# CashBack for Communities Programme Phase 6

**Technical Guidance For Completing The Online Form**

1. **It is strongly recommended that you plan your answers on a Word document and copy them onto the form when you are ready to submit your application.**

2. **Devices to use when completing your form :**
   - It is *strongly recommended* to use a laptop or desktop Windows or Mac device rather than a mobile device (phone or tablet) where sections may or may not display correctly.
   - It is recommended to use web browsers other than Internet Explorer. Chrome, Firefox, Edge or Opera should work well.

3. **Text fields and word counts :**

Several questions are text responses with word counts.

   - These questions cannot be used to insert tables or other visuals
   - You can use bullet points
   - Occasionally you might find that you have typed an answer on Word using less than 200 words but the online form says you are over the word limit. This can almost always be resolved by altering the formatting of your text – e.g. reducing the space between paragraphs. In the event you have a further issue, contact enquiries@inspiringscotland.org.uk for support.
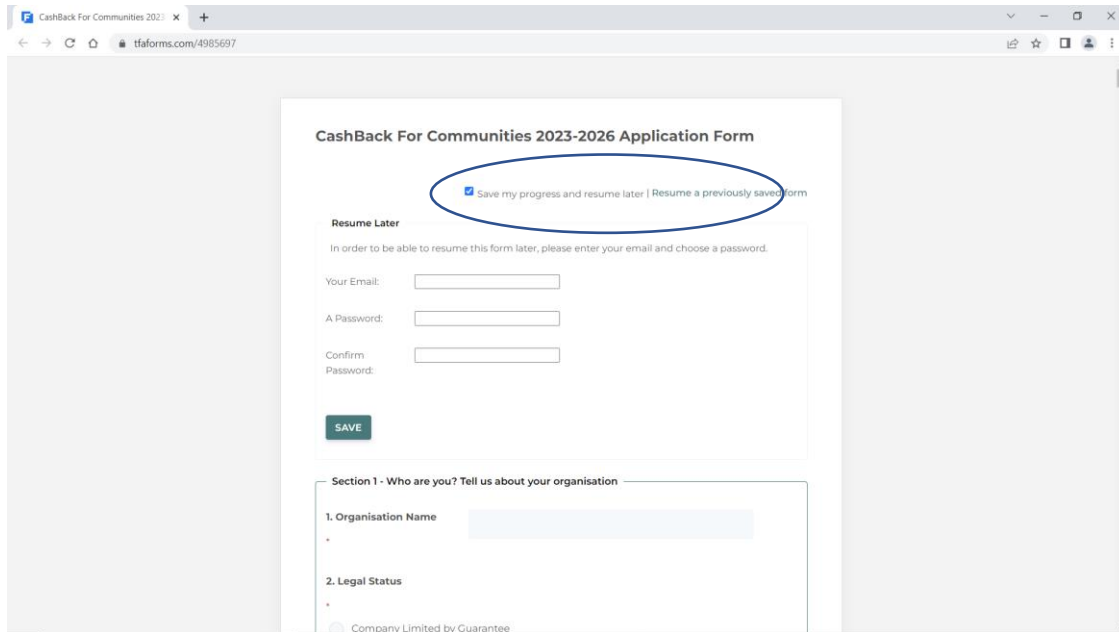
4. **Mandatory Questions :**

The majority of questions in the application are marked as mandatory. All mandatory questions are marked with a *.

If you miss a mandatory question, the form will flag this to you when you hit the 'submit' button.
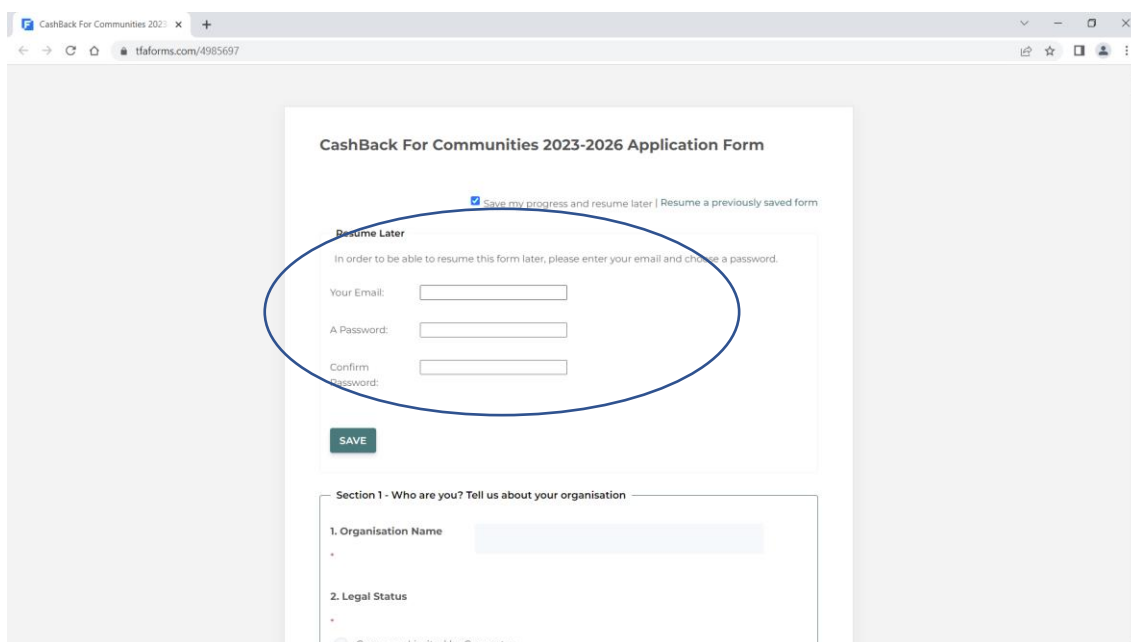
## 5. Saving your progress :

- You can save your progress at any point, by clicking on the 'Save my progress and resume later' box
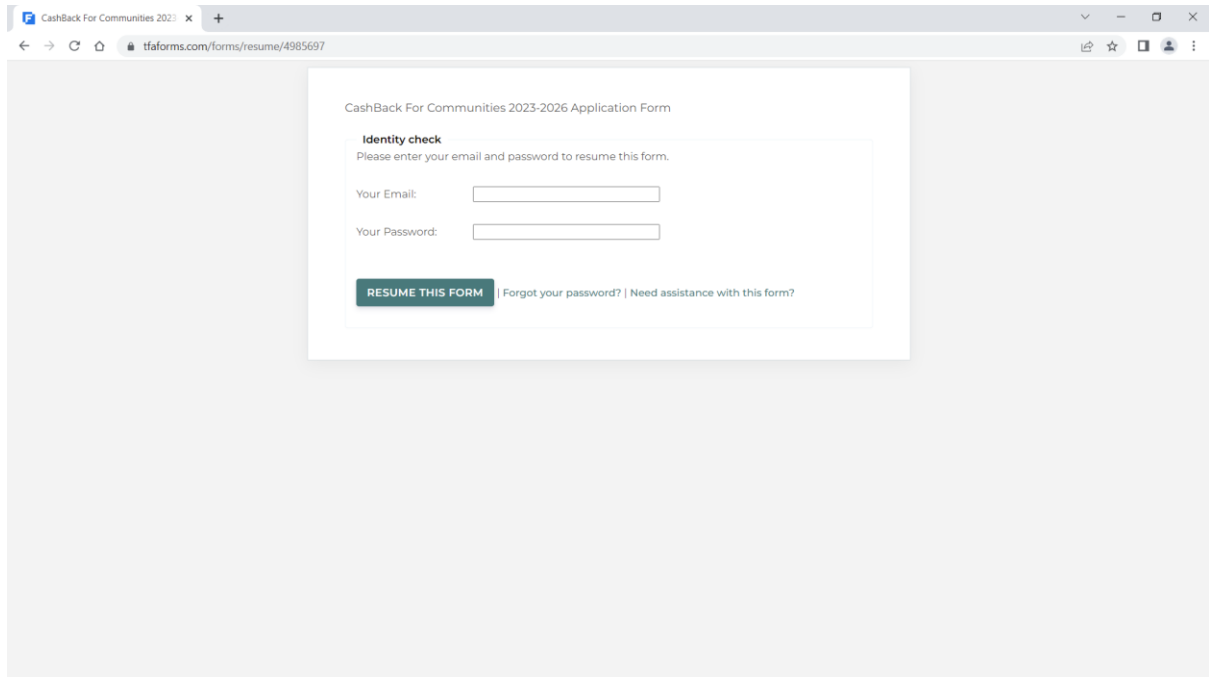


- After clicking on that, you will be asked to provide an email address and create a password. (see image below)
- It is important to keep a note of these as you will need them to get back into your form.
- Please do not change the email address and password you originally used – keep the details the same throughout the process.
- WE STRONGLY RECOMMEND SAVING YOUR FORM REGULARLY

## 6. 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.



## 7. Responses which require numbers :
- In some questions, for example Section 4 questions around costs and budget, the response must be in numbers only.
- When entering numbers :
    - You don't need to add commas – enter 10000 instead of 10,000
    - You don't need to add £ symbols
- For questions where you are asked for financial figures you can enter two decimal places

**8. Questions where you can or need to add more than one response :**

- For questions 21 and 47 you will need to answer each part of the question for communities (up to a maximum of 10) which you plan to operate in (Q21), and every source of external funding (Q47)

  For example, if you have 2 communities to advise of in Q21, complete the fields for Local Authority, Community, Data zone and SIMD Decile for the first community.

  Then click on 'Add another community' at the bottom of the box to complete the same fields for the second community.



- This works the same for other questions although the wording might be different

### 9. Uploading attachments :

Several questions require you to upload a file as an attachment.

- To do this, click on Browse on a field, 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 'Doc 1' has been added



- If you attach the wrong file or want to update the one you have attached, click on 'Choose File' again and re-select the file.

### 10. Submitting your form :

Press '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 in Q9. This email will also receive a PDF of your application.

If you do not receive a confirmation receipt, please email enquiries@inspiringscotland.org.uk to confirm.

## 11. Problems or errors with the form :

If you have any issues with the form you can request support to enquiries@inspiringscotland.org.uk