

Registering Online

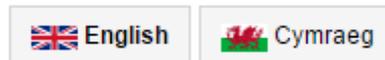
Before you can apply for a Sport Wales grant you will need to register your details with Sport Wales to obtain a password to logon to the Sport Wales Grants Portal.

Accessing the Sport Wales Grants Portal

Access to the Sport Wales Grants Portal is from the Funding pages on the Sport Wales website. These are the same pages from where you have accessed this help document. Click on the green [Apply Online] button to access the Sport Wales Grants Portal Logon screen.

Register

On the Sport Wales Grants Portal Login screen you will see two flags towards the bottom of the screen. If you would like the Sport Wales Grants Portal displayed in Welsh then click on the Welsh flag, if you would prefer it in English then click on the Union flag.



In order to apply for a Community Chest or Development Grant online you will first need to “register” your details with Sport Wales. Click on the [Register] button as indicated below

Sport Wales Application System CC Grant Tracker

Sport Wales Grant Application Login

Please log in using your e-mail address as your User ID plus the password supplied to you by Sport Wales
If you are not a registered User then please register online using the link provided.
If you have forgotten your password then please click on the "Forgotten Password" link below and your password will be emailed to you.

Existing users
Please log in to access your account.

Email

Password

Remember me [Forgotten Password?](#)

New users
Please register with us to create your account using your email address. This email address will be used for all correspondence so please ensure that the address is valid and regularly checked.

Please note that all new users require validation prior to receiving access to the system. We will endeavour to complete this validation process as soon as possible (up to 2 business day, or in exceptional circumstances this may be longer) following completion of your initial registration.

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Existing/Previous Applicants

If you have applied for a grant from Sport Wales within the last 3 to 5 years then it is highly likely your details are already registered with Sport Wales.

To check, click on the [Register] button, where the first step of registration is to provide your e-mail address. If the Sport Wales Grants Portal recognises your e-mail address you will need to go back to the Login screen, enter your e-mail address in the **Existing users** area and click on [Forgotten Password?](#) in order to get a password e-mailed to you.

Sport Wales Application System

Register

Please enter your email address below.
(• denotes a mandatory field for registration)

Email This email address already exists. •

Confirm Email

Sport Wales Grant Application Login

Please log in using your e-mail address as your User ID plus the password supplied to you by S...
If you are not a registered User then please register online using the link provided.
If you have forgotten your password then please click on the "Forgotten Password" link below a...

Existing users

Please log in to access your account.

Email

Password

Remember Me [Forgotten Password](#)

When you click on [Forgotten Password](#) the following screen will be displayed

User Name: john@smith.com

Please answer your security question below to send a temporary password to your email account

Reset Password Cancel

At this point in time you have not chosen a security question so just click on the **[Reset Password]** button.

Thank you for using the password reminder. An email has been sent to your account with a temporary password.

Continue

Click **[Continue]** to return to the login screen and you will shortly receive an e-mail from Sport Wales with your temporary password.

When you login for the first time you will need to complete the Registration process by changing the temporary password e-mailed to you by Sport Wales to something more meaningful, followed by selecting a security question that will be used to verify who you are should you ever forget your password in the future.

User Name: john@smith.com

Please enter a new password below.

Temporary Password

New Password

Confirm New Password

Please select a security question and answer below for future authentication of your account

Question

Answer

We recommend that once you have logged in you click on **Manage My Details** to check that your personal details, held by Sport Wales, are still correct, and if not you can change them.

You are now able to use the Sport Wales Grants Portal to apply for a grant online.

New Applicants

If you are a new applicant or your e-mail address is not recognised by the Sport Wales Grants Portal, then you will need to continue with the registration process.

During the Registration process we will need to know:

- What your e-mail address is

- Whether you are an Elite Athlete or not – the criteria for who qualifies as an Elite Athlete are clearly defined as part of the registration process

- Who you are and your contact details – home address and various telephone contact numbers
- The Organisation or Sporting club you will be applying on behalf of
- Your position within that Organisation or Sporting club
- If it is a new Organisation or Sporting Club to Sport Wales i.e. it does not appear in the list when you start typing, then you will need to click on the link under Organisation to provide further details about the Organisation or Sporting Club in the e-mail template provided.
- We also would like to know if you have ever had contact with either a Sport Wales member of staff, a Sports Development Officer within your Local Authority or your National Governing Body
- You will also be requested to read and accept the Sport Wales Terms of Use for the Sport Wales Grant Portal

Register

Thank you. Please complete the remainder of this short registration form.
(red marker denotes a mandatory field for registration)
 (yellow marker denotes a mandatory field for submission of an application)

Email

Title ●

Forename ●

Surname ●

Address ●

City/Town ●

Country ●

Postcode ●

Work Telephone ●

Home Telephone

Mobile

Preferred Language

Organisation

If your organisation does not exist in the list, please click the following link to email Sport Wales with the details for registering your organisation.
 <link href="mailto:">

Position in Organisation ●
e.g. Treasurer

Have you had contact with either a Sport Wales Member of Staff, a Sports Development Officer within your Local Authority or your National Governing Body? If so, please provide their Name(s) and contact number(s) if known.

●

Word Count 2 (Max: 1000)

Please check this box to confirm that you have read and accepted the [Terms Of Use](#) for the use of the Sport Wales Grants Management System.

Confirm

To register for access to the grants online please enter your personal details on the adjacent form.

Upon successful registration, a confirmation of your login and password will be sent to the email address supplied.

Registered users should only have a single account, so if you already have an account in the system please return to the login screen.

If you have an existing account but have forgotten your password please note that you can retrieve it from the login screen.

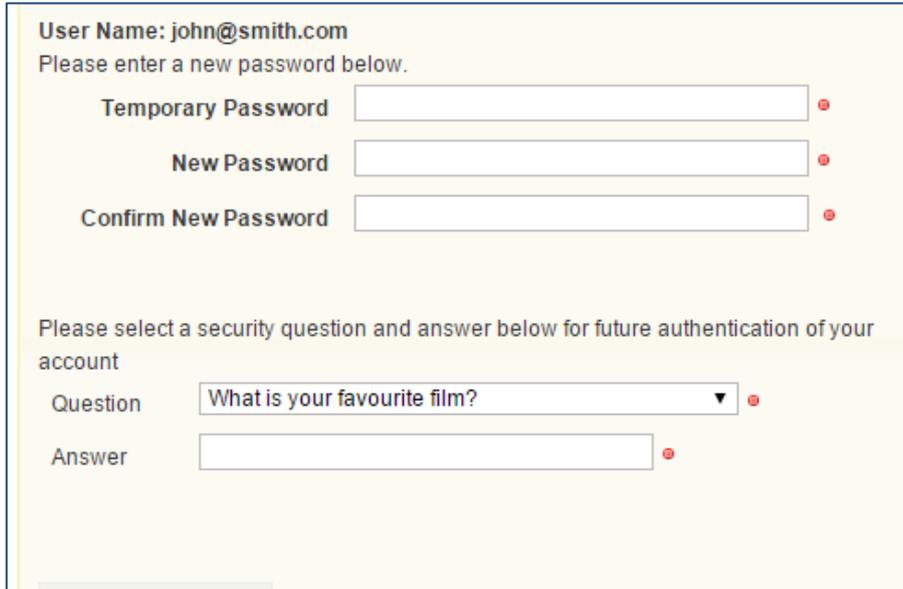
If you have any other queries about registration or your existing account then please contact us.

The details you provide will allow Sport Wales to set you up as a Contact and create a link between you and your Organisation or Sporting Club

Please note: for new applicants it can take up to 2 business days for Sport Wales to process your online registration request. This is because we must carry out a number of due diligence checks, which we are legally obliged to do by the Lottery and Welsh Government, in order to ensure the funding we administer, on their behalf, goes to bona fide projects and applicants

**** Sport Wales's business hours are 08:30 to 16:30, Monday to Friday, excluding Bank Holidays ****

When Sport Wales authorise your online registration request, a temporary password will be e-mailed to you. When you log on to the Sport Wales Grant Portal for the first time you will be prompted to change that password to something more memorable. You will also be requested to answer a security question that will be used to verify who you are should you ever forget your password.



The screenshot shows a registration form with a yellow background. At the top, it displays 'User Name: john@smith.com' and asks the user to 'Please enter a new password below.' There are three input fields: 'Temporary Password', 'New Password', and 'Confirm New Password', each with a red error icon to its right. Below these, it asks the user to 'Please select a security question and answer below for future authentication of your account'. There is a dropdown menu for the 'Question' with the selected option 'What is your favourite film?' and a red error icon. Below that is an 'Answer' input field with a red error icon.

Now you will be able to fully access the Sport Wales Grants Portal from where you will be able to:

- Apply for a new Grant
- Manage any existing applications
- Print off a copy of any existing application for your records
- View historical applications
- Approve Applications where you are the nominated second signatory
- Manage your details, such as change any contact details. For example a new Mobile Number, change your e-mail address, change your password etc.
- Contact Sport Wales

The options that allow you to perform these tasks can be found on the menu on the left hand side of the Home and subsequent Portal pages.

Sport Wales Application System



CC Grant Tracker

Mr
John Smith

Home

Apply

My Applications

My Co-Applications

My Approvals

My Grants

Manage My Details

Contact Us

Logout

System Help

Welcome to the Sport Wales Grant Management System, John Smith.
You are now able to apply for Funding.

If you wish to apply for a new Grant then please click on the **Apply** option in the left hand menu.

If you wish to work with an existing Application then you can either click on **My Applications** in the left hand menu or you can click on the relevant links in the table below.

Please Note: In our experience Applications for Funding stand a better chance of being successful when the Project and subsequent application have been discussed in advance with your Local Authority Sports Development Officer and your National Governing Body.