THE CHURCH OF ENGLAND
NATIONAL CHURCH INSTITUTIONS

Grants Portal User Access Request Form

Thank you for your interest in applying for a grant from the National Church Institutions.

Please complete this form to request or amend access to the Grants Portal. and we

The Grants Portal is where you submit an application and, if your application is successful, manage your grant.

Once we verify your details, we will set up a user account and send you an onboarding email. Your onboarding email will include a link to the Grants Portal; instructions about how to access the system, and links to user guides and videos.

We aim to send your onboarding email within one week of receiving your Request Form. Sometimes it might take a little longer than this and sometimes it might be sooner.

If you have any questions before submitting your form, please email us at grantsportalsupport@churchofengland.org and we will be happy to assist.

1. User Details

First Name	
Surname	
Email Address	
Organisation Type (Diocese, TEI, Cathedral, PCC, Other)	
Organisation Name	
Parish Code (Parishes only)	
Your Role / Job Title (E.g. Vicar, PCC Member; Finance Director etc)	

2. Access Profile

Please indicate which of the following profiles you think you will need

(Select one):

☐Single Grant User – I need to manage **one** application or grant for my organisation.
☐All Grants User - I need to manage **multiple** applications or grants for my organisation.
☐Viewer - I **only need to view** applications or grant information and do not need to make changes or submit payment requests.

3. Do you already have a Grants Portal account?

■Yes ☐No

Thank you. Please send your completed form to grantsportalsupport@churchofengland.org.