Applying for a Grant – Elite Cymru

This document is intended to provide you with some helpful pointers about some of the features that are available when filling in an online application form for Elite Cymru funding.

Funding Rounds

In the Sport Wales Grants Portal, when you choose the option to Apply you will be given the option to select a “Funding Round”. A Funding Round is used to apply for a specific type of Grant. You must select the Elite Cymru option to apply for Elite Cymru funding:

Then select either Elite Cymru (English) or Elite Cymru (Cymraeg) and click on [Apply]

IMPORTANT: If you cannot see the Elite Cymru Funding Round then please contact Wendy Yardley at Sport Wales on either 029 2033 8237 or wendy.yardley@sport.wales
Help

Additional help & guidance can be found throughout the application for specific questions and sections. It can be accessed by clicking on the icon next to the question or section heading.

Mandatory fields

Mandatory fields or questions that must be responded to are indicated by the icon at the end of the response field. You will not be able to submit your application until all mandatory questions have been responded to.
Intelligent Fields

There are certain fields, like National Governing Body, Sport, Country, etc., which when you type in the first 2 to 3 characters, will display a list of matching results from which you can select the required option. If the list is too long then continue to type into the field and the list will reduce in size.

Add Options

In the past when an applicant was asked to provide information using the paper based application form, it usually entailed entering information into a fixed formatted table that was limited to a number of rows e.g. 5 or 10, and if that was not sufficient, then further details had to be provided on a separate piece of paper.

In order to remove this “limitation” the new online application form allows you to add as many rows of information as required. When information of this kind is required then an Add... option will be found and clicking on that option will allow you to enter a single entry into that table or grid. If you need to enter more rows then continue to click on the Add... option provided after completing each entry. This facility is used to add Sporting Achievements, Competition Programme Events, Additional Cost Items and Income Sources.
For example if you want to add multiple Income Sources onto your application then click on the Add... to add one Income Source entry at a time. Every time you add an entry and save, it will be added to the table:

In this example clicking on Add... option will display a new screen in order to enter the required information:

When you click [Save and Close] you will return to the previous screen and your entry will be added to the table or grid displayed:

If you click on Add... again then you can add another entry into the table/grid above.

You can change any entry you have made by clicking on the Edit option at the end of the row. You can remove any entry you have made by clicking on the Delete option at the end of the row.
Step by Step Validation

The online Application form will “validate” the content of each page. The left hand panel, known as the Validation Panel, not only displays a list of the pages on the application form and the percentage of the Application form completed, but also the status of information provided on each page.

The icon indicates that all of the required information has been provided for that page.

The icon indicates there is missing or incorrect information on that page.

The icon indicates you have not yet reached that page and therefore its status is unknown.

The Validation Summary for each page, which is directly below the list of pages, will display what is wrong for the particular page you are on:
The validation status is automatically updated as you enter and leave a page on the application form. The Revalidate button, in the Validation Summary, can optionally be used to check a page for any problems before you leave it.

Navigating from Page to Page

There are various ways of navigating from one page in the application form to another. You can either use the Next and Previous buttons found at the top and bottom of each page:

![Navigation Buttons](image)

Or you can use the Validation Panel to click on the specific page required:
Saving your Application

You can Save and Close your application whenever you want, and as many times as you want, by clicking on the Save and Close buttons that appear at the top and bottom of every page:

You can return to your application form by selecting the My Applications option in the Sport Wales Grants Portal, clicking on the application in question and choosing the [Edit] option from the page displayed. Note: You cannot edit an application once it has been submitted.
The Validation Page or Final page on the Application form

This is the final page on the application and it will indicate if there are any issues outstanding with your application form.

If there are, then it will display the name of the Page on which issue(s) still exist and also what the issue is. Issues are displayed in the form of hyperlinks, which means if you click on the link it will take you straight to the question that caused the issue.

If everything is OK with the application then you will be advised that you can [Save and Close] the application, which will allow you to [Submit] the application from the portal page you are returned to.
The Submit button will only be available/displayed for applications without any validation issues. If your application is “issue” free and you wish to submit your application to Sport Wales, then click on the Submit option on the right hand side of the Portal page you were returned to.
Accessibility Options

The Sport Wales Grants Portal operates in accordance to AA Accessibility Compliance standards. You can adjust the Text Size and Colour Preference for the pages displayed by using the control panel located at the top of the page. The default colour preference is black text on a white background.
What Happens Next?

Upon submitting your application you will receive an email confirming its submission and your reference number. Your completed application will then be passed to the Sport Wales Institute Administrator to organise a meeting between your National Governing Body and a Sport Wales Senior officer. The Sport Wales Institute Administrator will contact you directly when a decision has been made.