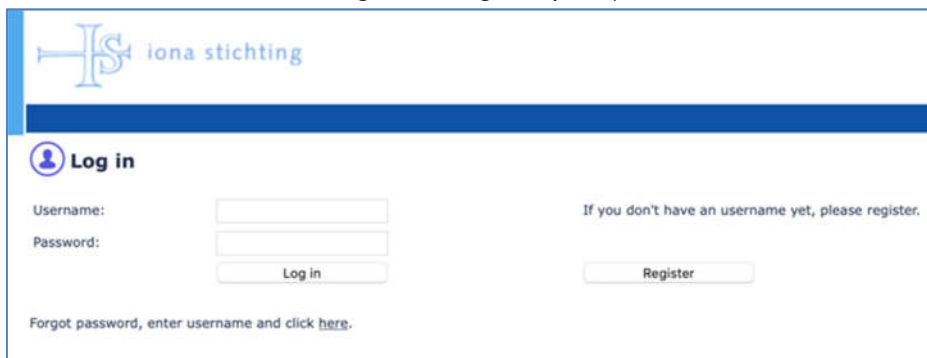


Manual online application system Iona Stichting

- Your e-mail address and password will give you access to your own online Iona page. Did you forget your password? Click on the *forgot password* link on the home screen.
- It is possible your e-mail address is already registered because you applied before. In that case, click on the link *forgot password*.
- There is a question mark in the upper right corner. By clicking there you will receive more information about the page.
- Your personal project description is essential. Keep the requested information on the website short and to the point.

1. **Log in**

(First click on the British flag at the right top of your screen)




The screenshot shows the login page of the Iona Stichting website. At the top left is the logo and the text 'iona stichting'. Below this is a blue header bar. The main content area has a 'Log in' section with a user icon. It contains two input fields: 'Username:' and 'Password:'. To the right of the 'Username:' field is the text 'If you don't have an username yet, please register.' Below the input fields are two buttons: 'Log in' and 'Register'. At the bottom left, there is a link: 'Forgot password, enter username and click [here](#).'

Your e-mail is your username. If you have forgotten your password or the system indicates your e-mail is already registered, enter your username and click on *forgot password*. The password will be sent to your e-mail address.

If your username is not yet registered, click on *register*.

2. **Register** (skip this step if you can log in)



The screenshot shows the registration page of the Iona Stichting website. At the top left is the logo and the text 'iona stichting'. Below this is a blue header bar. The main content area has a 'To create a username' section. It contains an 'E-mail applicant:' input field. Below this is a captcha image showing the letters 'H878' with a refresh button. Below the captcha is a 'Captcha code:' input field. At the bottom, there is a 'Password request' button.


Enter the details and click on *Password request*. You will receive an email with your password. You will immediately be redirected to your own home page.




3. Homepage

This is the home page. You will see an overview where you will find more information about your application later in the process.


- *Name project* is the name that you give to your project when you submit your application
- *Type of request* indicates whether your application is about a project or a student grant
- *Project number* will be assigned by us
- *Evaluation*. after a possible grant from our board, a link to the evaluation form appears.

Note: you can always save your application, even if you haven't completed your request. After logging in again, click on the folder icon on the left side of your request. 

- You start a new request by clicking on the plus sign in the right corner above the table 

This manual is written for normal applications. There is another manual for student grants.

4. Step 1: personal details

- Enter the contact details in the first step. If you make a request as a person and not on behalf of an organization, then you choose natural person under *Legal form*.
- You can always save while applying. Go to the disk icon in the top right corner 



5. Step 2: contact details continuation

Organization / person continuation

Do you have a previous application submitted to the foundation?
 Yes No

If yes, when for the last and what was the registration number given by us:

Who informed you of the possibility of submitting an application to us?

Bank account
When your request is granted, the funds are transferred to this account.

Is your bank based in the Netherlands? Yes No

IBAN:

In the name of:

Bank account: do not enter any data from a private account. We never transfer a possible grant to a private person.

6. Step 3: the request

Continue with the request Conditions Privacy policy

Request for support

Project

Name project:

Description of the project:

Purpose of the project:

Starting date:

End date:

How many people will benefit from the project?
Number:

Country of execution:

Total requested amount: (€)

What is the contribution of you/your organization: (€)

For what amount are you applying?: (€)

Which external references can you provide?

Do you have other information, that of could be important for our Decision ?

Name project: the title / subject.

Description of the project: a slightly more detailed description of one sentence.

Purpose of the project: briefly summarize the purpose of your application.

Starting date: the starting date of your project can't be in the past.



7. Step 4: other funds

Request for support

Other funds

Which other funds / institutions have you applied for?

Funds:

Requested amount:

Status:

Granted amount:

If you have not applied for other funds / institutions, leave the fields blank and click the right arrow, next to the steps.



8. Step 5: upload documents

Request for support

← 1 2 3 4 5

Upload documents

Type of document:

Title:

Attachment	Obligatory	Uploaded
Project description	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Budget with coverage plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Statute	<input type="checkbox"/>	<input type="checkbox"/>
Logo	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>

Uploaded documents

No documents

You have to at least upload two documents: the project description and an estimation of the costs with a financial scheme. When you apply on behalf of a foundation: please add the statute and the latest financial annual report.

- *Type of document:* make a choice.
- *Title:* you can change the title.

Project description

The most essential document of your request. This is the place to personalize your application. You may have already given some of the required information, but please make sure to pay attention to the following:

- maximum size: 4 x A4
- name and short project description
- aim
- target audience
- organization and cooperation partners
- ideal behind the project
- who will benefit?
- who will execute the project?
- what will your approach be?
- duration of the project
- according to you: when will the project be a success?

Estimation of the costs with a financial scheme

- a detailed overview of the costs in Euros
- the expected income and your own contribution
- did you request and/or receive financial help from other sources?
- for which amount do you apply?



9. Step 6: send

This is the last chance to make any changes in your application. If you're ready, agree to the three statements and click on *send*.

You will get an automatic confirmation by mail.

10. Process

We strive to give you a response within 6 weeks. The decision will be sent by e-mail.

For more information or questions, please contact our office via iona@iona.nl or via telephone number +3120 6233 353.

The Iona Stichting has been working with the online application system since December 2019. We would love to hear your experience so that we can make the system as user-friendly as possible.

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