Department of Health

Completing Eligibility

H&SCVF 2015 - 16

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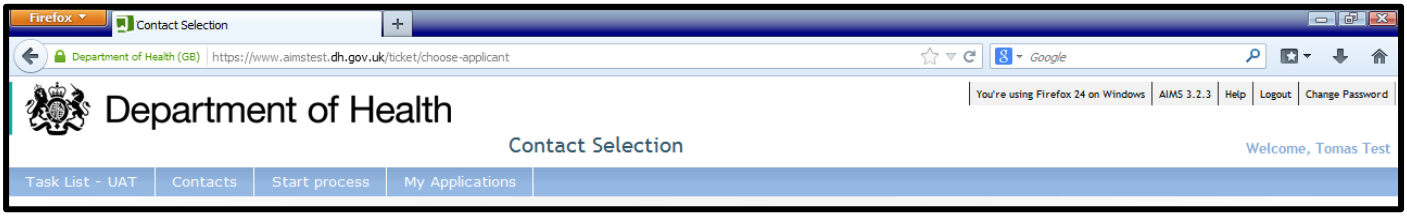
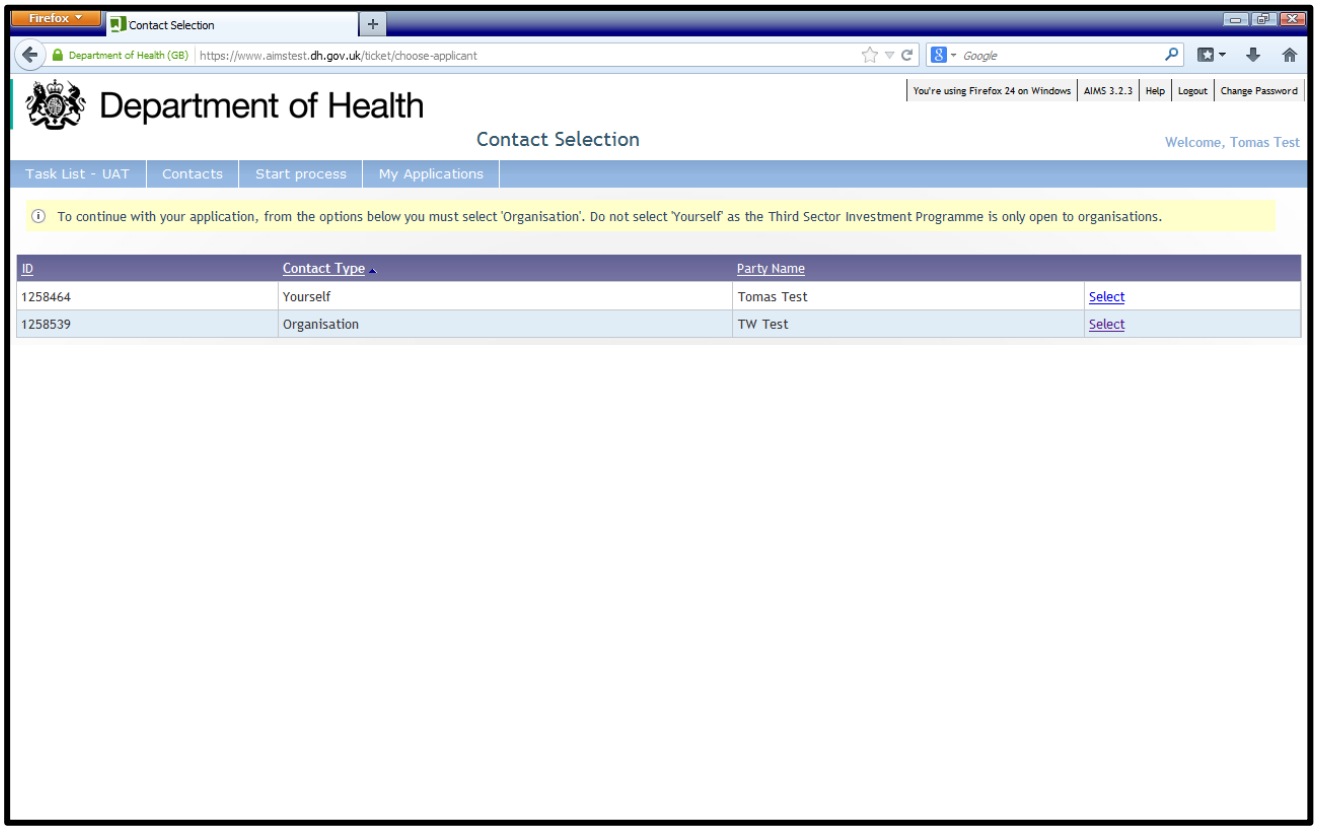
Step 1



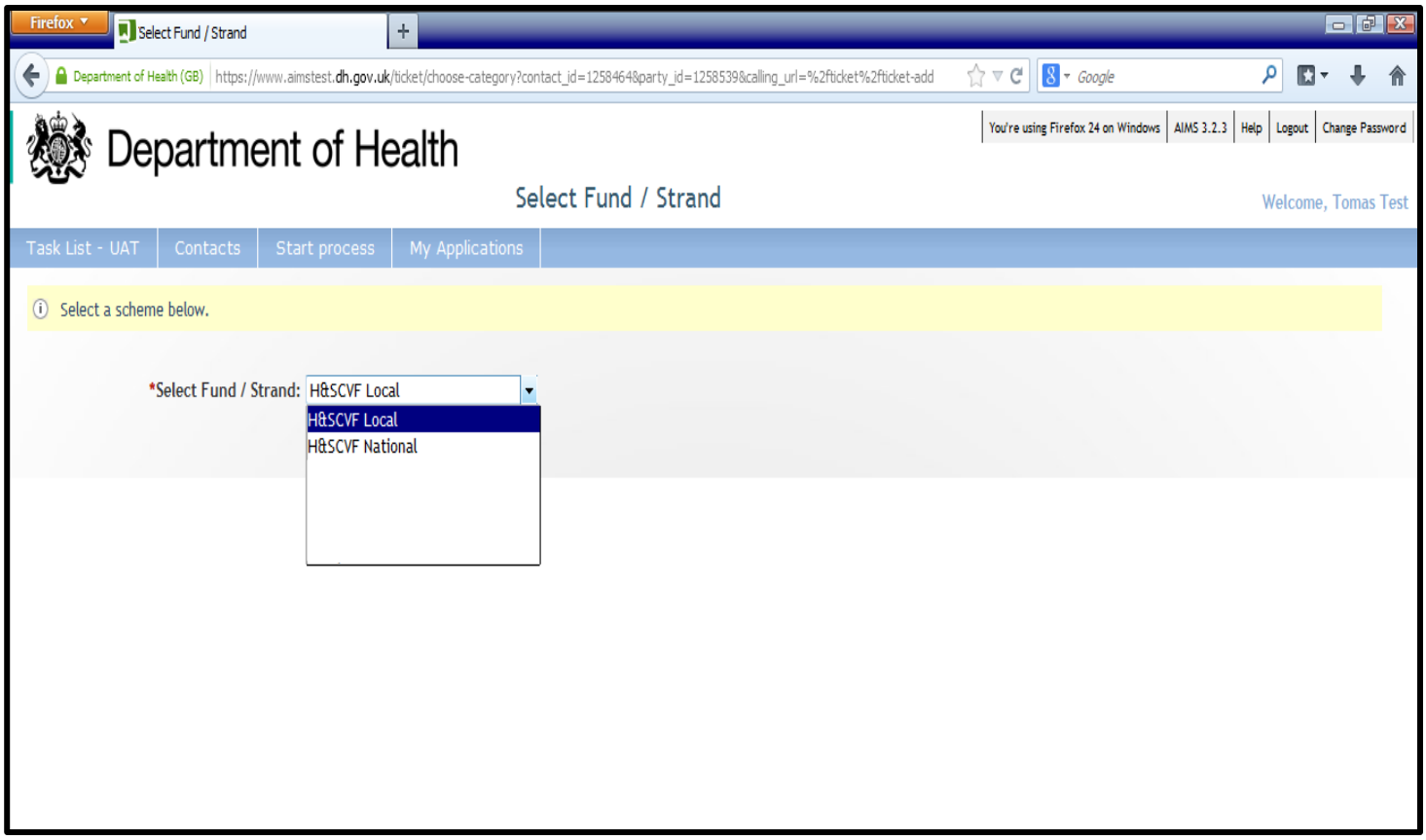
To start filling out the eligibility form please select ‘start process’. NOTE please select this once for a single bid. If you are submitting a Partner bid you will need to select this twice, once for each application

Step 2



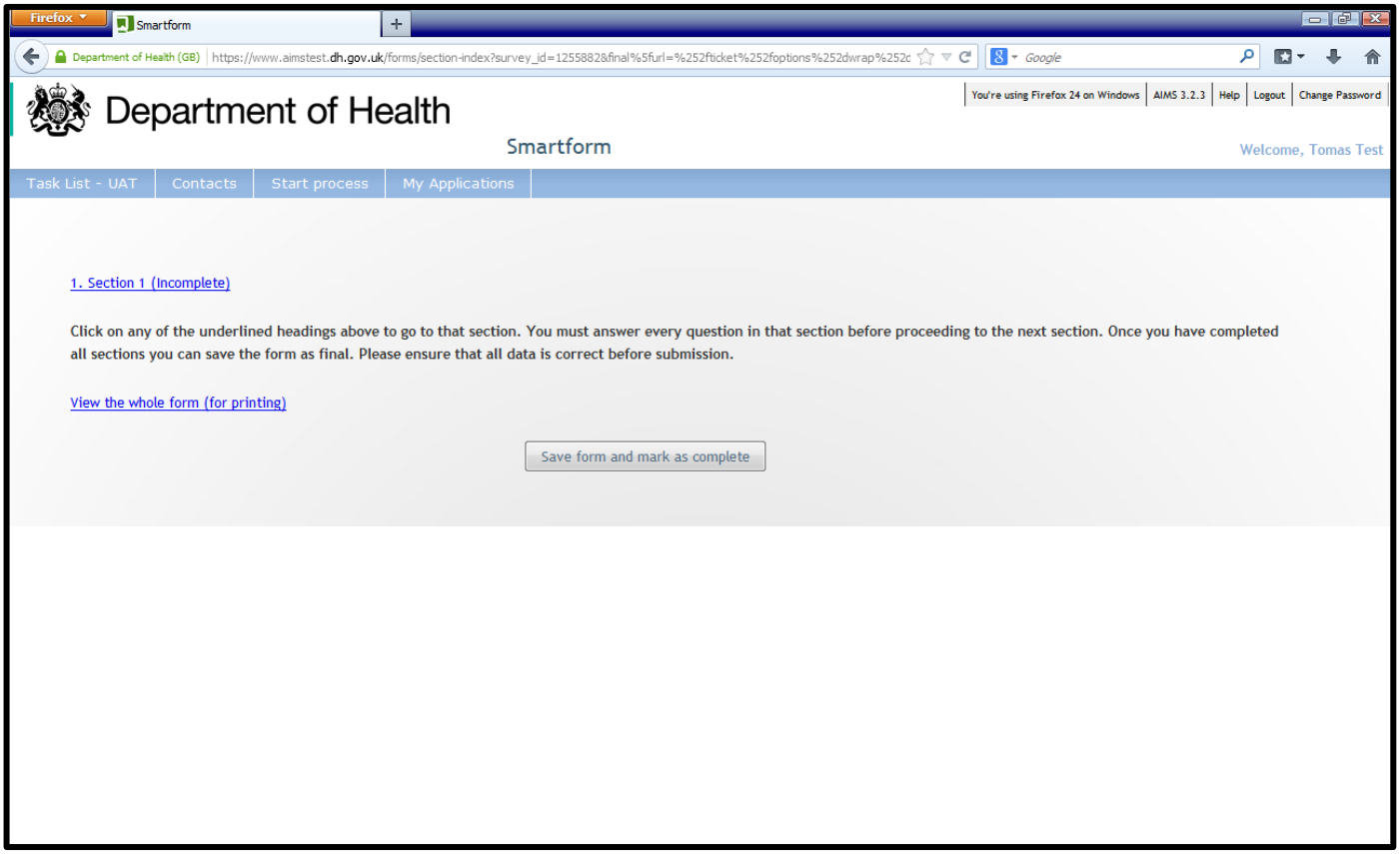
Note: Always select the ‘Organisation’ as this is who you are applying on behalf of.

Step 3



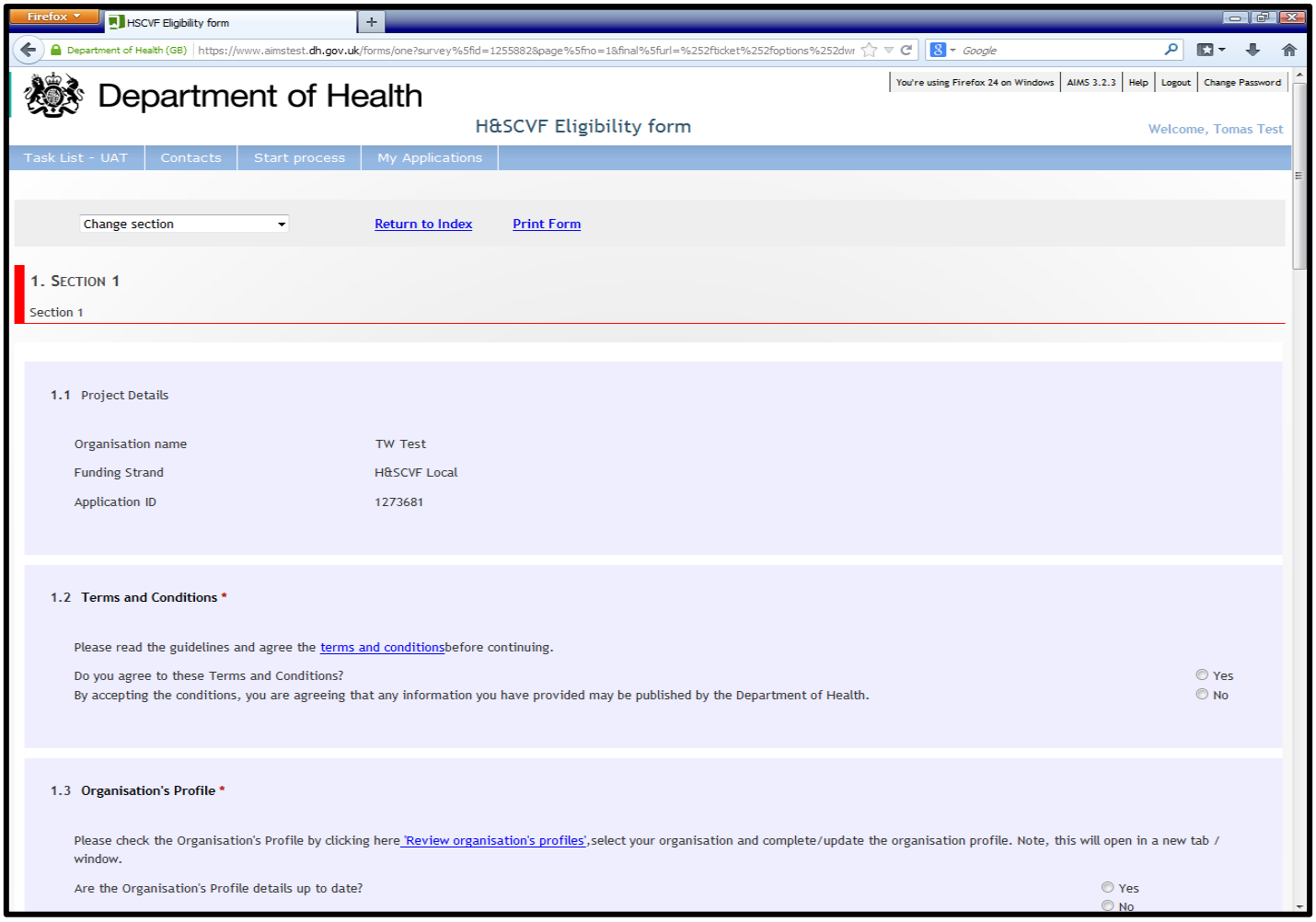
NOTE: Pleas select the Scheme that you wish to apply under and then select ‘Add’ this will then take you through to the Eligibility form

Step 4



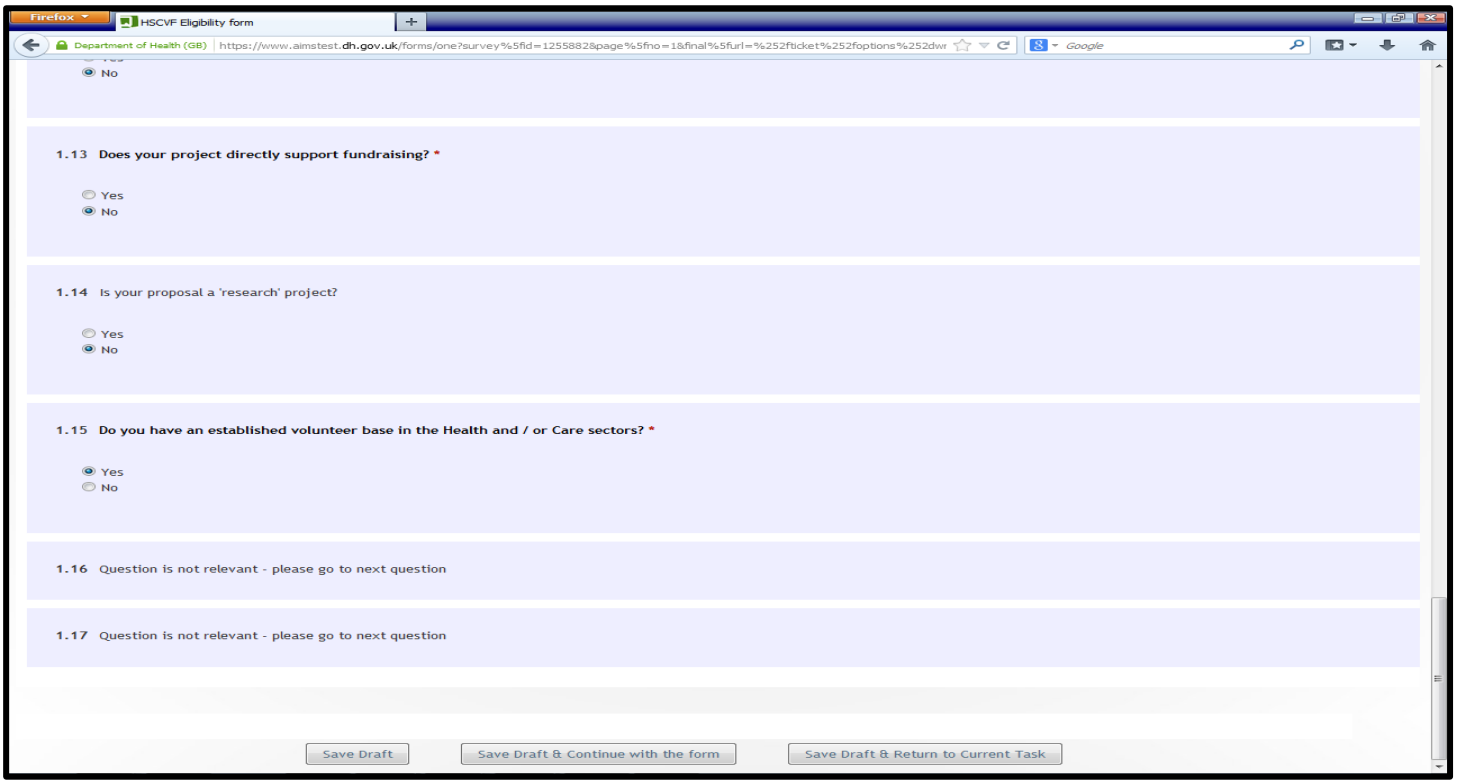
Click on ‘Section 1’, this will take you into the Eligibility Form.

Step 5



Rather than accepting the terms & conditions elsewhere in the system you will be asked to do so direct from this form (a new window will open). The same applies to ‘Review organisation’s profile’.

Step 6

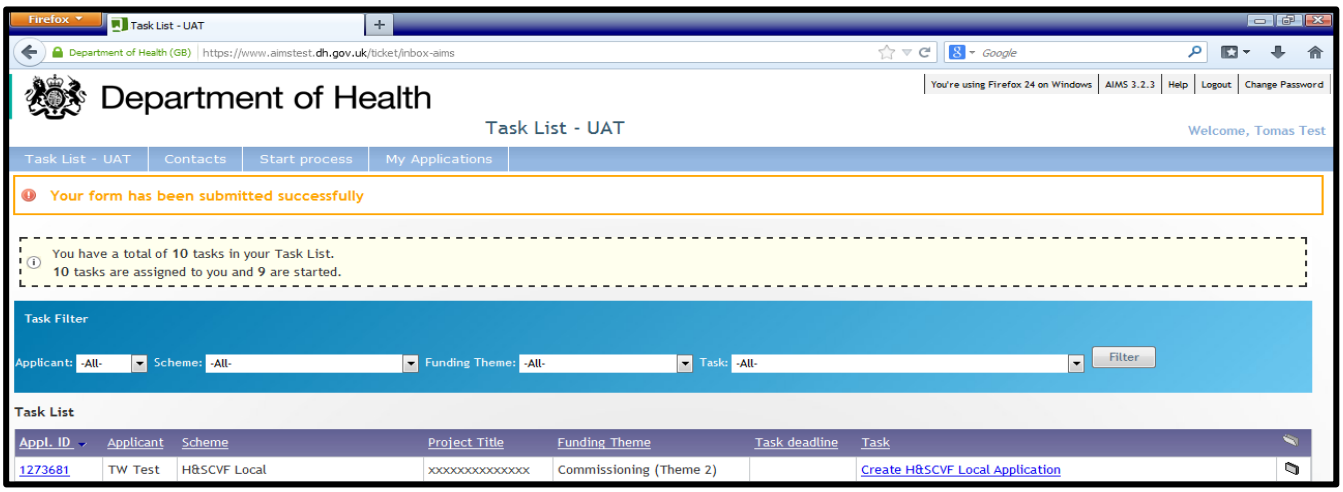


Once completed (see Info pack on Eligibility criteria) you need to click ‘Save Draft & Continue with the form’. If you had completed the form but had answered in a way which made you Ineligible a message would appear (in Q1.17) informing you of this and you will receive an email to the same effect.

Step 7

Click ‘Yes – Save as Final’.

Step 8



If you are Eligible you will be directed back to your ‘Task List’ and the task of ‘Create XXXX Application’ will appear. You will not receive this task or be allowed to submit the Eligibility form if you are Ineligible.