

MAYOR OF LONDON

Booklet 3
**How to start your
application form
and tell us about you**



Our Green Roots Fund



Easy Read booklet

Who we are and what this booklet is about

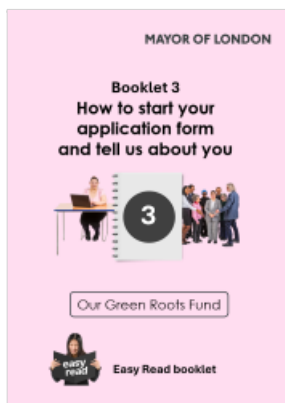
GREATER
LONDON
AUTHORITY

We are the **Greater London Authority**.

The Mayor of London is part of Greater London Authority.



We make sure London is a great place to live. We are in charge of services like housing and transport.

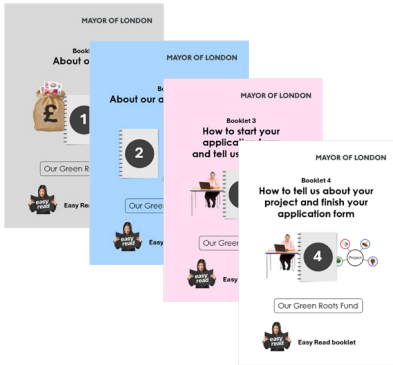


This booklet tells you how to fill in the application for our Green Roots Fund.



It tells you how to start your application and what we will ask you about your organisation.

About our other booklets



We have 4 booklets that tell you about our fund and how to fill in the application form for our fund.

You do not have to read all the booklets at once. You can take breaks.

These are called

Booklet 1. About our fund

Booklet 2. About our application form

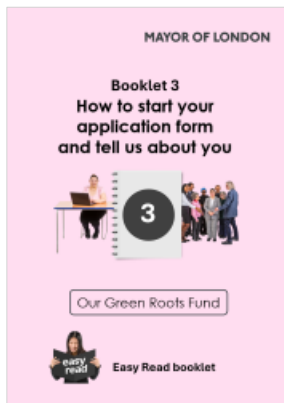
Booklet 3. How to start your application form and tell us about you

Booklet 4. How to tell us about your project and finish your application form.

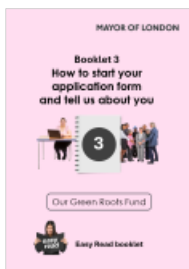


We explain many difficult words and ideas in our other booklets that we do not in this booklet.

How to use this booklet



This booklet tells you how to fill in the application form, it is not the real application form.

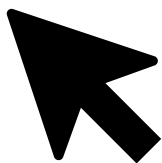


It might help to have this booklet open while you fill in the application.



This booklet has lots of **instructions** about what to type, click or choose in the application.

Instructions tell you how to do something.



Make sure you keep clicking save as you fill in the application form.



Send us an email if you need help with the application form

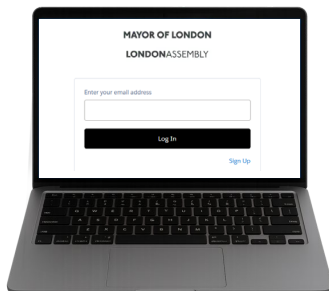
GreenRoots@london.gov.uk

Your online account



To apply for our fund, you need to have an **online account**.

Your **online account** is where you fill in your application form.



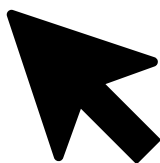
If you already have an account, click this link to log in

Log into your account



Type in your email.

Click **log in**

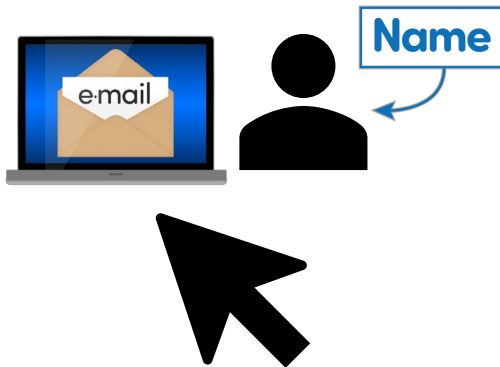


Make an account



If you do not have an account,
click this link to make one

[Make an account](#)



Type in your name and email.

Click **[sign up](#)**

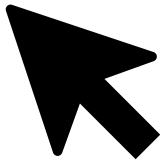


A code will be sent to your
email. Use this code to log
into your new account.



When you first log in, we will ask
for your organisation's name
and if you are in London.

Start or find your application form



To start a new application
click [start application](#)



To find an application you have
already started

click [applications](#)



choose the [application ID number](#)
for this application.

XC3127*

Your **application ID number**
is the number we give your
application when you start it.



If you work with another
organisation, they can also make
an online account. You can then
work on the application together.

About your organisation



When you start your application, you need to tell us about your organisation.



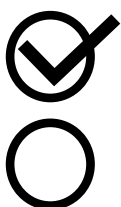
Your organisation's name will already be filled in from when you first made your account.



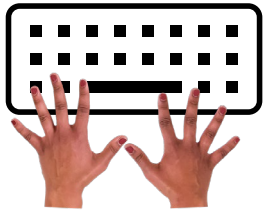
You will need to type your organisation's address.



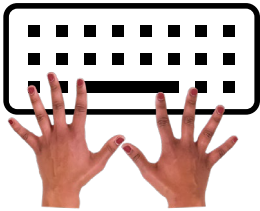
Your address does not have to be in London, only your project does.



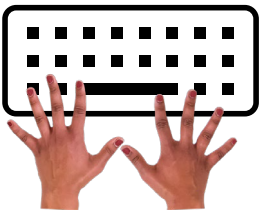
Choose what type of organisation you are.



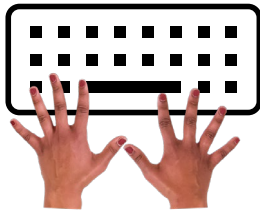
if you click **charity**
type your charity number.



If you click
**Community Interest Company
Limited by Guarantee or by Shares**



or **company Limited by Shares**
type your company number.

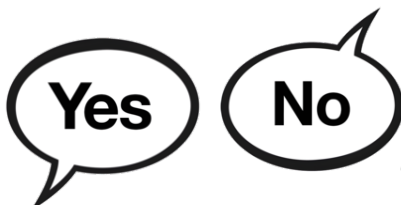


If you click **educational body**
type your UK Provider
Reference Number.

If you click **Registered Society**
type your society number.



Type your website address.



Click **yes** or **no**
to tell us if your organisation
follows a standard called
the Good Work Standard.



The Good Work Standard
makes sure organisations treat
the people who work for them
well.



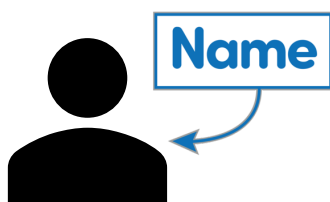
If you click no
you need to click **yes** or **no**
to tell us if your organisation is a
London Living Wage Employer.



London Living Wage Employers
pay their staff at least £14.80
for every hour they work.



Choose where you found out
about our fund.



Type the name of the person
we should talk to the most
about your application.



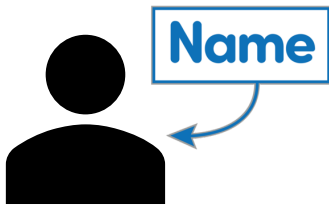
Type the name of their job in
your organisation.



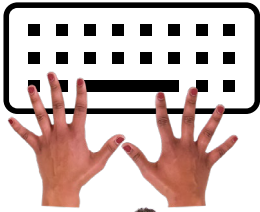
Type their phone number.



Type their email.



Type the name of another person we can talk to about your application.



This person can help you work on your application.



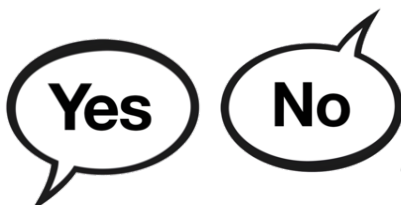
Type the name of their job in your organisation.



Type their phone number.



Type their email.



Click **yes** or **no** to tell us if you want this person to work on your application with you.



If you click yes, we will send them an email so they can make their own account and work on the application too.

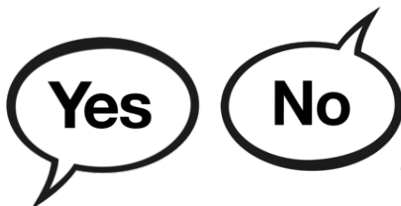
People in your organisation



We will ask some questions about the people in your organisation.



We want to know what groups of people are in your organisation.



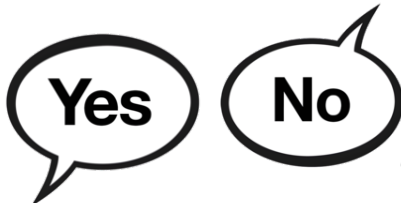
Click or to tell us if 75% of the people in your organisation are from a certain group or have had the same experiences in life.



Like if 75% of your organisation is white or went to university.



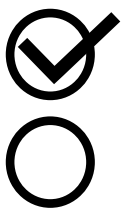
If you click yes
we will ask **if you can** tell us more
about these people.



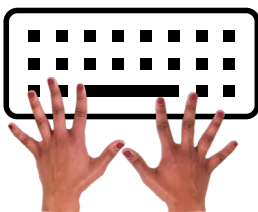
Click **yes** or **no**
to tell us if you can say more
about these people.



If you click yes, a list of different
groups of people will show.



Choose what groups of
people make up 75% of your
organisation.

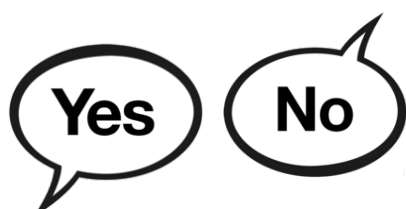


Type anything else you want us
to know about these people.

People your organisation helps



We will ask if your organisation helps a certain group of people.



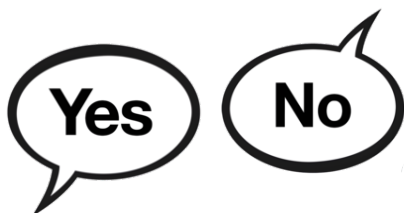
Click or to tell us if your **constitution** says that your organisation helps a certain group of people.



Your **constitution** explains what rules your organisation follows to make sure you are run fairly. It explains who is in charge.



If you click yes we will ask **if you can** tell us more about this group.



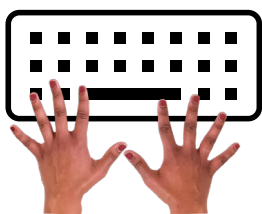
Click **yes** or **no** to tell us if you can say more about this group.



If you click yes, a list of different groups of people will show.

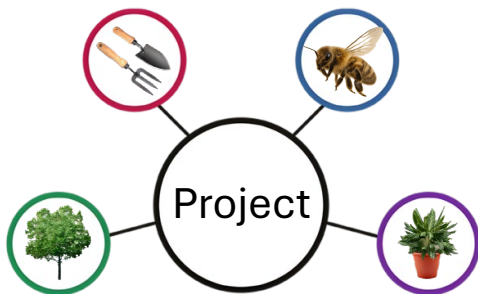


Choose what group of people your organisation helps.



Type anything else you want us to know about this group of people.

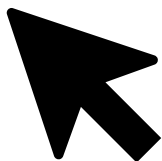
People your project will help



We will ask some questions about the people your project will help.



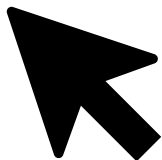
We want to know if your project is meant to help certain groups of people.



Click

my project is meant for a certain group of people

or

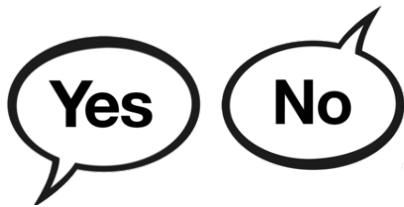


Click

my project is for everyone and not a certain group of people



If you click my project is meant for a certain group of people we will **ask if you** can tell us more about this group.



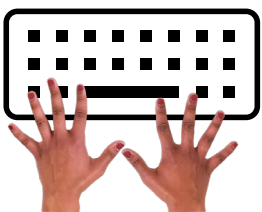
Click **yes** or **no** to tell us if you can say more about this group.



If you click yes, a list of different groups of people will show.



Choose what group of people your project is for.



Type anything else you want us to know about this group of people.

Now read booklet 4
about how to tell us about your project
and finish your application form