Mind

Flexigrant User Guide

Contact for applicants:

Network Investment Team

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Mind

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Mind Flexigrant Portal:

https://mind.flexigrant.com

Contents

1.1 Purpose of this document

This guidance provides practical information on how to use the Flexigrant application portal to apply for grant programmes administered by Mind. These include opportunities open only to the local Mind Network, such as the Local Minds Grant Fund, as well as programmes open to the wider voluntary and community sector.

This document is only about how to use Flexigrant to apply for funding and manage your award if you are successful. There is separate guidance available for each grant programme administered by Mind. If you are unsure of where to find the relevant guidance document, please get in touch at networkinvestment@mind.org.uk.

1.2 How to register on Flexigrant

If you have never applied for a grant with Mind before, you will need to register an account via https://mind.flexigrant.com. You will be asked to agree to a standard set of terms and conditions relating to data protection in order to proceed.
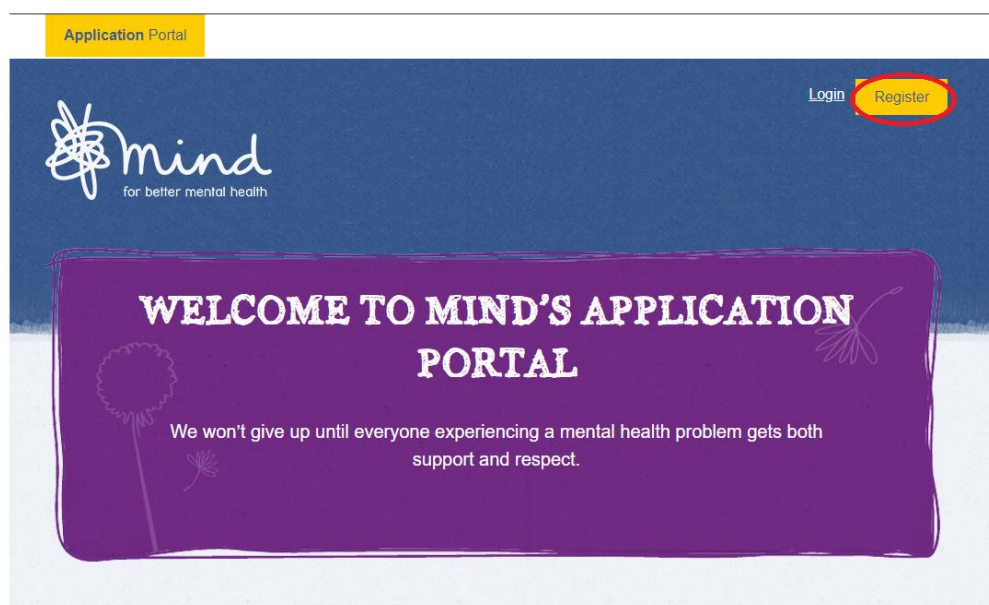

Figure 1: Mind landing page

Once you have entered your contact details, you will be directed to a registration confirmation page that will prompt you to open your email account and click on the link in the confirmation email. If you do not see a confirmation email in your inbox, please check your spam/junk folder.

If you are applying on behalf of a local Mind, you must email the Network Investment team at networkinvestment@mind.org.uk to inform them of your registration. You will not be able to view applications for programmes where funding is open only to local Minds until you have done this.

The 'My account' page shows your current contact information. You can use the 'My contact details' tab to the left of the page to update your contact and organisation details, and change your password using the link at the bottom of the page.

Scrolling to the bottom of the 'My contact details' page will give you the option of aligning your account to an organisation. **Please select your organisation from our drop-down menu**. If your organisation does not show automatically in the dropdown list that appears when you start to type, please enter the full name of your organisation and click on the save button. It will be added to the system and you can update its details using the 'My organisation' tab to the left of the page.

Figure 2: Organisation details

1.3 Forgotten passwords and locked accounts

If you have forgotten your password, a reset password link can be sent to you via email by following the forgotten password option on the login page.

If you enter your password incorrectly 3 or more times, your account will be locked; this is to protect you from any attempts by a third party to access your data. To unlock your account, please contact the Network Investment team at networkinvestment@mind.org.uk.

1.4 Accessing the correct application

Most grant programmes will be accessible via the Application Portal tab at the top left of the main landing page, given the application window is still open or the programme has a rolling deadline. Please refer to Figure 3 below.

Some programmes, however, will require a unique link to access, generated by the Network Investment Team. If you do not see the programme you are looking for within the portal, please get in touch.

Figure 3: Application Portal link

Once inside the Application Portal, you will be able to see a list of all live programmes, applications you have started, and applications you have submitted.
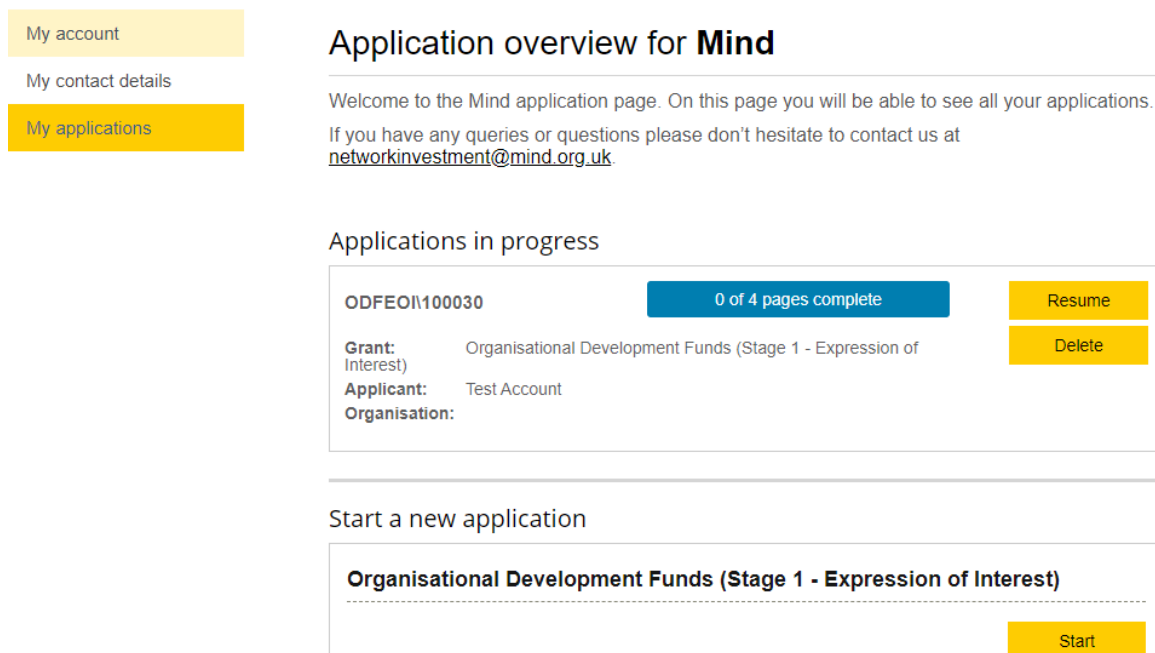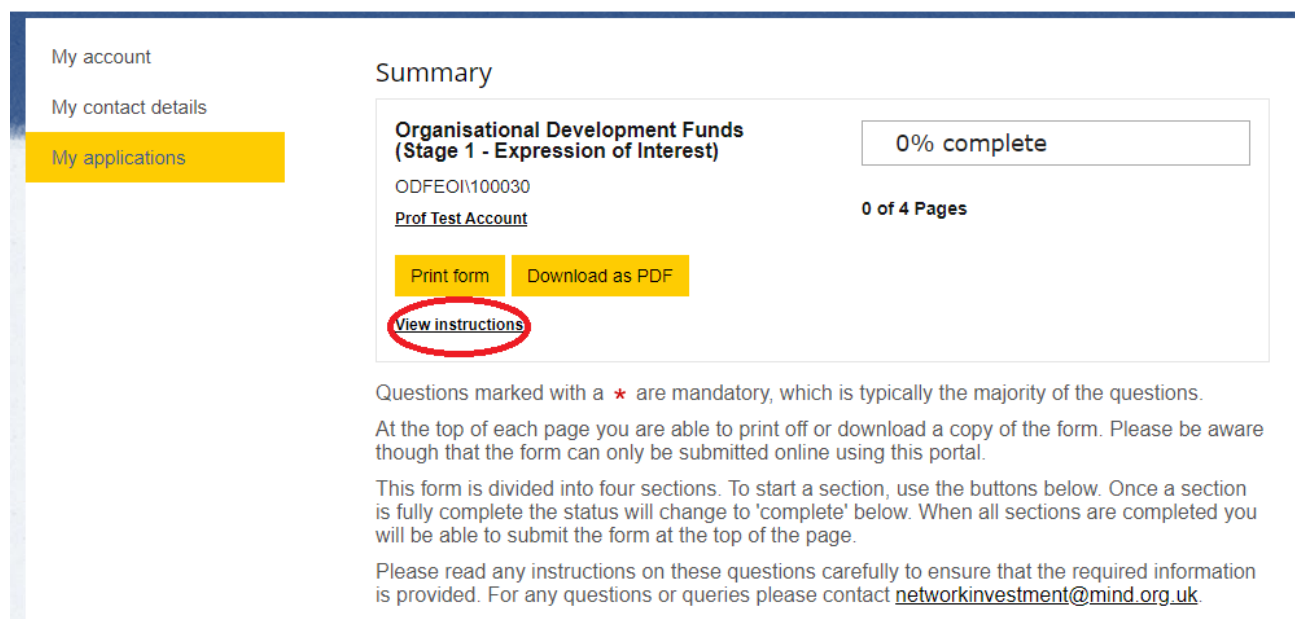

Figure 4: Application Portal

Once you have started a new application by clicking the Start button next to the opportunity you are interested in, please ensure you read the instructions. These will provide an 'At a glance' snapshot of the programme, as well as a link to the full guidance notes.

Figure 5: Application summary page

1.5 How to complete your application

1.5.1 Contacts details

The individual who creates the Flexigrant account is referred to as the Flexigrant account holder. This person is the Lead Applicant and main point of contact for the duration of the application. It is therefore useful if the Flexigrant account holder is the individual named as Project Leader in the application form. Applicants are able to invite partners or other members of their organisation to collaborate on the application (see 1.5.4 below), but should you need to change the Lead Applicant, you will need to get in touch with the Network Investment team at networkinvestment@mind.org.uk.

1.5.2 Eligibility criteria

The application form has been designed, as far as possible, to help ensure applicants meet our eligibility criteria, for example by including word limits. However, please ensure you are familiar with all of the criteria set out in the relevant guidance document, as your application will be rejected if it fails to comply with these eligibility criteria.

1.5.3 Incomplete questions and error messages

Because you are allowed to progress through the application form in any order, it is possible to leave a page incomplete. However, you will not be able to submit an incomplete application. The "summary" page (Figure 6) indicates which parts of the application form have incomplete questions or error messages. Once you have identified which page is incomplete, click the "edit" button to open the relevant page. If you are unable to identify what information is missing, click "save progress" at the top or bottom of the page. This will prompt a pop-up highlighting which sections are incomplete.

If you are still unclear what the error is, please contact the Network Investment team at networkinvestment@mind.org.uk. Please ensure you do this before the closing date and time.

Figure 6: Application summary page

1.5.4 Collaboration

For the majority of our programmes, it is possible to collaborate with partners on your application. We recommend that you discuss this with any partners you intend to invite, before sending them an invitation to collaborate. To invite a partner to collaborate on the application, click the 'Participants' tab on the application summary page, then click 'Invite' and enter their contact information.

Figure 6: Inviting collaborators

Although it is possible to collaborate on an application, the person who the application is registered to (i.e. the Lead Applicant) must be the person who submits the final application.

All collaborators need to have marked their inputs as complete prior to submission, otherwise the Lead Applicant has to revoke permission to collaborate, before the application can be submitted. If a collaborator has not done this, and you need to submit your application, select 'Revoke Invitation', and the 'Submit' option should appear at the top of the summary page.

Please be aware that all collaborators have equal editing power, and changes are not marked. Please also note that if you have invited one or more collaborators, all invited persons must, at a minimum, log in to Flexigrant and acknowledge the invitation before the application can be submitted.

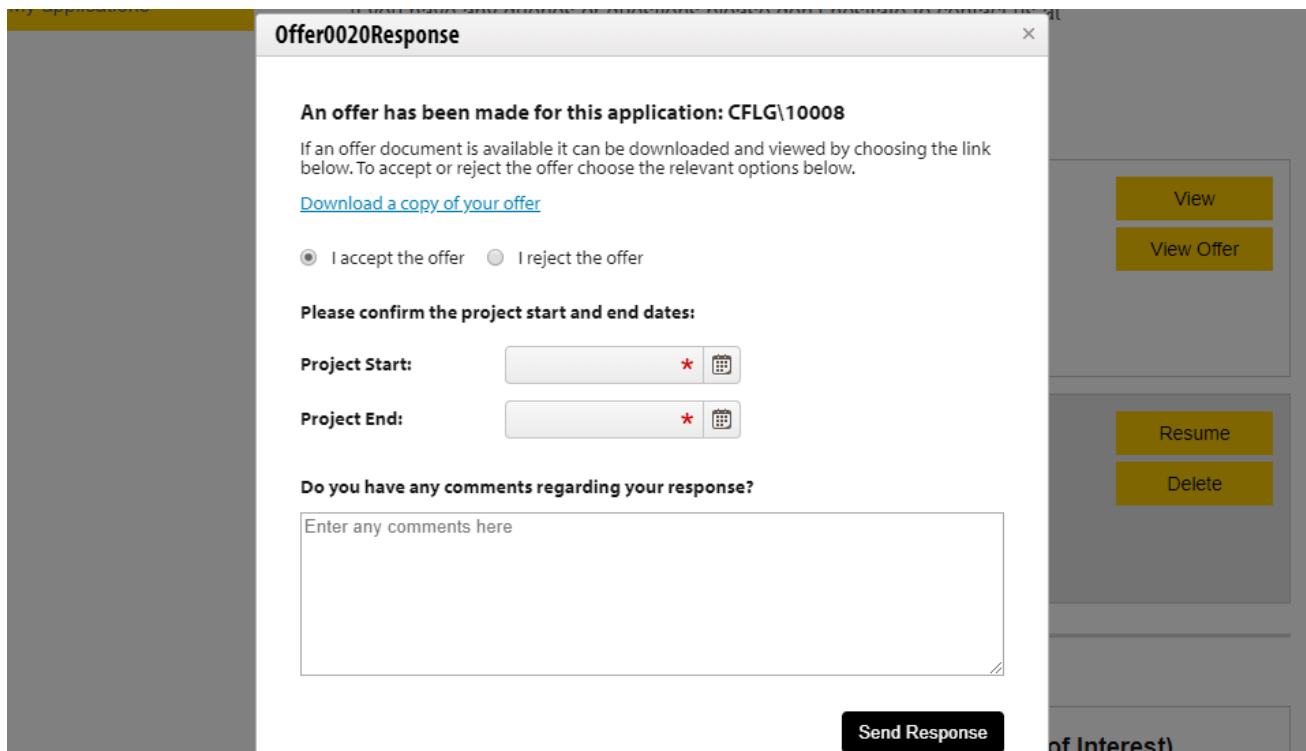**1.5.5 Submitting your application**

Once you have completed all sections of the application a 'Submit application' button will become available at the bottom of the summary page. This button will become available once every page of the application is marked as 'Complete'.

When you click the 'Submit application' button you will be asked to confirm that you want to submit your application. Once your application has been submitted, you will be able to view your application and its current status but you will not be able to modify it. If you find you have made a mistake and need to amend something before the deadline, you can contact us to ask for the application to be returned. If we return it, it will no longer be recognised as 'submitted' and you will need to make your edits and resubmit within the application deadline for your application to be considered.

Section 2: Managing your award

2.1 Accepting your offer

If you are made an offer, you will receive an email notification with a link directing you to your Application Portal. A link should appear to view the letter of offer. For some projects, in order to accept you may need to enter project start and end dates.

2.1.1 Meeting conditions

Certain requirements or requests for clarification may need to be fulfilled before a formal offer is made. These will be communicated in the notification email sent via Flexigrant, accompanied by instructions explaining how to provide the requested information.

2.2 How to complete your monitoring return

To complete monitoring reports, click the 'Reporting' button against the relevant award in the 'Your Applications' section. This will take you to the 'Reports and activities' page, where you will be able to see the required monitoring forms and associated deadlines.

Figure 7: Reports & activities page

Please note that some programmes may have more than one required reporting form for you to complete e.g quarterly reports and 6-monthly reports. Please ensure that you are completing the correct reports at the correct intervals.

Section 3: Additional information

If there are additional functionalities you require within Flexigrant, please get in touch with the Network Investment Team at networkinvestment@mind.org.uk. These may include:

- Providing another Flexigrant user with permission to view your award
- Disabling your account
- Disabling the account of someone who no longer works for your organisation