your grant details:**

- Application reference number: Bob's Burger Bar - 00011
- Application Title: Funding Summary: Lorem ipsum dolor sit amet.
- Application Summary: Funding Summary: Lorem ipsum dolor sit amet.
- Awarded Amount: £8,000.00
- Programme: General Fund - Organisation

**Your requirement details:**

- Funding Requirement: End of Grant Report
- Funding Requirement Description: This report will contain your final update for the project. Please step through the tabs and provide as much information as possible on the success of your project and final spends.
- Funding Requirement Due Date: 1 December 2026

4. As you make your way through the form, green ticks will appear when you have completed each section.

A yellow warning triangle or red symbol means that section is

Please remember to click Next to save your progress!

**CUMBRIA**  
COMMUNITY FOUNDATION

Home Funds Applications Awards Requirements

**Introduction**

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Submission

THIS REPORT IS NOT EDITABLE

Describe the range of activities/services you have been able to provide as a result of the grant.

Word Count: 0 / 1000

Has the project achieved what it set out to achieve? Please explain how things went. Do not worry about reporting problems as we know that difficulties can occur.

Word Count: 0 / 250

How many people benefitted from the project that was funded?

How many volunteers have been involved in your project?

As a result of this funding, how many volunteers were new to your organisation?

[Next](#)

incomplete. Some sections include more than one page. Click 'Next' at the bottom of each page to save your progress and move to the next section	
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If you experience any difficulties using the portal, or are unsure how to answer a question, please contact the Grants Team. We're happy to help.

Contact us by email or phone: [grants@cumbriafoundation.org](mailto:grants@cumbriafoundation.org) or telephone the office 01900 825760 between the hours of 9am-5pm Monday-Friday.