

Active Travel – Core Application:

Application Guidance for the completion & submission of the ATF Core Application

December 2022

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This guidance has been prepared by Transport for Wales for Local Authorities. Its purpose is to provide Guidance for the completion & submission of the ATF Core Application. For enquiries or any issues with access to our Portal please contact the TfW Grant Management team by emailing: [grants@tfw.wales](mailto:grants@tfw.wales)

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# **Logging into the Portal**

* **To create your Core application form you will need to Log in to the Portal** [**here**](https://trcsrg.powerappsportals.com/SignIn?returnUrl=%2F)

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*If you are encountering problems or are unable to access your online account,*

*please contact the TfW Grant Management Team* [*grants@tfw.wales*](mailto:grants@tfw.wales)

* **Go to the ‘Core Application’ button**

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* **Hover over the Core Application button and select the funding year from the options listed i.e., 2023/2024**

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# **Getting Started**

* **To start your application, click the Create Application button**

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* **Select the Application Type (All other fields will be auto populated)**

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Will be auto populated

Select the Application type

Will be auto populated

Will be auto populated

*Note: If you’re completing the application on behalf of the Project Manager, you will need to update the auto populated fields with the Project Manager details*

# **Core Activities**

**You can now complete your application.**

**All fields can be edited whilst in the Unsubmitted status.**

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These fields will auto populate from the first page – No input required

This will be the year that you are applying for funding.

Use the drop-down menu

Estimated dates must be selected

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Graphical user interface, application

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Files can be uploaded at any point whilst the application form is Unsubmitted.

You can add supporting evidence files at the bottom of the page. If you have Multiple files to add you ‘ll need to highlight and add them at the same time.

You can still add additional files if you edit the application again.

Click Save and Close when you have finished editing the application.

Clicking Save and Close does not mean that the application is submitted – therefore you can still edit this application

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# **Scheme Development**

**You can now complete your application.**

**All fields can be edited whilst in the Unsubmitted status.**

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These fields will auto populate from the first page – No input required

Estimated dates must be selected

This will be the year that you are applying for funding.

Use the drop-down menu

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Use the drop-down menu

Use the drop-down menu

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Files can be uploaded at any point whilst the application form is Unsubmitted.

You can add supporting evidence files at the bottom of the page. If you have Multiple files to add you ‘ll need to highlight and add them at the same time.

You can still add additional files if you edit the application again.

A picture containing icon

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Click Save and Close when you have finished editing the application.

Clicking Save and Close does not mean that the application is submitted – therefore you can still edit this application

# **Editing the Application**

* **You can Edit the application form as many times as you wish whilst the application is in the ‘Unsubmitted’ status**

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* **Hover over the Core Application button and select the funding year from the options listed i.e., 2023/2024**

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* **You will see a list of any unsubmitted applications that you have created.**
* **Click the down arrow to the right of the “Created On” date and click the ‘Edit Application’ option**

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**This will take you back into the application so that you can amend or update any of the fields.**

**Ensure that you scroll to the bottom of the page and click the ‘Save and Close’ button to Save any changes made to the application form.** Graphical user interface, application

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# **Email me a Copy**

**Whilst in the Unsubmitted status you can request a copy of your application via email through the Portal.**

* **To do this you will need to click Core Application**

Graphical user interface, text, application

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* **Hover over the Core Application button and select the funding year from the options listed i.e., 2023/2024**

Graphical user interface, text, application, email

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* **You will see a list of any unsubmitted applications that you have created.**
* **Click the down arrow to the right of the “Created On” date and click the ‘Email report to self’ option**

Graphical user interface, text, application

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* **You should then receive an email from the Grant team containing a word version of the application.**
* **Please note that the report will take up to 10 minutes to be sent to you.**

# **Submitting the Application**

* **When you’re satisfied that you’ve provided all the required information for this application inc. any attachments, you can Submit your application.**

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* **Hover over the Core Application button and select the funding year from the options listed i.e., 2023/2024**

Graphical user interface, text, application, email

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* **You’ll see a list of any unsubmitted applications that you’ve created.**
* **Click the down arrow to the right of the “Created On” date and click the ‘Submit Application’ option.**

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* **Once submitted, the below message will appear. Note each application must be submitted separately**

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* **Please note that the application may still appear in your list of unsubmitted application for a few minutes – but providing you have seen the above green ribbon, the application has been submitted. Do not try to re-submit.**