

Active Travel – Main Application:

Application Guidance for Updating & Submitting the ATF Main Application

December 2022



This guidance has been prepared by Transport for Wales for Local Authorities. Its purpose is to provide Guidance for Updating & Submitting the ATF Main Application. For enquiries or any issues with access to our Portal please contact the TfW Grant Management team by emailing: grants@tfw.wales

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# **Logging into the Portal**

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



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

*please contact the TfW Grant Management Team* *grants@tfw.wales*

* **Go to the ‘Main Application’ option**



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



# **Completing the Application Form**

**In preparation for the ATF application process 23/24 the TFW Grant Team will create 4 Main Application forms in the Portal for you to edit and submit.**

**If you do not wish to submit a Main application, please contact** **grants@tfw.com** **and we will delete the application(s) form from the system.**

* **To start editing your application Log in to the TFW Portal** [**here**](https://trcsrg.powerappsportals.com/SignIn?returnUrl=%2F)



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

*please contact the TfW Grant Management Team* *grants@tfw.wales*

* **Go to the ‘Main Application’ option**



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



* **You’ll see the list of Applications created on your behalf.**
* **Using the drop down to the right of the application click to ‘Edit Application’**



* **You’ll need to edit each application individually.**
* **Within each application there are 9 pages to complete (including the front page).**

 **\*\*Important\*\***

You’ll need to **Save & Continue** each page as you are going through the application form.

To **Save and Continue** scroll down to the bottom of the page and select the **Save and Continue** button



**Note:** there is no **Save and Continue** button on the Front Page Edit – you’ll need to click the **Save** button instead. 

**The application will open on to the Front Page**

Information will be pre-populated on this page. Please amend where required.



You’ll need to open them individually for editing - To do this simply click on the down arrow as shown in the screenshot and click to ‘Edit Page’

* **Whilst in the ‘Unsubmitted’ status these applications can be edited as many times as you require.**

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

**It is mandatory when completing a ‘Main Application’ that you provide supporting evidence i.e., Maps, designs, drawings etc.**

* **At the bottom of each page, you are given the opportunity to ‘Attach a file’**



* **To do this you’ll need to select ‘Choose Files’ and select the file you want to upload then click Open**



* **If you need to add multiple files to one page, select ‘Choose Files’ and highlight the multiple files you want to upload and Click Open**



* **The newly uploaded file(s) will then be showing along side the ‘Choose Files’ button.**

 

*Note: if additional files are required for a particular page, you’ll need to save and close your application and go back into the application to add the new file(s). Adding additional files to a page without doing this, will result in the already existing files being over written.*

**Remember:**

 **\*\*Important\*\***

You will need to **Save & Continue** each page as you are going through the application form.

To **Save and Continue** scroll down to the bottom of the page and select the **Save and Continue** button



**Note:** there is no **Save and Continue** button on the Front Page Edit – you will need to click the **Save** button instead. 

**When you’ve finished editing the application form ensure that you have clicked the Save and Continue button at the bottom of the page that you have been editing. Scroll to the top of the application form and Click the TfW Grant Applications**



# **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 Main Application**



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



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



* **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 Form**

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



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



* **You’ll 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 ‘Submit Application’ option**



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



* **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.**