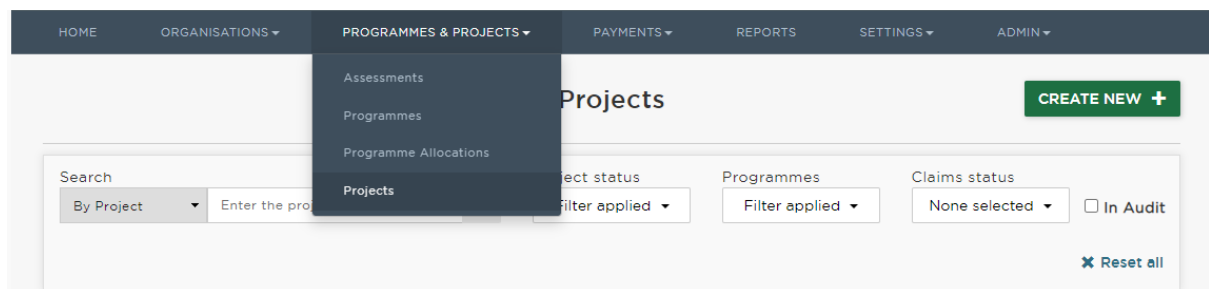**MAYOR OF LONDON**

How to create a project

To submit a bid for funding, you'll need to create a project.

To create a project, click on 'Programmes & projects', 'Projects' then 'Create new'

Use the drop-down menu to select your:

- Programme
- Organisation
- The type of project you want to create.

You'll also need to enter a project title, then click 'Save'.

Once you have created the project, you will be taken to the Project Overview Screen.

A unique Project ID is generated, and you will have access to multiple blocks related to your programme.

Each block will need to be marked as COMPLETE before you can submit your funding bid.

Click on a block and select 'Edit' to input or amend information.

Once complete, click 'Done'. and a 'Section complete' window will briefly appear to confirm this action.

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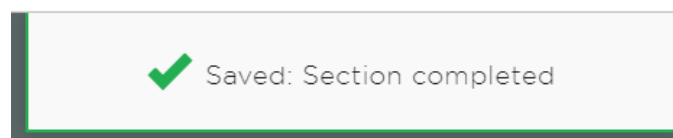
Note: Optional questions are flagged and all the others are mandatory. You may save a project at any time and return to it later. If a mandatory field has not been completed, the system will allow you to continue but you will not be able to submit a project until all the blocks are marked as 'COMPLETE'.

To go back to the overview screen click 'project overview' at the top left.

How to submit a project

Once all the blocks have been marked as complete, you can submit to the GLA using the 'SUBMIT PROJECT' button. Your project will then be assessed and approved.

Use the comments section to provide additional information relating to your project.

Once submitted, the project status will change from draft to submitted.

Note: You can view a record of all your projects by navigating to the 'programme and projects' tab.

How to withdraw a project

If you've made a mistake, need to add additional information, or wish to withdraw your project. You can do this, by selecting 'withdraw' at the bottom of the project overview page.

Note: this option is only available when the project has been 'submitted'. Once the project is being reviewed by the GLA, the status will show as 'assess' and you can no longer withdraw.