

STEP BY STEP GUIDE

To The Online Application Form

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Features of the online form

This feature currently does not work. Have a look at 'More Information' section of this guide.

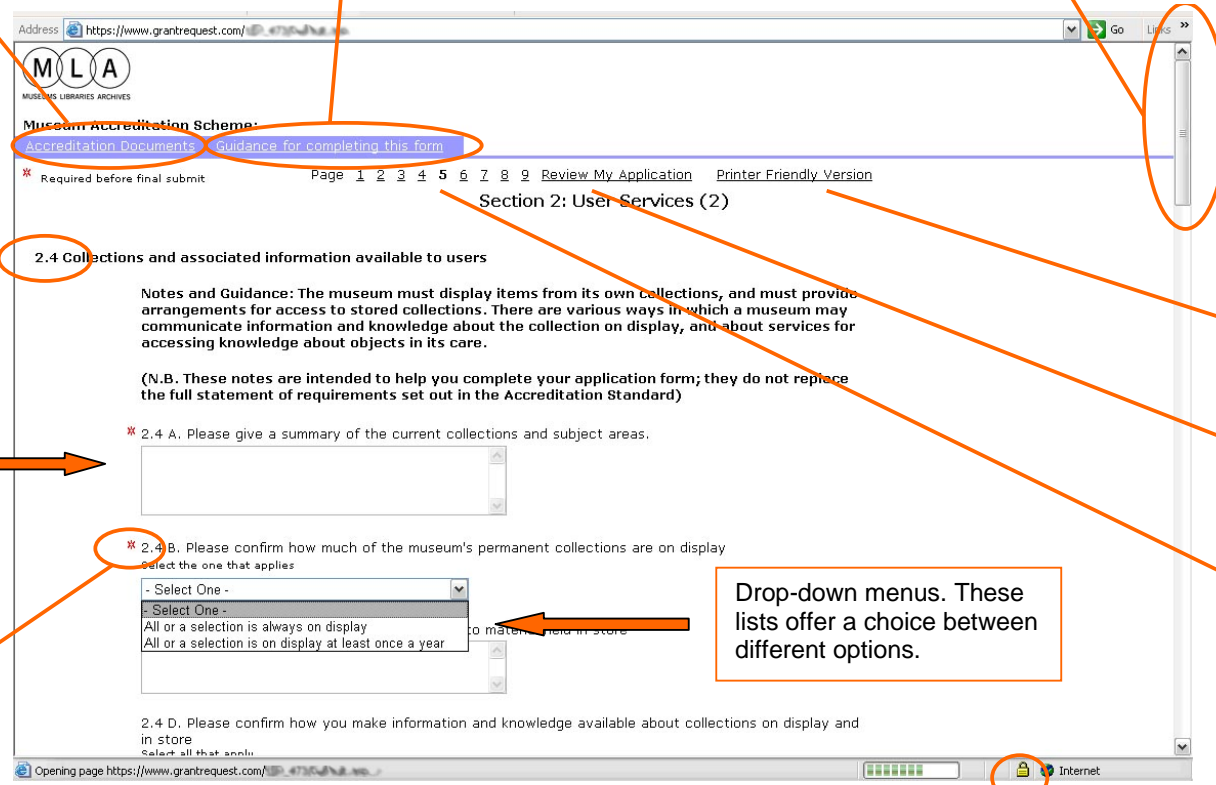
This feature currently does not work. Have a look at 'More Information' section of this guide.

Use the scroll to go to the end of each page.

The numbering of the online form matches the numbering of the requirements in the Standard.

Free text boxes. Use these areas to input information. The boxes are expandable to fit your text.

Fields marked with a red asterisk must be completed before the application is submitted.



Click here to view the printer friendly version of the form and to print the form.

Click here to review your application. The form will appear as one continuous document.

Click on the numbers to navigate through the pages of the form.

Drop-down menus. These lists offer a choice between different options.

This is a secure website.

Top tips for completing the online application form

General things to keep in mind

- This is an online form and it cannot be downloaded to your computer. You will need to be connected to the internet each time you access the form and work on it.
- Only one person at a time can work on the online form. If two or more people are responsible for inputting information on the online form make sure they use the form at different times. The system does not support this function and you will risk losing information.
- When you first create your online account, submit an application or change your password you will receive a confirmation email from MLA. If you do not receive one it could be because it has been marked as 'SPAM'. Check your security settings.
- When you are in 'Review' mode the application will appear as a continuous document. If you want to go back to 'Normal' view click on any of the page numbers at the top bar.
- If you have multiple sites and submitting more than one application the applications will appear on your screen with the same name so it can be hard to recognise which one is which. You may want to start them in an alphabetical order.
- If you experience any problems with the online form please contact us (see page 13).

Do

- Read the guidance notes.
- Use a copy of the paper version of the form to prepare your application. It can be found on MLA's website.
- Remember to save the form at regular intervals while you are working on it to avoid losing information.
- Make a note of your password and keep it safe.
- Save the emails you receive from MLA concerning your application.
- Review the application before you submit it. Once submitted you cannot make any further amendments to it.
- Print a copy of the application form for your records.

Do Not Do!

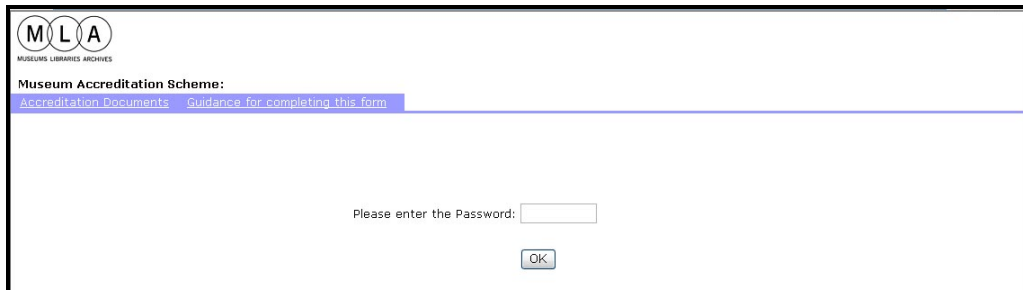
- Bookmark the online application form. You will not be able to submit it.
- If you have multiple sites do not refer to other applications (i.e. "see application 1"). All free text boxes should be filled in. If there is a lot of information that is repeated between different applications, open a word document, type in the answer and then copy and paste it on all applications.

A step by step guide to the online application form

A. The first time you logon

Step 1

In the address bar type the URL: http://www.grantrequest.com/sid_473/?SA=sna&fid=35046
The following window will appear on your screen. Type the **password issued by MLA** and click **(OK)**.



M L A
MUSEUM LIBRARIES ARCHIVES

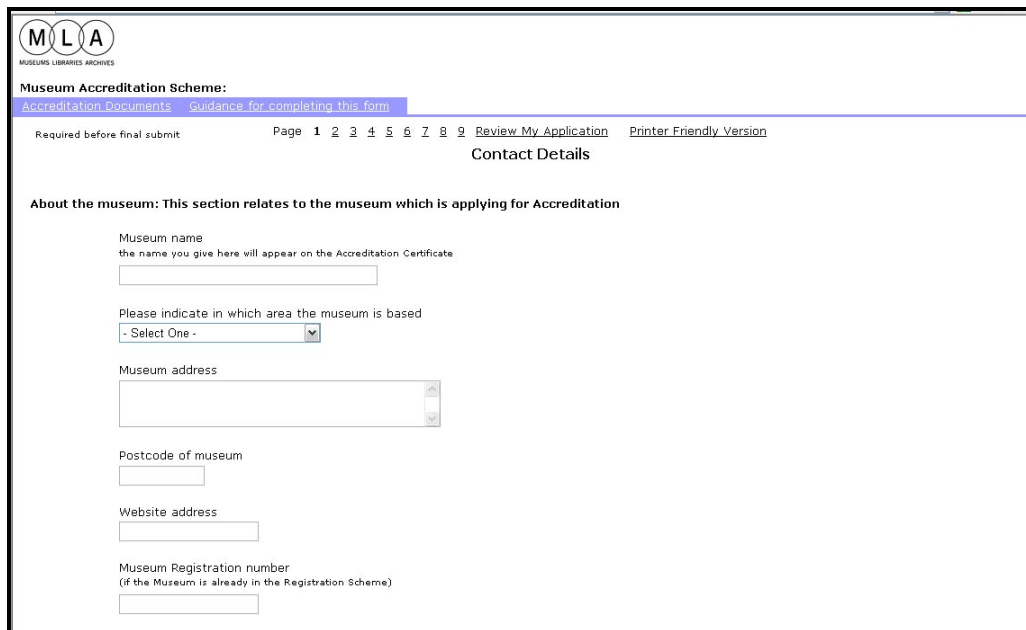
Museum Accreditation Scheme:
[Accreditation Documents](#) [Guidance for completing this form](#)

Please enter the Password:

OK

Step 2

This window will appear next. Fill in all the appropriate fields and scroll down till you reach the end of the page.



M L A
MUSEUM LIBRARIES ARCHIVES

Museum Accreditation Scheme:
[Accreditation Documents](#) [Guidance for completing this form](#)

Required before final submit Page 1 2 3 4 5 6 7 8 9 [Review My Application](#) [Printer Friendly Version](#)

Contact Details

About the museum: This section relates to the museum which is applying for Accreditation

Museum name
the name you give here will appear on the Accreditation Certificate

Please indicate in which area the museum is based
- Select One -

Museum address

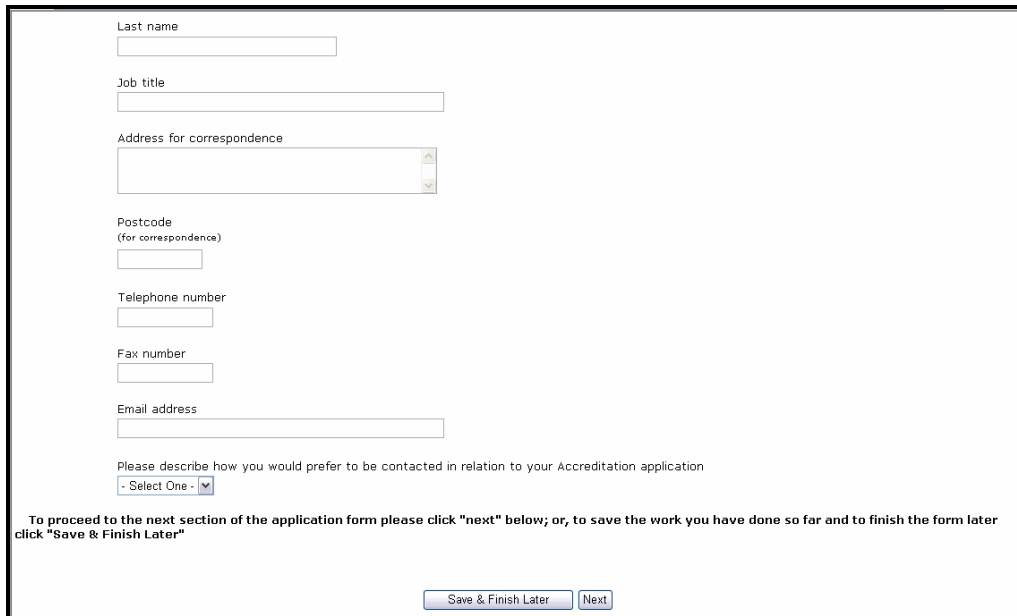
Postcode of museum

Website address

Museum Registration number
(if the Museum is already in the Registration Scheme)

Step 3

At the end of each page you have the option to either save your application (**Save & Finish Later**), or continue to the next page of the form (**Next**).



A screenshot of a web form with the following fields and options:

- Last name:
- Job title:
- Address for correspondence:
- Postcode (for correspondence):
- Telephone number:
- Fax number:
- Email address:
- Please describe how you would prefer to be contacted in relation to your Accreditation application:

To proceed to the next section of the application form please click "next" below; or, to save the work you have done so far and to finish the form later click "Save & Finish Later"

Buttons:

Step 4

When you click on Save & Finish later button the following screen will appear. Enter your **email address**, click on **I am a new online applicant** and enter a **new password** (make a note of that). Then click (**Continue**).



Account Login

Please Sign In

E-mail Address:

I am a new online applicant.

I am a returning online applicant.

My password is:

[Forgot your password? Click here](#)

Step 5

As you are using the online application form for the first time, you will need to create an account. You will be automatically transferred to this page where you can create your unique account by filling in the required fields. Then click **(Create Account)**.

Account Creation

Create an Account

An account allows you to access your saved and submitted applications at anytime. It also allows us to send you a submission confirmation e-mail and notify you if additional information is necessary to process your application.

E-mail Address:

Password (minimum of 5 characters):

Confirm Password:

[Click here to go back to the login page](#)

Step 6

The next window will appear on the screen. From here you can click on your application and continue working on it. An email will be automatically generated and sent to your email account to confirm the creation of your account and includes details of your password and how to access the online forms in the future. Make sure you print it and save it.

My Account

Account: paulfraser.webb@mianorthwest.org.uk

[Change E-mail/Password](#)

Open

The following applications have been started but have not yet been submitted. To edit or submit an application, click on the application name.

Please note: applications that have not been updated in over 120 days will be automatically deleted.

Application Name	Requested Amount	Last Updated	Action
Museum Accreditation Scheme: North West		Jun 29, 2006	Delete

Submitted

These applications have already been submitted. To view a summary of the application information, click on the application name.

Application Name	Requested Amount	Submitted
You currently have no SUBMITTED applications.		

B. Next time you log on

Step 1

When you wish to log in to your account again type in the address bar the URL: https://www.GrantRequest.com/SID_473 or click on the link in the e-mail you received from MLA that confirmed your password. The following window will appear. Click on **I am a returning online applicant**, enter your **email address** and the **password** that you selected previously. Then click **(Continue)**.

Account Login

Please Sign In

E-mail Address:

I am a new online applicant.

I am a returning online applicant.

My password is:

[Forgot your password? Click here](#)

Step 2

The screen with a link to your current application form will pop up. Click on the application link to make any additions or amendments.

My Account

Account: paulfraser.webb@mlanorthwest.org.uk

[Change E-mail/Password](#)

Open

The following applications have been started but have not yet been submitted. To edit or submit an application, click on the application name.

Please note: applications that have not been updated in over 120 days will be automatically deleted.

Application Name	Requested Amount	Last Updated	Action
Museum Accreditation Scheme: North West		Jun 29, 2006	Delete

Submitted

These applications have already been submitted. To view a summary of the application information, click on the application name.

Application Name	Requested Amount	Submitted
You currently have no SUBMITTED applications.		

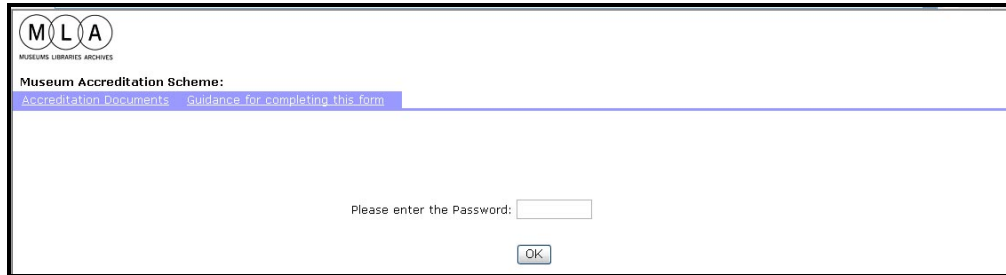
C. Museums with multiple sites

NOTE: To start the first application follow the steps as described in section **A**. **The first time you logon.** To create a second application follow the steps below. You will need to follow this guide each you want to start an additional application.

Step 1

In the address bar type the URL:

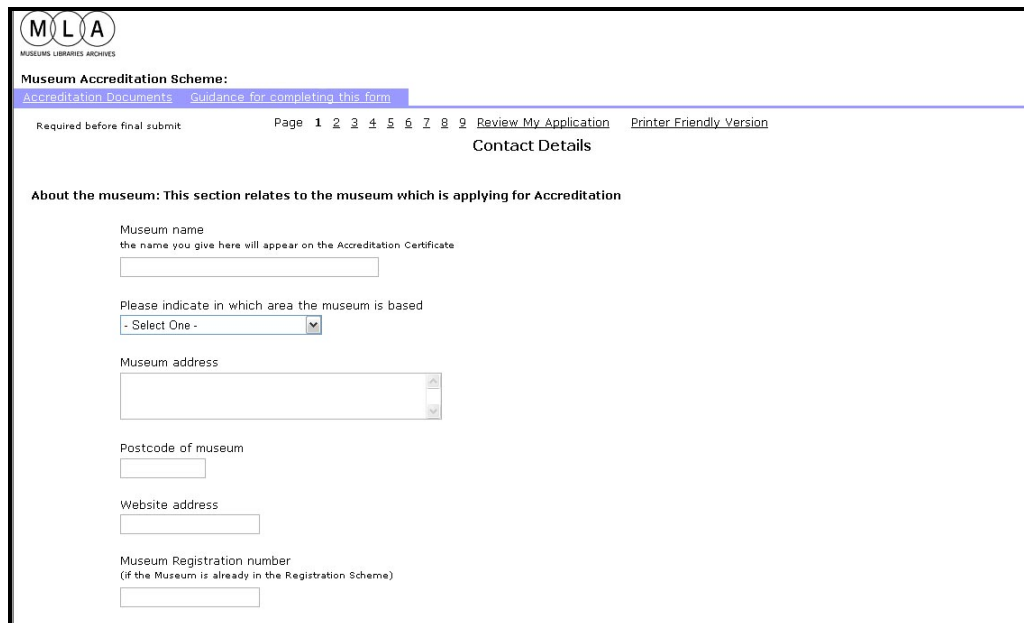
http://www.grantrequest.com/sid_473/?SA=sna&fid=35046. The following window will appear on your screen. Type the initial **password issued by MLA** and click **(OK)**.



The screenshot shows the MLA (Museums Libraries Archives) login page. At the top left is the MLA logo with the text 'MUSEUMS LIBRARIES ARCHIVES'. Below the logo, it says 'Museum Accreditation Scheme:'. There are two links: 'Accreditation Documents' and 'Guidance for completing this form'. In the center, there is a text input field with the label 'Please enter the Password:' and an 'OK' button below it.

Step 2

The following window will appear. Fill in all the appropriate fields and scroll down till you reach the end of the page.



The screenshot shows the MLA application form. At the top left is the MLA logo with the text 'MUSEUMS LIBRARIES ARCHIVES'. Below the logo, it says 'Museum Accreditation Scheme:'. There are two links: 'Accreditation Documents' and 'Guidance for completing this form'. Below the links, there is a navigation bar with 'Required before final submit', 'Page 1 2 3 4 5 6 7 8 9', 'Review My Application', and 'Printer Friendly Version'. The main heading is 'Contact Details'. Below this, there is a section titled 'About the museum: This section relates to the museum which is applying for Accreditation'. The form contains several fields: 'Museum name' (with a note 'the name you give here will appear on the Accreditation Certificate'), 'Please indicate in which area the museum is based' (a dropdown menu with 'Select One'), 'Museum address' (a text area), 'Postcode of museum' (a text input field), 'Website address' (a text input field), and 'Museum Registration number' (with a note '(if the Museum is already in the Registration Scheme)').

Step 3

At the end of each page you have the option to either save your application (**Save & Finish Later**), or continue to the next page of the form (**Next**).

Last name
[text box]

Job title
[text box]

Address for correspondence
[text box]

Postcode (for correspondence)
[text box]

Telephone number
[text box]

Fax number
[text box]

Email address
[text box]

Please describe how you would prefer to be contacted in relation to your Accreditation application
[dropdown menu: Select One]

To proceed to the next section of the application form please click "next" below; or, to save the work you have done so far and to finish the form later click "Save & Finish Later"

[Save & Finish Later] [Next]

Step 4

Once you have decided to 'Save and Finish Later' the following screen appears. This time click on **I am a returning online applicant**, enter **your email address** and the **password** you selected previously. Then click (**Continue**).

Account Login

Please Sign In

E-mail Address: [text box]

I am a new online applicant.

I am a returning online applicant.

My password is: [text box]

[Continue]

[Forgot your password? Click here](#)

Step 5

The following screen will appear as before, showing all your applications.

My Account

Account: paulfraser.webb@mianorthwest.org.uk

[Change E-mail/Password](#)

Open

The following applications have been started but have not yet been submitted. To edit or submit an application, click on the application name.
Please note: applications that have not been updated in over 120 days will be automatically deleted.

Application Name	Requested Amount	Last Updated	Action
Museum Accreditation Scheme: North West		Apr 21, 2005	Delete
Museum Accreditation Scheme: North West		Apr 21, 2005	Delete

Submitted

These applications have already been submitted. To view a summary of the application information, click on the application name.

Application Name	Requested Amount	Submitted
You currently have no SUBMITTED applications.		

D. Attaching documents and submitting the form.

Step 1

This is the last page of the online application form. Use the upload function to attach electronic copies of supporting documents. Choose the title of the document you want to attach from the drop-down menu and then click on the **(Browse)** button. A pop-up window appears that helps you search for the document. Once you have found it click the **(Upload)** button to attach it to the form.

M L A
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Museum Accreditation Scheme:

[Accreditation Documents](#) [Guidance for completing this form](#)

Page [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [Review My Application](#) [Printer Friendly Version](#)

This is the final page of the application form. It deals with the formal Declarations and uploading supporting documents.

Declarations: You must print out the Applicant Declaration, get it signed by the appropriate person, and send it in to your Assessing Organisation. If you have a Curatorial Adviser, there is a separate declaration form to be printed out which the adviser must sign, to confirm that they have read the form and support the application. Please make sure that your Curatorial Adviser does see and approve your application before you submit the form. Both Declarations may be downloaded using the "Accreditation Documents" link at the top of this page.

Uploading: Please use the facility below to attach electronic documents to support your application. Documents are attached one at a time. The "Title" field below should refer to the section of the form which the document relates to. You do not need to have a document for every title given, but must submit documents where you have indicated elsewhere in this form that you are doing so.

Upload
The maximum size for all attachments combined is 1000 MB. Please note that files with ".exe", ".com", ".vbs", or ".bat" extensions cannot be uploaded.

Title: 1.1 Constitution

File Name:

Step 2

Once you have attached an electronic document it will appear on your screen. You have the option to remove it by ticking the box next to it.

[Accreditation Documents](#) [Guidance for completing this form](#)

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Uploaded Files

Title	File Name	Uploaded	Size	Remove?
1.1 Constitution	Documentation for Accreditation Overview.doc	01/31/2006 07:12:23 AM	12 KB	<input type="checkbox"/>
Total size of uploaded files			12 KB	
Available			1,023,988 KB	<input type="button" value="Remove"/>

This is the final page of the application form. It deals with the formal Declarations and uploading supporting documents.

Declarations: You must print out the Applicant Declaration, get it signed by the appropriate person, and send it in to your Assessing Organisation. If you have a Curatorial Adviser, there is a separate declaration form to be printed out which the adviser must sign, to confirm that they have read the form and support the application. Please make sure that your Curatorial Adviser does see and approve your application before you submit the form. Both Declarations may be downloaded using the "Accreditation Documents" link at the top of this page.

Uploading: Please use the facility below to attach electronic documents to support your application. Documents are attached one at a time. The "Title" field below should refer to the section of the form which the document relates to. You do not need to have a document for every title given, but must submit documents where you have indicated elsewhere in this form that you are doing so.

Upload
The maximum size for all attachments combined is 1000 MB. Please note that files with ".exe", ".com", ".vbs", or ".bat" extensions cannot be uploaded.

Title: 1.1 Constitution

File Name:

Step 3

After you have attached all the documents you can either save the form or 'Review and Submit' it by clicking on the **(Review & Submit)** button and the end of the page.

Title	File Name	Uploaded	Size	Remove?
1.1 Constitution	Documentation for Accreditation Overview.doc	01/31/2006 09:39:58 AM	12 KB	<input type="checkbox"/>
Total size of uploaded files			12 KB	
Available			1,023,988 KB	

[Remove](#)

This is the final page of the application form. It deals with the formal Declarations and uploading supporting documents.

Declarations: You must print out the Applicant Declaration, get it signed by the appropriate person, and send it in to your Assessing Organisation. If you have a Curatorial Adviser, there is a separate declaration form to be printed out which the adviser must sign, to confirm that they have read the form and support the application. Please make sure that your Curatorial Adviser does see and approve your application before you submit the form. Both Declarations may be downloaded using the "Accreditation Documents" link at the top of this page.

Uploading: Please use the facility below to attach electronic documents to support your application. Documents are attached one at a time. The "Title" field below should refer to the section of the form which the document relates to. You do not need to have a document for every title given, but must submit documents where you have indicated elsewhere in this form that you are doing so.

Upload
The maximum size for all attachments combined is 1000 MB. Please note that files with ".exe", ".com", ".vbs", or ".bat" extensions cannot be uploaded.

Title:


File Name: [Browse...](#)

[Upload](#)

[Save & Finish Later](#) [Review & Submit](#)

Step 4

At this stage you will be able to view the application as a continuous document. If the application is incomplete you will not be able to submit it until you have made all the necessary changes. These will be clearly marked by the red arrows and asterisks. Note the **Review My Application** function is emboldened.

 MUSEUMS LIBRARIES ARCHIVES

Museum Accreditation Scheme:

[Accreditation Documents](#) [Guidance for completing this form](#)

Page [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) **[Review My Application](#)** [Printer Friendly Version](#)

* Required before final submit **Your application is missing information that is required before it can be submitted.**

You can review the information you've provided so far and make necessary modifications here. If you're satisfied with the contents of the application, click Submit to forward your application for consideration. If you're not ready to submit your application yet, click Save & Finish Later.

Contact Details

About the museum: This section relates to the museum which is applying for Accreditation

* Museum name
the name you give here will appear on the Accreditation Certificate

* Please indicate in which area the museum is based

➔ Museum address
This is a required field.

➔ Postcode of museum
This is a required field.

Website address

Step 5

Scroll through the application to make all the changes. At the bottom of the page click the **(Update)** button in order to revise the form. Unless you do so the changes will not appear on the screen.

4.9 The museum's collection must be subject to appropriate standards of care

Notes and Guidance: You must provide evidence that you have adequate resources to provide appropriate standards of care

4.9 A Please describe the museum's resources and practices for conserving and preserving the collections

To proceed to the next section of the application form please click "next" below; or, to save the work you have done so far and to finish the form later click "Save & Finish Later"

Attachments

Title	File Name
1.1 Constitution	Documentation for Accreditation Overview.doc

Save & Finish Later Update

Step 6

After you have updated the form, check again for any missing information. Scroll down to the bottom of the page. You will also be able to see the documents you have attached to your application. If everything is in place then click the **(Submit)** button to send the application to the assessing organisation, or click on **(Save & Finish Later)** to continue later.

4.9 The museum's collection must be subject to appropriate standards of care

Notes and Guidance: You must provide evidence that you have adequate resources to provide appropriate standards of care

4.9 A Please describe the museum's resources and practices for conserving and preserving the collections

To proceed to the next section of the application form please click "next" below; or, to save the work you have done so far and to finish the form later click "Save & Finish Later"

Attachments

Title	File Name
1.1 Constitution	Documentation for Accreditation Overview.doc

Save & Finish Later Submit

Step 7

Once you have submitted an application it will appear on the initial screen under the submitted heading. You can click on the application to view a summary of it but no further changes can be made to it. You will also receive an email confirming the submission of the application.

My Account

Account: paulfraser.webb@mmlnorthwest.org.uk

[Change E-mail/Password](#)

Open

The following applications have been started but have not yet been submitted. To edit or submit an application, click on the application name.

Please note: applications that have not been updated in over 120 days will be automatically deleted.

Application Name	Requested Amount	Last Updated	Action
Museum Accreditation Scheme: North West		Jan 31, 2006	Delete

Submitted

These applications have already been submitted. To view a summary of the application information, click on the application name.

Application Name	Requested Amount	Submitted
Museum Accreditation Scheme: North West		Jun 21, 2005

More Information

On the 'Features of the online form' page in this guide it was noted that the 'Accreditation Documents' and 'Guidance for completing this form' links did not work. It is still possible to access these links directly.

The 'Accreditation Documents' can be found at:

[http://www.mla.gov.uk/webdav/harmonise?Page/@id=73&Document/@id=19066&Section\[@stated_eq_left_hand_root\]/@id=4332](http://www.mla.gov.uk/webdav/harmonise?Page/@id=73&Document/@id=19066&Section[@stated_eq_left_hand_root]/@id=4332)

On this page you can find a sample copy of the Accreditation Application Form that you can print off, the Accreditation Standard and a variety of other supporting documents including the Applicant Declaration and the Curatorial Advisor Declaration.

The 'Guidance for completing the form' can be found at:

[http://www.mla.gov.uk/webdav/harmonise?Page/@id=73&Document/@id=23307&Section\[@stated_eq_left_hand_root\]/@id=4332&Session/@id=D_UtwLkbghRMJUqFp5Izhg](http://www.mla.gov.uk/webdav/harmonise?Page/@id=73&Document/@id=23307&Section[@stated_eq_left_hand_root]/@id=4332&Session/@id=D_UtwLkbghRMJUqFp5Izhg)

As it says in the 'Top Tips for completing the online application form' at the beginning of this guide, you should read these before you start completing your application form and refer to them as your application progresses.

Some applicants have experienced trouble logging in due to apparent cookie settings problems. This has particularly affected large museum services such as local authorities. This advice is offered to applicants who, on clicking the initial grant request URL, find they get a message telling them to enable cookies - even when cookies are already enabled on their browsers.

1. In 'Internet Explorer', go to the Tools menu, and select 'Internet Options'. Select the 'Privacy' tab, and click 'Edit' under 'Web Sites'. In the box labelled 'Address of Web site', put 'www.grantrequest.com'. Click 'Allow'. [If this cannot be done due to security restrictions on a user's PC, that user should contact their system administrator to have the change made.] Click 'OK' twice to confirm the changes.
2. Then type or copy the full URL for the application form into the Address bar in Internet Explorer. If you have been emailed the address, just click on the link
3. This should lead to a page which asks the user for the password (and only a password). The password required is the Initial Password supplied by the regional agency/museum council.
4. Once you have made some entries in the form, click 'Save & Finish Later' at the foot of any page. You will be asked for your email address. The first time you do this, select 'I am a new online applicant', and do not enter a password, but click 'Continue'. You will then be prompted to choose a password. On subsequent occasions, this is the password you should enter on this screen, selecting 'I am a returning online applicant'.

Who to contact

If you encounter any problems with the online form please contact me. Even if I cannot answer the query myself I should be able to find the answer for you.

Paul Fraser Webb

Development Officer (Standards)

T: 01925 625054

E: paulfraser.webb@mlanorthwest.org.uk

MLA North West
Ground Floor
The Malt Building
Wilderspool Park
Greenall's Avenue
Warrington, WA4 6HL

T: 01925 625050 (switchboard)

F: 01925 243453

W: www.mlanorthwest.org.uk

Acknowledgements

This guide has been adapted from an original work by Katerina Kremmida, Accreditation Advisor for the West Midlands region.