AIMS Application Form
H&SCVF 2015 - 16
### Title:
Guidance on how to complete the Application form on AIMS

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### Document Purpose:
Guidance

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Voluntary and Community Sector

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AIMS Application

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Step 1

From your 'Task List' click on the task ‘Create XXXX Application’. This will open up the Application Form.
Step 2

The Application Form is made up of 3 Sections, all to be completed. To begin click on ‘Section 1’.
Step 3

At the end of each section of the form click ‘Save Draft & Continue’ if you wish to proceed to the next section, click ‘Save Draft & Exit’ if you wish to save the form and come back to it later. Note: There is an auto-save function that will save your work every 3 minutes.
Step 4

Once all sections of the form are complete, and the attachments have been uploaded click Yes – Mark form as complete
One final prompt before you submit. This is an opportunity to open and save a Word version of the form for your records. Otherwise click ‘Yes – Save as Final’, this completes the form and will be sent to the Grants Hub for assessment.