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<tr>
<td><strong>Contact details:</strong></td>
<td>Voluntary Sector Grants Hub Department of Health 2S15 Quarry House Quarry Hill Leeds LS2 7UE</td>
</tr>
<tr>
<td></td>
<td>Phone: 0113 254 5450</td>
</tr>
<tr>
<td></td>
<td>Email: <a href="mailto:voluntarysectorgrantshub@dh.gsi.gov.uk">voluntarysectorgrantshub@dh.gsi.gov.uk</a></td>
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Prepared by
Voluntary Sector Grants Hub
Department of Health
2S15 Quarry House
Quarry Hill
Leeds
LS2 7UE

Phone: 0113 254 5450

Email: voluntarysectorgrantshub@dh.gsi.gov.uk
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Step 1

If you are a new user and have NOT registered before then please click the ‘Register’ button
Step 2

This is just to register YOURSELF as the ‘application contact’. Once you have completed the mandatory fields (these have a red asterisk next to them) click the OK button.
Step 3

Once you have registered yourself you will be taken to your task list. From here click ‘Start Process’ on the blue ribbon across the top.
You will now be asked to register your ORGANISATION. Click on the link “Register Organisation”.
Step 5

Complete all the fields as required. Then click ‘Save Draft & Continue’.
To submit this form click 'Save as Final'
Once submitted you will receive this notification. This means that the Grants Hub have to create your organisation within AIMS and link you (as the Application Contact) to it.