

1. Go to the Armed Forces Covenant Fund website: <https://covenantfund.org.uk/>
2. Select the 'Managing your grant' option from the Managing your grant tab (as illustrated below):



3. Step Three: In the middle of the 'Managing your grant' page, look for the 'TAKE ME TO THE GRANTS PORTAL' under the text that reads: Let's get started ... (as illustrated below)

Let's get started...



4. Once you've clicked on the 'Take Me To The Grants Portal' button, it should open the Grants Portal in a new tab. The URL for the grants portal is:
<https://www.grantrequest.co.uk/Login.aspx?ReturnUrl=%2faccountmanager.aspx%3fSA%3dAM%26sid%3d109&SA=AM&sid=109>

5. The Grants Portal Home Page looks like this:



[Exit](#)

Please Sign In

Welcome to the Covenant Fund Applications and Reporting Portal.

If you have not registered for an account, please register by clicking on the 'Not Registered?' button.

If you have already registered and have an account, please enter the correct email address and password to sign in.

E-mail	Password
<input type="text"/>	<input type="password"/>
Not Registered?	Forgot Password
Login	

6. Enter your log in details (email and password) and click 'Login'

PLEASE NOTE:


If you cannot remember your password, you can do a password reset by clicking on the 'Forgot Password' link. You can only do this once in a 24-hour period. Please do not try more than once, as your account will be locked for a further 24 hours. It will generate and send you a temporary password to your registered email account. This password is only valid for 24 hours. Once you log in with your temporary password details, you will be prompted to create a new permanent password.

Should you continue to have any issues with the log in process, please contact us at:

info@covenantfund.org.uk

Please also include your log in details (email and password) in the email. If you were given a temporary password and you cannot get it to work in the 24-hour period, please include the email with the temporary password in your email.

7. Once you've logged in you should see the below view:





Account: christian.debruin@covenantfund.org.uk | [Change E-mail/Password](#) Exit
Last Log in: 09/12/2020 12:16 GMT00:00

[Applications](#) [Requirements](#)


Applications

Welcome to the Covenant Fund Applications and Reporting Portal.
You should be able to see any started application forms below.
You can change the 'Show' drop down field to show any submitted applications.

Show In Progress Applications

Application Name	Project Title	Requested	ID	Last Updated	Action
Positive Pathways 20/21			32595	13/07/2020	 

8. The page will automatically default to show any in progress Applications; If you want to view your Submitted Applications, please click on the 'Show' tab and select 'Submitted' applications from the Drop-Down Menu. (As illustrated below)





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[Applications](#) [Requirements](#)

Applications

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You should be able to see any started application forms below.
You can change the 'Show' drop down field to show any submitted applications.

Show In Progress Applications
Submitted Applications

Application Name	Project Title	Requested	ID	Last Updated	Action
Positive Pathways 20/21			32595	13/07/2020	 

9. You should receive an email to notify you that you have a requirement to complete. This is sent once we publish the requirements to your online account. To view your 'Requirements', click on the blue 'Requirements' tab next to Applications (As illustrated below – as this is only a test screenshot, there is no actual requirement, so the bottom red arrow shows where the requirement should be)



Account: christian.debruin@covenantfund.org.uk | [Change E-mail/Password](#)
Last Log in: 09/12/2020 12:16 GMT00:00

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[Applications](#) [Requirements](#)

Requirements

Welcome to the Covenant Fund Applications and Reporting Portal.
If have an account please enter the correct email address and password to sign in.

Show

Form Name	Project Title	Type	ID	Due	Updated	Action
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Please note, if you don't have any requirements showing the 'Requirements' tab will not be visible. If you have received an email saying you should have a requirement to complete and it is not showing, please contact us at: info@covenantfund.org.uk

10. Please note that the requirement view will default to 'New Requirements'. You can see all 'In Progress' and 'Submitted' requirements by selecting the relevant field from the drop-down menu (As illustrated below)



Account: christian.debruin@covenantfund.org.uk | [Change E-mail/Password](#)
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[Exit](#)

[Applications](#) [Requirements](#)

Requirements

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Form Name	Project Title	Type	ID	Due	Updated	Action
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