

Small Grants Scheme
Grants System User Guide



funding for
community
projects

in the making

This guidance document is for applicants who wish to submit projects to the Small Grants Scheme in the making. It covers the following topics.

1 Registering on Open Project System (OPS)

1.1	Register your organisation	4
1.2	Register as a user	5
1.3	Registering as an individual	6

2 Managing organisations and users

2.1	Update organisation details	8
2.2	Approve new users	7
2.3	Manage user roles	12

3 Creating and submitting projects in OPS

3.1	Create a project	14
3.2	Completing the project record	16
3.3	Submit your project	17

1 Registering on Open Project System (OPS)

To create and submit projects, you must first register your organisation and the users you wish to have access.

If you have already registered, you can login at <https://ops.london.gov.uk>.

1.1 Register Organisation

If your organisation is not yet registered on the system you will need to register following these three steps:

- First, navigate to <https://ops.london.gov.uk/> in your web browsers. We recommend you use Internet Explorer or Google Chrome which are both supported.
- Second, click on 'New to GLA-OPS? Register here' then 'Register an Organisation'.



New to GLA-OPS?

Enter OPS Org Code to request access to an organisation

Obtain the code from your organisation admin. They will also approve your request once submitted.

[REQUEST ACCESS](#)

[Already have an account? Log in here](#)

OR

Register a new organisation and admin account

[REGISTER AN ORGANISATION](#)

- Third – complete the webform and click ‘Request New Profile’.

In completing the webform you will need to select the department for which you will be creating projects or applying for funding. Select Small Grants – In the Making.

Once Submitted, your request will be reviewed by a member of the Small Grants team and either approved or rejected.

Note: the user registering your organisation will become the ‘Org Admin’ for your organisation once the request is approved.

This means he or she will be responsible for:

- Keeping your organisation’s details up-to-date
- Approving new users from your organisation
- Assigning each user in your organisation a role (including assigning additional admins)

Please ensure the person submitting the request has the authority within your organisation to carry out these tasks.

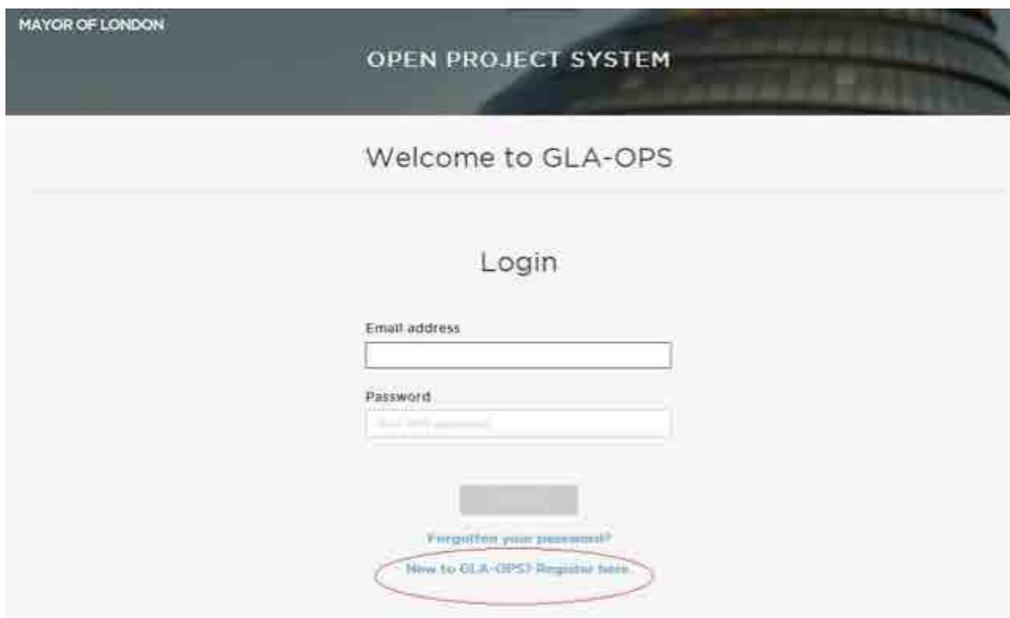
1.2 Register as a User

If your organisation is already registered on OPS you can gain access by contacting your 'Org Admin'. He or she will provide you with your organisation's registration key which you will need when registering. He or she will also approve your request and assign you a role.

If you do not know if your organisation is registered, or who your Org Admin is, please contact grants@opdc.london.gov.uk with your organisation name.

To register you will need to follow three simple steps:

- First, navigate to <https://ops.london.gov.uk/> in your web browsers.
- Second, click on 'New to GLA-OPS? Register here' then select 'Request Access'



MAYOR OF LONDON

OPEN PROJECT SYSTEM

Welcome to GLA-OPS

Login

Email address

Password

[Forgot your password?](#)

[New to GLA-OPS? Register here](#)

New to GLA-OPS?

Enter OPS Org Code to request access to an organisation

Obtain the code from your organisation admin. They will also approve your request once submitted.

REQUEST ACCESS

[Already have an account? Log in here](#)

OR

Register a new organisation and admin account

REGISTER AN ORGANISATION

- Third, complete the webform and click 'Register'

An email will automatically be sent to users within your organisation who have been assigned the 'Org Admin' role. He or she will approve your request and assign you a role.

1.3 Register as an Individual

If you are not applying for a project as an organisation, but as an individual, please contact the Small Grants Scheme in the making at grants@opdc.london.org.uk or on telephone number 020 7983 5732 for further advice.

2 Managing Organisations and Users

2.1 Update organisation details

Organisation admins are responsible for keeping their organisation's details up-to-date in OPS. This includes the organisation's:

- Address;
- Head of Organisation name;
- Contact details;

To update your organisation's details, click on 'Organisations' from the menu bar, then 'Manage Organisations'.

Click on your organisation's name from the table and you will be directed to the 'Organisations' screen.

The screenshot shows the 'Test Registered Partner' page in the OPS system. The page has a dark navigation bar at the top with links for HOME, ORGANISATIONS, PROGRAMMES & PROJECTS, PAYMENTS, REPORTS, and NOTIFICATIONS (14). Below the navigation bar is a 'BACK' button and the title 'Test Registered Partner'. The status is 'Approved'. The main content area is titled 'Details' and contains two columns of information: 'Organisation details' and 'Regulatory information'. The 'Organisation details' column lists: Organisation name (Test Registered Partner), GLA OPS ID (9999), Registration key (A1B2C3D4), Head of organisation (User Alpha), Email for head of organisation (user.alpha@glg.org), Website (Not provided), and Address (The Queen's Walk, London, SE1 2AA). The 'Regulatory information' column lists: Registered with the housing regulator (No), Viability score (Not provided), and Governance score (Not provided). An 'EDIT' button with a pencil icon is located at the bottom right of the details section.

Organisation details		Regulatory information	
Organisation name	Test Registered Partner	Registered with the housing regulator	No
GLA OPS ID	9999	Viability score	Not provided
Registration key	A1B2C3D4	Governance score	Not provided
Head of organisation	User Alpha		
Email for head of organisation	user.alpha@glg.org		
Website	Not provided		
Address	The Queen's Walk London SE1 2AA		

Click on 

You will then be directed to the 'Edit an organisation' screen:

HOME ORGANISATIONS PROGRAMMES & PROJECTS PAYMENTS REPORTS NOTIFICATIONS 14

Edit an organisation

Status: Approved

Enter organisation information

Organisation Details

Organisation name

Registration key

Website (optional)

Contact number (optional)

Organisation Address

SAVE

If there are changes to your organisation name or organisation code. Please contact grants@opdc.london.gov.uk who will advise you how to change these details.

Update the relevant fields, then click 

2.2 Approve new users

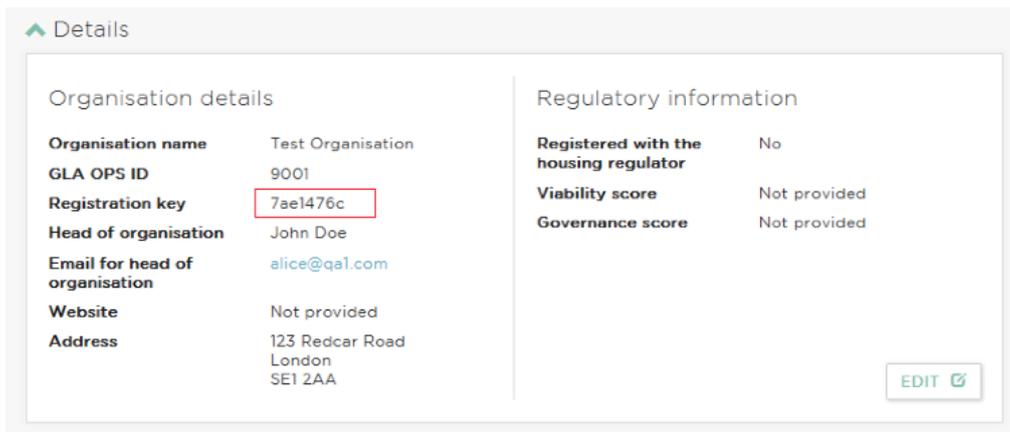
Organisations registered on OPS are responsible for managing their own users. This is done through the 'Organisation Admin' role which is assigned to the user who first submitted the organisation's registration request.

The Organisation Admins should invite other users within their organisation to use OPS. They can do this by giving users their organisation's registration key and directing them to the OPS registration page:

<https://ops.london.gov.uk/#/registration>

The registration key can be found by clicking 'Organisations' from the menu bar, 'Manage Organisations', then the name of your Organisation.

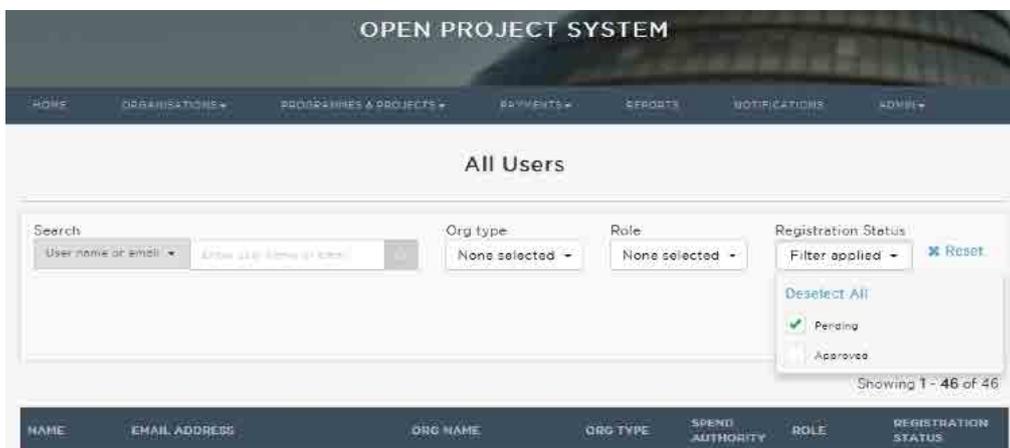
Organisation admins can update the registration key at any time by clicking 'edit'.



To approve users, Organisation Administrators should click on 'Organisations' from the menu bar, then on 'All Users'



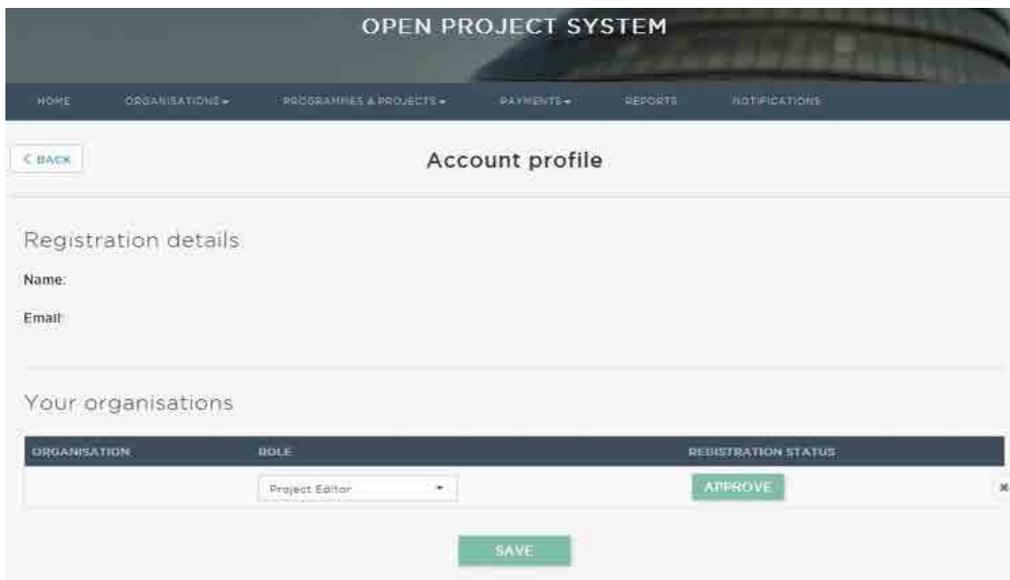
Admins can search for a specific user or filter by pending requests.



To approve a user, click their name in the table. This will take you to their account profile page. click 'edit'.

To approve a user's registration, click 

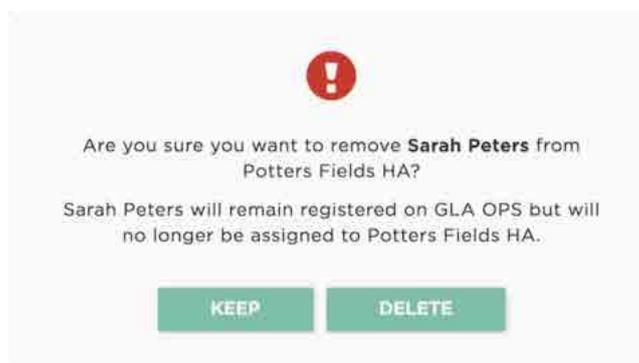
The new user will then have access to your organisation in the system and by default will be assigned the Project Editor role (roles are defined in section 2.3 below). User roles can be changed in the role dropdown.



The screenshot shows the 'Account profile' page in the 'OPEN PROJECT SYSTEM'. The page has a dark blue header with the system name and a navigation menu with items: HOME, ORGANISATIONS, PROGRAMMES & PROJECTS, PAYMENTS, REPORTS, and NOTIFICATIONS. Below the header is a 'Account profile' section with a '< BACK' button. The main content area is divided into two sections: 'Registration details' and 'Your organisations'. The 'Registration details' section has fields for 'Name:' and 'Email:'. The 'Your organisations' section contains a table with columns for 'ORGANISATION', 'ROLE', and 'REGISTRATION STATUS'. The 'ROLE' column has a dropdown menu currently set to 'Project Editor'. The 'REGISTRATION STATUS' column has a green 'APPROVE' button and a small 'X' icon. At the bottom of the page is a green 'SAVE' button.

To reject a user or to remove an inactive user, for example someone who has left the organisation, click on the 'X' icon.

You will see a warning message asking if you are sure that you want to remove and delete the user. If deleted, the user will remain registered on GLA-OPS but will no longer be linked to your organisation.



The dialog box features a red exclamation mark icon at the top. The text reads: 'Are you sure you want to remove Sarah Peters from Potters Fields HA?' followed by 'Sarah Peters will remain registered on GLA OPS but will no longer be assigned to Potters Fields HA.' At the bottom, there are two green buttons: 'KEEP' and 'DELETE'.

2.3 Manage user roles

There are three types of external GLA–OPS users:

i. Organisation Admin

Organisation Admins are responsible for:

- updating organisation details on a regular basis;
- approving new users and removing inactive users;
- changing user roles;

The Organisation Admins user role also includes the Project Editor permissions.

ii. Project Editors

Project Editors are responsible for inputting, submitting and processing projects on GLA–OPS.

iii. Project Readers

Project Readers can access and view all pages but cannot edit projects or submit requests to the GLA or the Small Grants Scheme.

3 Creating and submitting projects in OPS

This chapter provides guidance on how to create and submit projects for the Small Grants Scheme in the making. We also encourage you to refer to the Small Grants Scheme in the making guidance document.

3.1 Create a project

To create a project, go to:



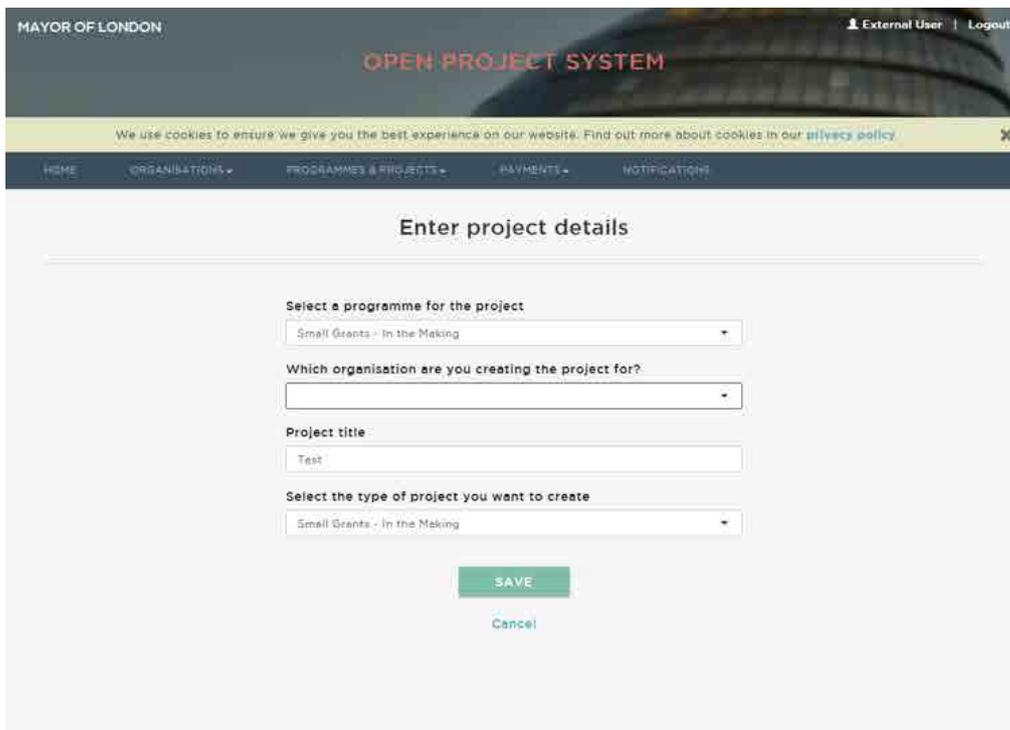
and click on:



then click on:



Then 'Enter project details' screen will be displayed:

A screenshot of a web application interface. At the top, it says 'MAYOR OF LONDON' on the left and 'External User | Logout' on the right. Below that is a banner for 'OPEN PROJECT SYSTEM'. A cookie notice is visible. A navigation bar contains 'HOME', 'ORGANISATIONS', 'PROGRAMMES & PROJECTS', 'PAYMENTS', and 'NOTIFICATIONS'. The main content area is titled 'Enter project details' and contains a form with the following fields: a dropdown menu for 'Select a programme for the project' (selected: 'Small Grants - In the Making'), a dropdown menu for 'Which organisation are you creating the project for?', a text input field for 'Project title' (containing 'Test'), and another dropdown menu for 'Select the type of project you want to create' (selected: 'Small Grants - In the Making'). At the bottom of the form are 'SAVE' and 'Cancel' buttons.

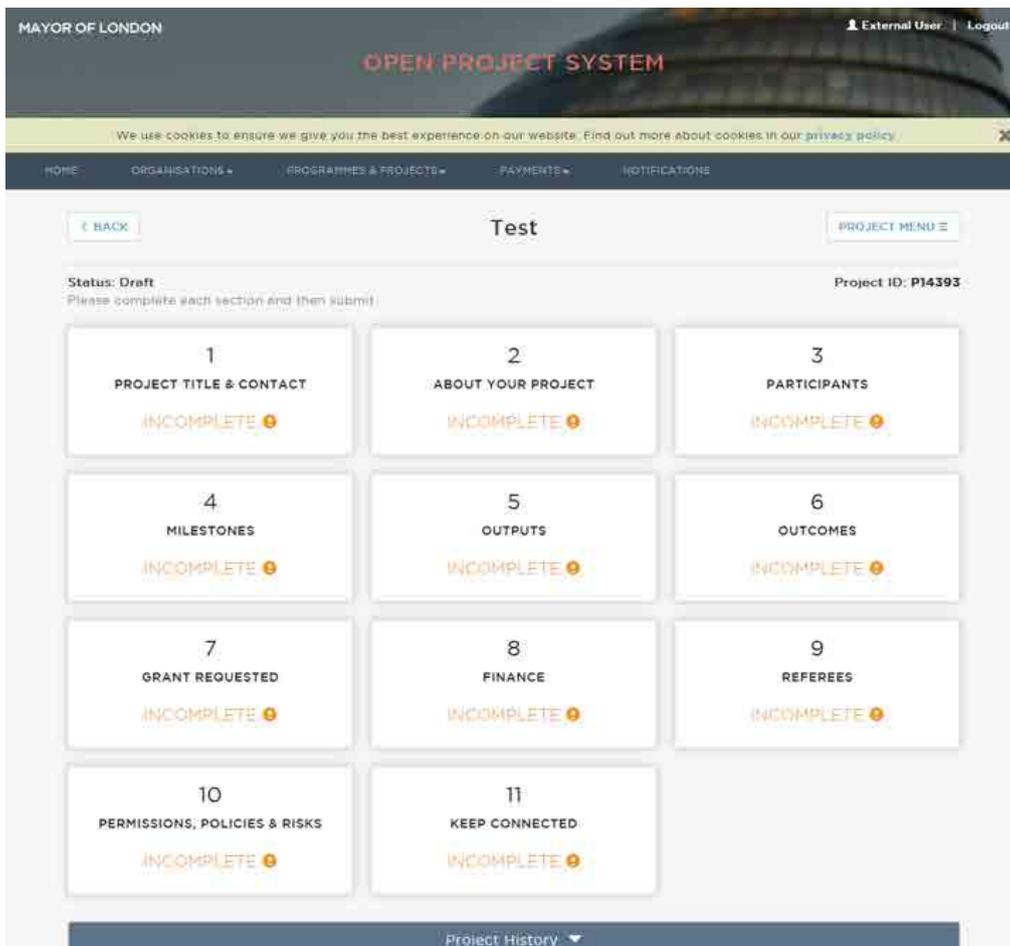
From the programme dropdown menu select 'Small Grants – In the Making'.

Enter a project title ensuring it is unique to the project or activity you are proposing. Avoid titles such as ABC 1 or In the Making 2019 or similar.

From the project dropdown menu select 'Small Grants – In the Making', it is the only option.

Once the fields have been completed, select 

This will generate a unique Project ID and will take you to the project overview page.



3.2 Completing the project record

There are eleven sections to complete. Some are very short, some slightly longer. You can complete these in any order. Click on each block to access it and complete all sections before submitting your funding bid.

For every block you will need to click  at the top right of the screen in order to input or amend information.

Click  to save the information you have entered and return to the 'Project Overview' screen.

In a mandatory field has not been completed, the system will allow you to continue, but you will not be able to submit the project until all the blocks show as 'Section Complete'.

3.3 Submit your project

To submit a project, you will need to complete the minimum information in each of the project blocks. Once this information is provided, the block will show as 'Section Complete'.

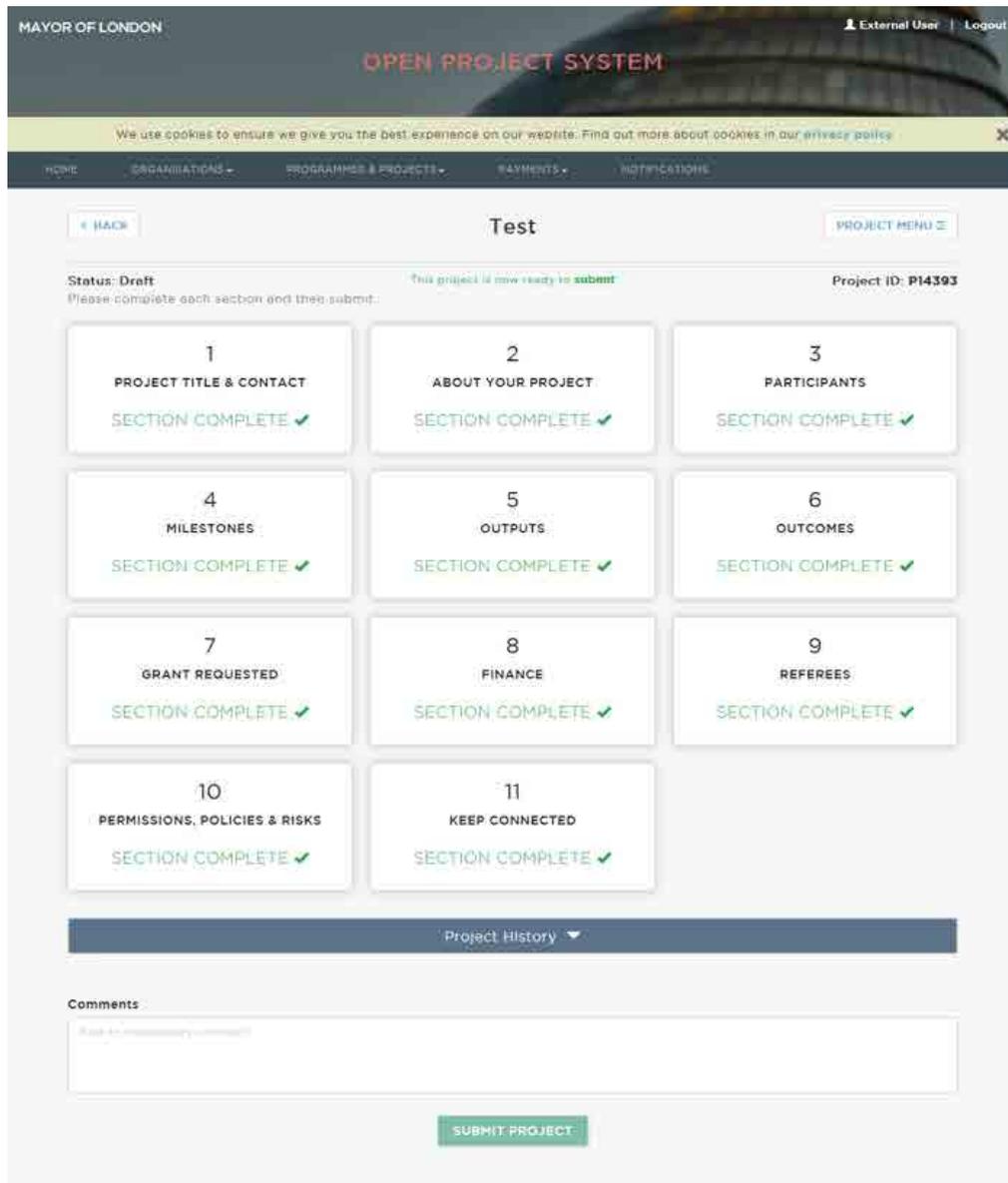
If any of the blocks show as 'Incomplete', it means there is information missing that must be provided before you can submit.

The screenshot displays the 'MAYOR OF LONDON' 'OPEN PROJECT SYSTEM' interface. The user is logged in as an 'External User'. The page title is 'Test' and the project ID is 'P14393'. The status is 'Draft'. The instructions state: 'Please complete each section and then submit'. There are 11 numbered sections:

- 1. PROJECT TITLE & CONTACT: SECTION COMPLETE ✓
- 2. ABOUT YOUR PROJECT: SECTION COMPLETE ✓
- 3. PARTICIPANTS: SECTION COMPLETE ✓
- 4. MILESTONES: SECTION COMPLETE ✓
- 5. OUTPUTS: SECTION COMPLETE ✓
- 6. OUTCOMES: SECTION COMPLETE ✓
- 7. GRANT REQUESTED: INCOMPLETE ⚠️
- 8. FINANCE: SECTION COMPLETE ✓
- 9. REFEREES: SECTION COMPLETE ✓
- 10. PERMISSIONS, POLICIES & RISKS: SECTION COMPLETE ✓
- 11. KEEP CONNECTED: SECTION COMPLETE ✓

At the bottom, there is a 'Project History' dropdown menu.

Once you have provided the minimum information and all the blocks show as 'Section Complete'. You will be able to submit the project by clicking on the 'Submit Project' button at the bottom of the page.



You can withdraw, edit and resubmit your project at any time. To withdraw a submitted project, click on the **WITHDRAW** button on the bottom of the page.

You can then edit the project and resubmit.