



UK PACT Green Recovery Challenge Fund

Portal User Manual

This document provides detailed steps you should follow when submitting your application on the UK PACT Green Recovery Challenge Fund Portal.

It shows step by step the following:

- [How to log in into the Green Recovery Challenge Fund Portal](#)
- [How to change password](#)
- [How to start your Green Recovery Challenge Fund programme application](#)
- [How to upload files](#)
- [How to submit the application form](#)

If you have any queries or need a support, please contact the Green Recovery Challenge Fund delivery team via e-mail on grchallengefund@ukpact.co.uk

1 Registering

1. Go to grchallengefund.ukpact.co.uk/
2. Register via “Register” button in the top right corner.

Figure 1 Welcome screen of the Grant Management System (GMS) portal



3. The Green Recovery Challenge Fund privacy policy will be displayed. If you agree choose “Yes” and then “Continue”.
4. Register using the email address that you wish to be used for all future programme communication and a memorable password.
5. You will need to verify your email address before you can log in. Check your email inbox for a Registration email from Green Recovery Challenge Fund and click on the link in the email.

2 Logging in

1. Go to grchallengefund.ukpact.co.uk/
2. Log in via “Login” button in the top right corner.

Figure 2 Welcome screen of the Grant Management System (GMS) portal

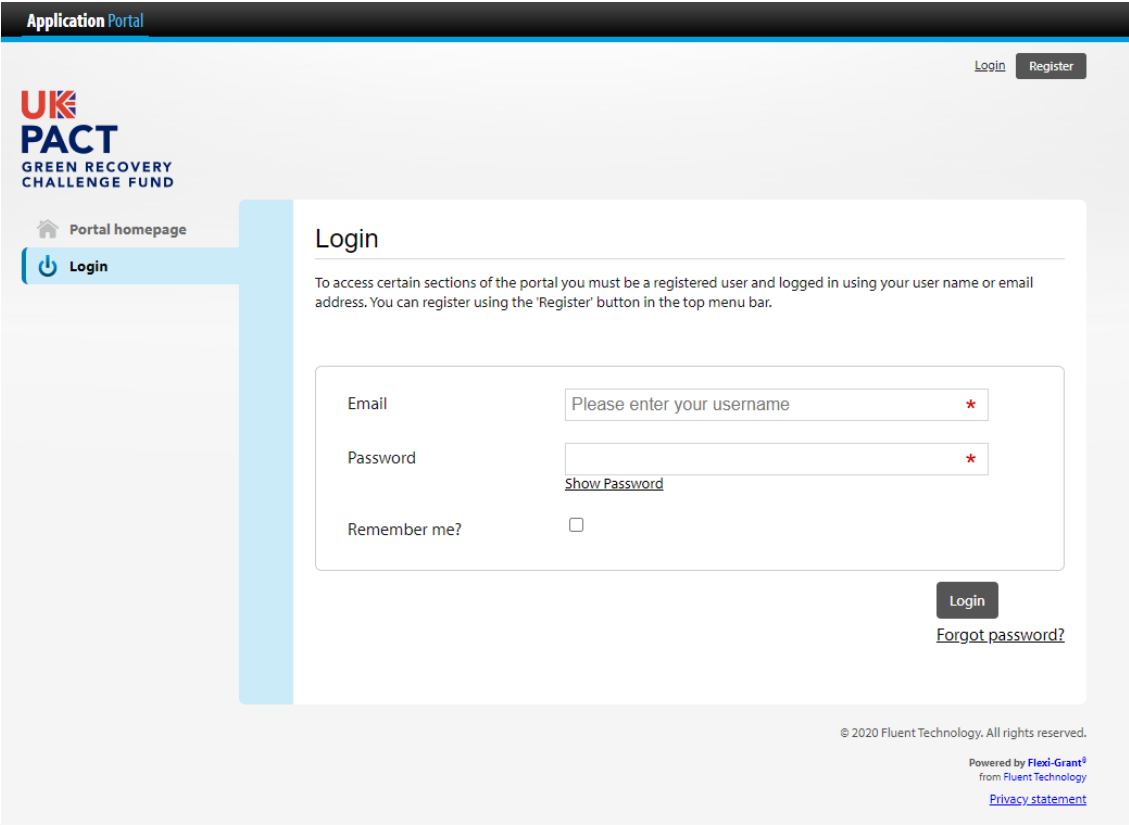


3. Enter your Email and password to log in.

To get advice on how to change your password see [section 6](#). in this document “How to change your password”.

4. If you log in for the first time you will be asked to agree for terms and conditions.
5. If you agree choose “Yes” and then “Continue”.

Figure 3 Login screen



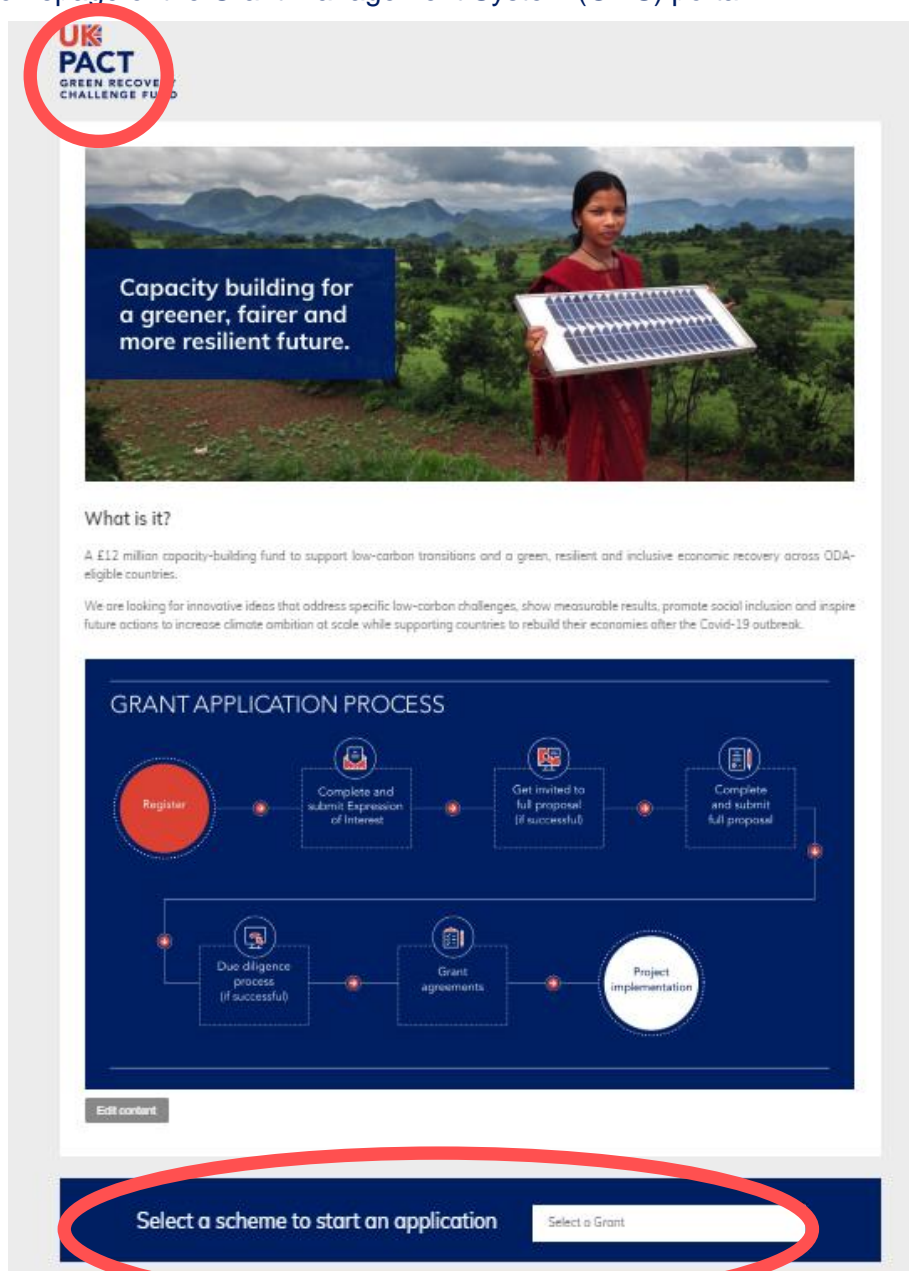
3 Starting an application

1. Now you see the homepage.

You can go to the homepage anytime by clicking UK PACT logo.

2. To begin your application form, find the blue field and select the relevant application allowing you to start your application. You might have to scroll down.

Figure 4 Homepage of the Grant Management System (GMS) portal

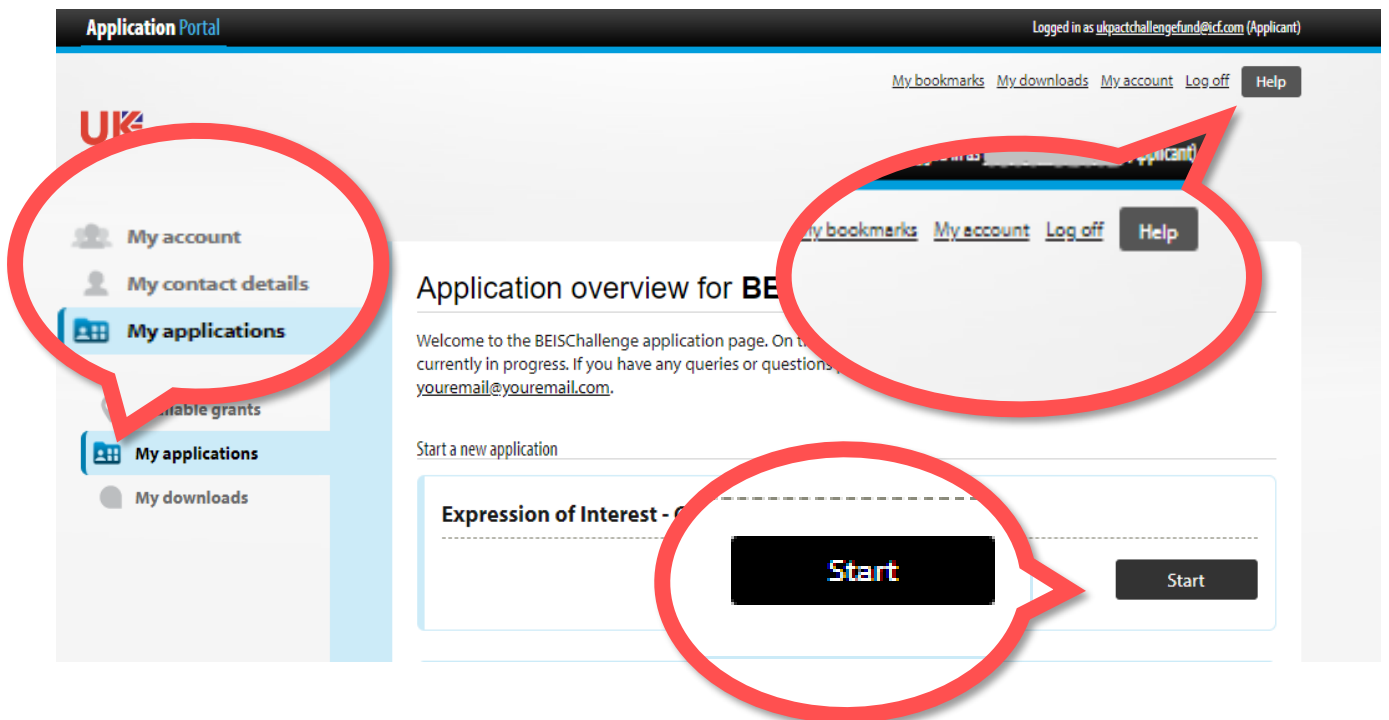


3. It takes you to “My application”.

Access to this screen is also possible via “My account” in the top right corner followed by “My applications” on the left-hand side.

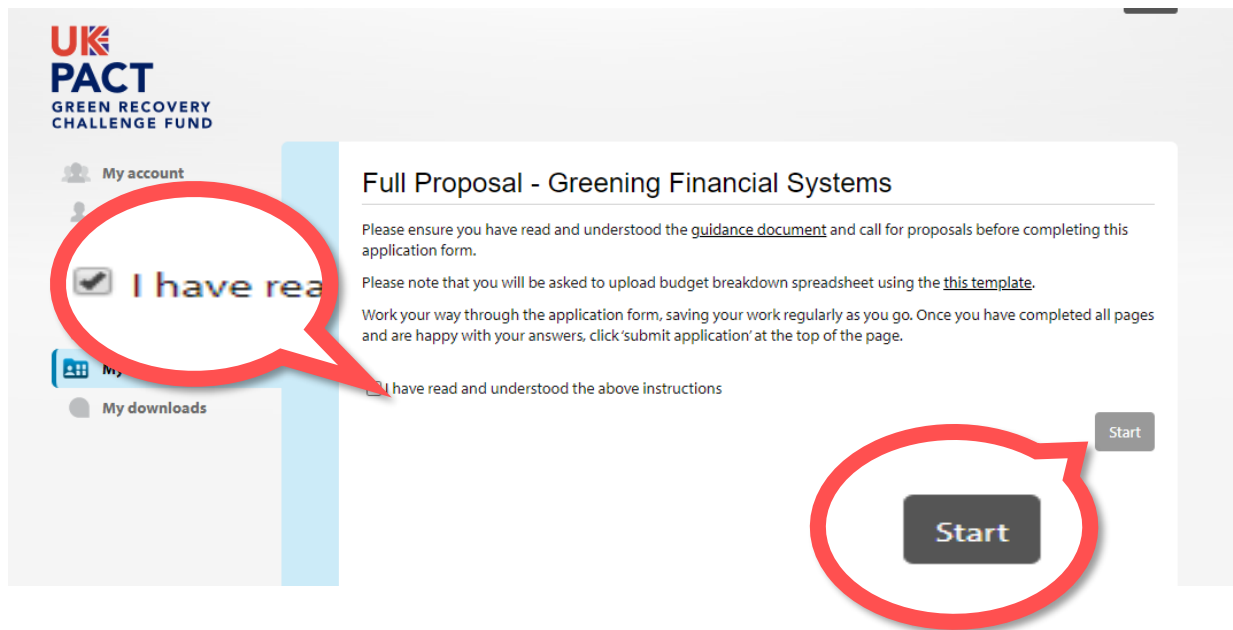
4. Choose your application from the list and select “Start”.

Figure 5 Application overview screen



5. Read instructions.
6. Tick “I have read and understood the above instructions”.
7. Click “Start”.

Figure 6 Application form instruction



8. You will now be asked to enter the contact details of the Primary Organisation who will be delivering the project.

Figure 7 Primary Organisation contact details

[view instructions](#)

Update Details

As part of the application process we require your contact information. The contact information entered here is stored on an application by application basis and can be separate from your account details. If you enter details below that are different to your account, we will ask if you want to update your account contact details. Updating your account details is optional.

Primary Organisation Information

We need to know which organisation you represent for this application. The organisation information entered here is stored on an application by application basis, and can be separate from your account details. If you enter details below that are different to your account, we will ask if you want to update your account details. Updating your account details is optional.

Name *

Type *

Phone Number *

Email Address *

Address *

City *

County

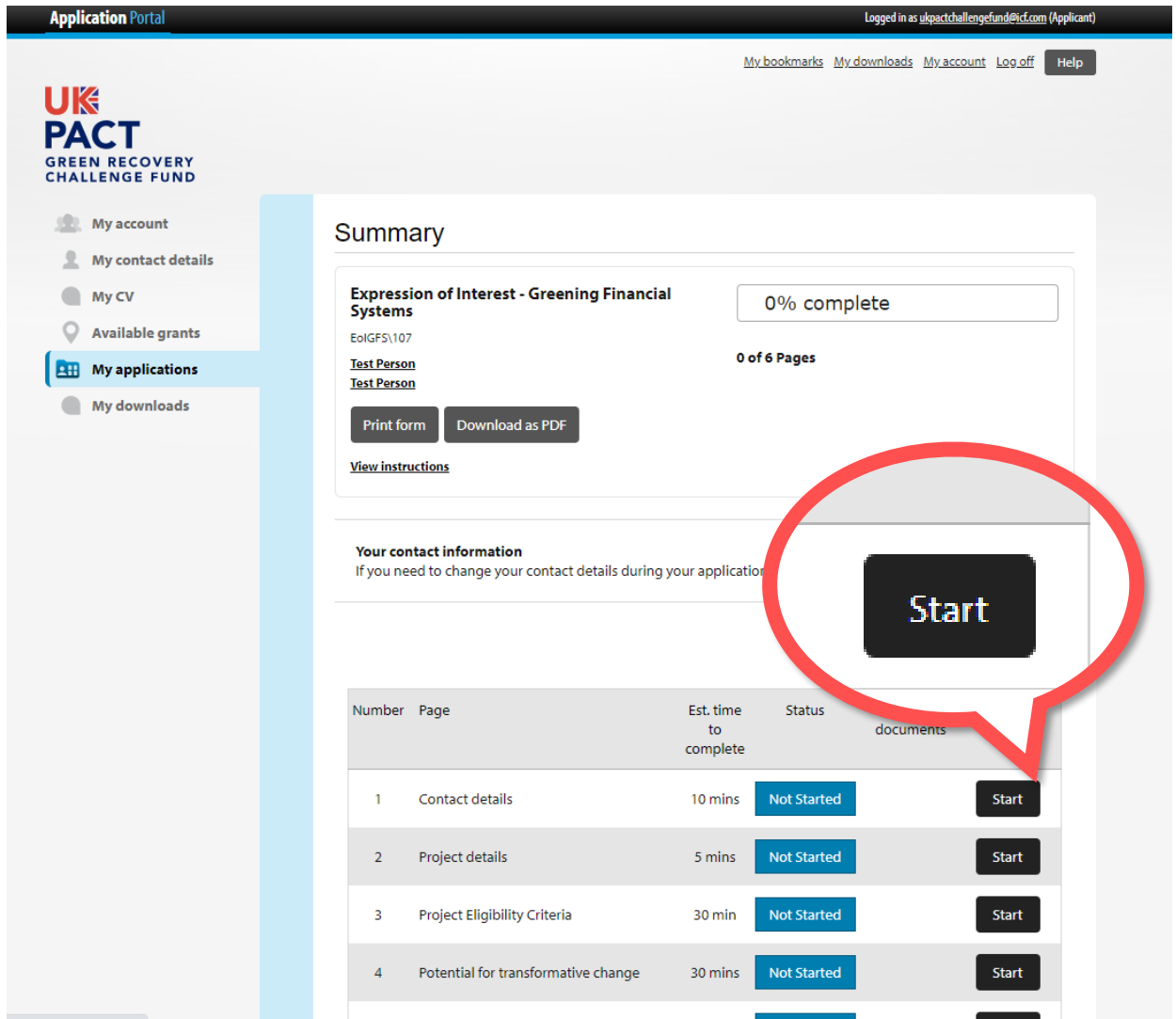
Postcode

Country

9. The next screen will provide brief instructions explaining how to use the application form. Please familiarise yourself with this.

10. Select "Start".

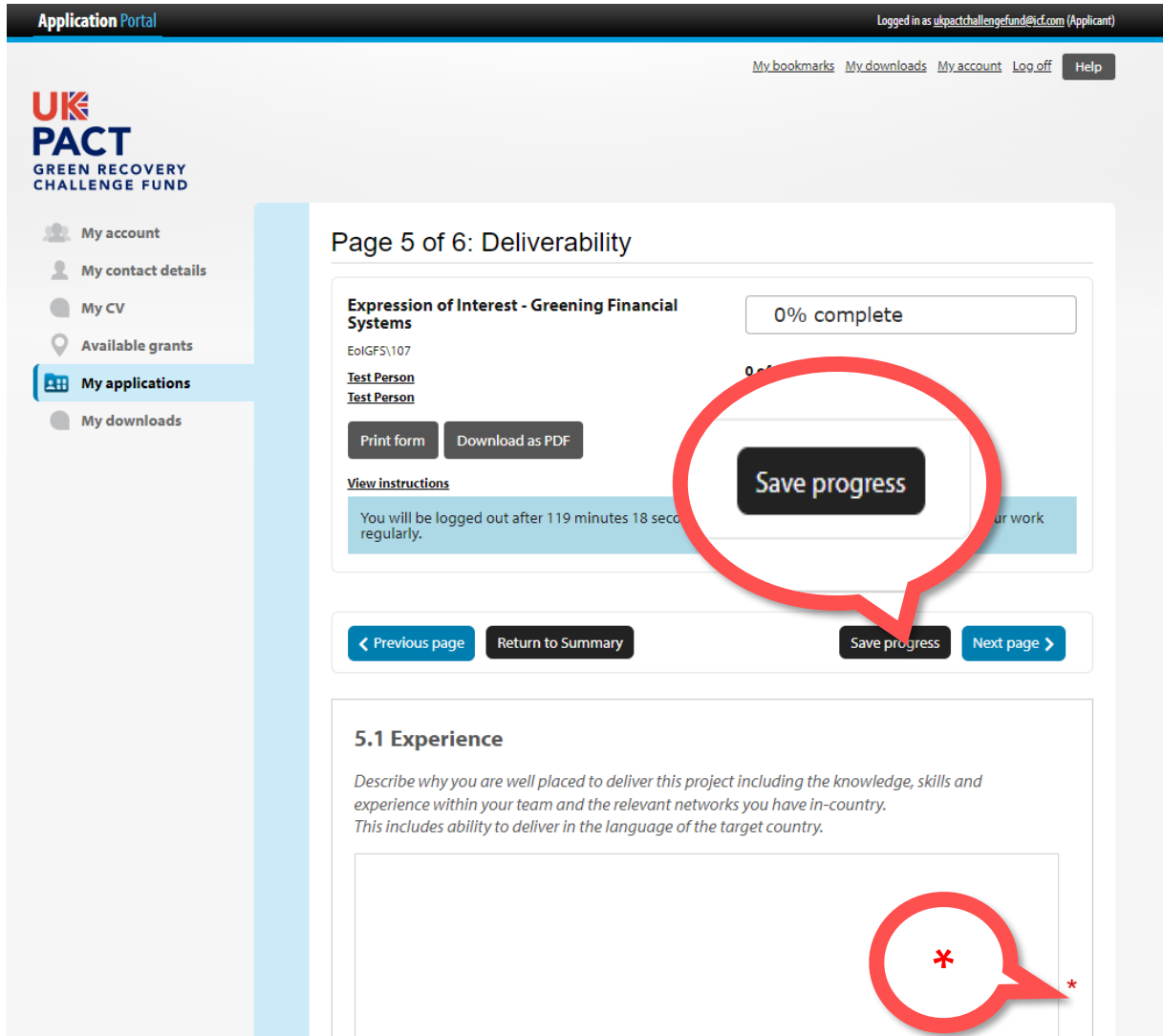
Figure 8 Application form summary screen



11.All fields marked with * must be filled to be able to submit the application. If you do not wish to provide an answer then write “n/a” in the field.

12.If you wish to save your application to return to later, save it by clicking “Save progress”

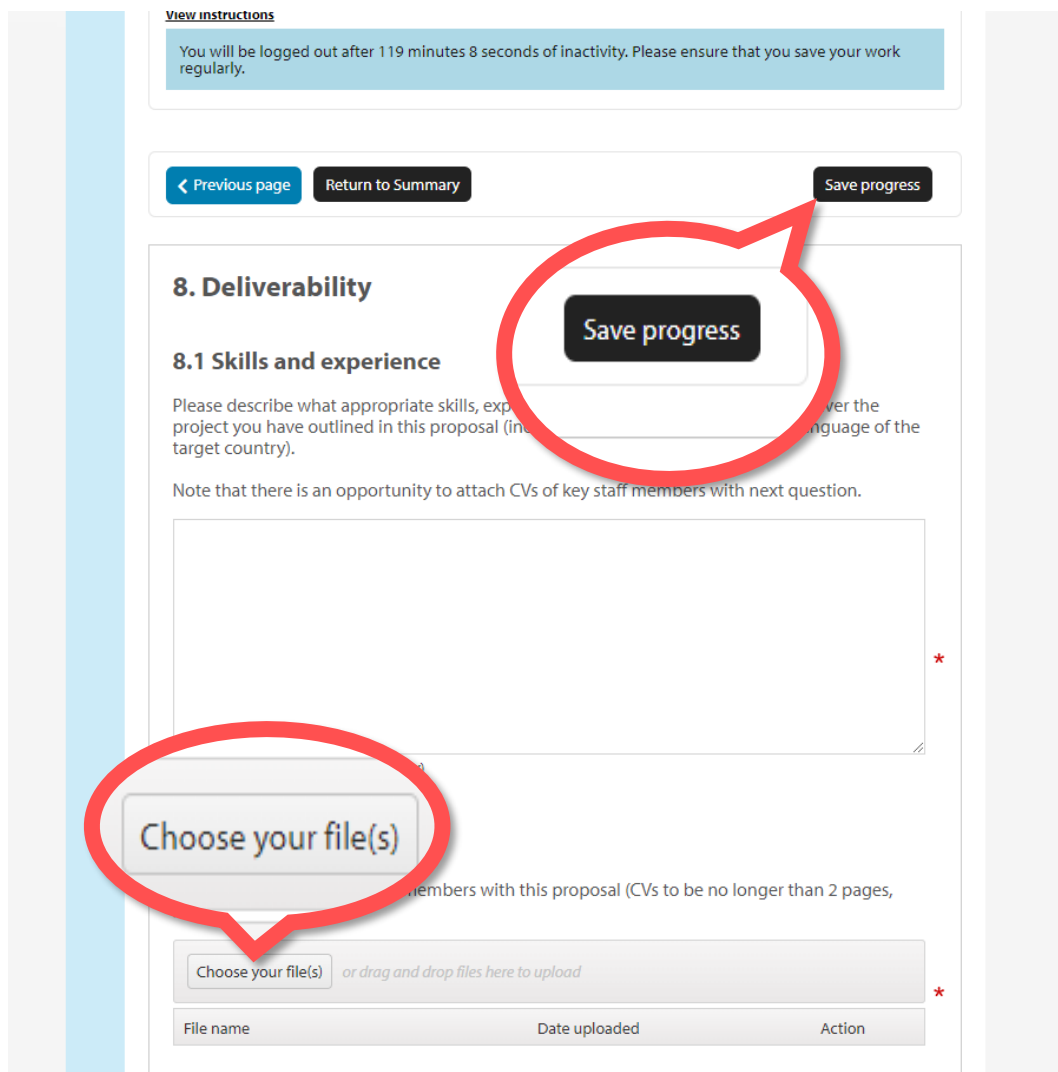
Figure 9 Application form screen



4 Uploading files

1. For some questions in the application form you will have the option to upload data and files to support your application. To do so click “Choose your file(s)”, then choose files you wish to upload.
2. You will be able to delete uploaded files and make changes only until you submit application.
3. Once the application is submitted, you are no longer allowed to make changes.
4. Once all required documents are uploaded, save it by clicking “Save progress”.

Figure 10 Application form screen

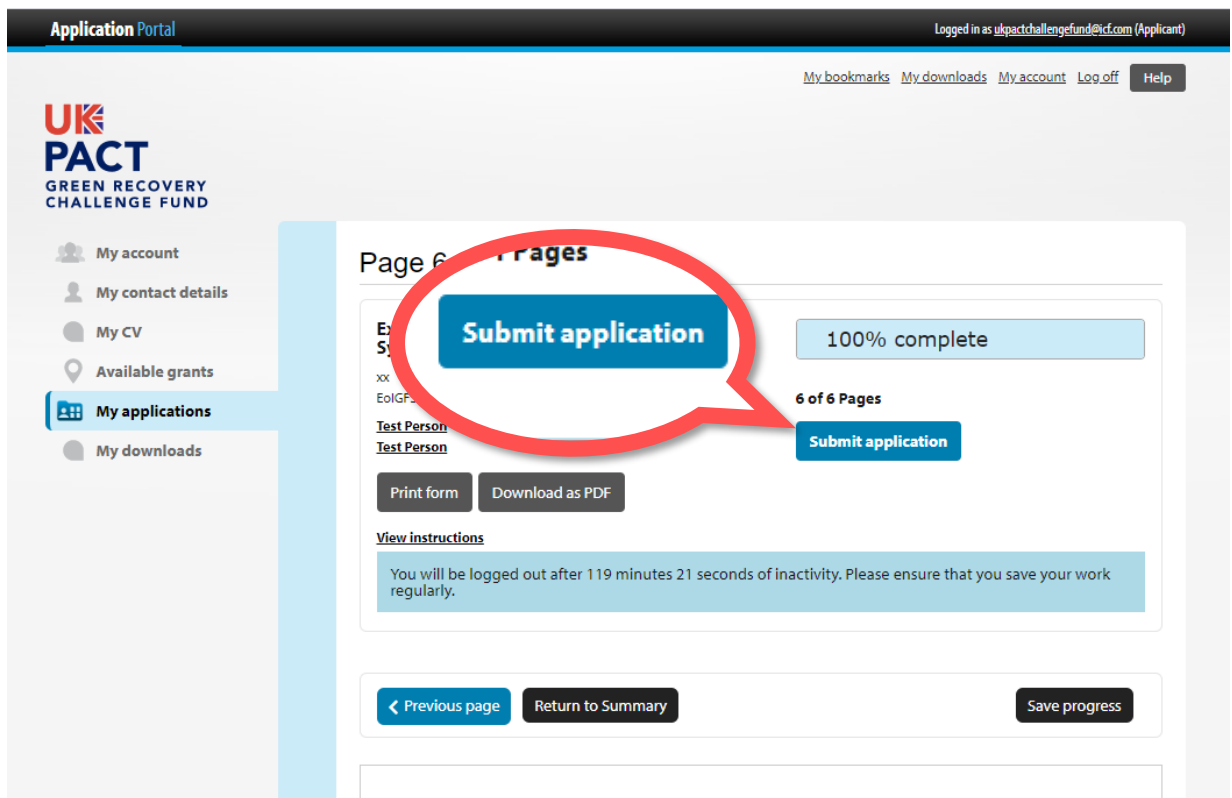


5 Submission

1. When everything is completed you are able to submit your application.

REMEMBER! Once the application is submitted nothing can be changed within the application form.

Figure 11 Application submission screen



6 How to change your password

1. To change your password, go to "My account".
2. Click "Change password" and follow the instructions.

Figure 12 Password change screen

