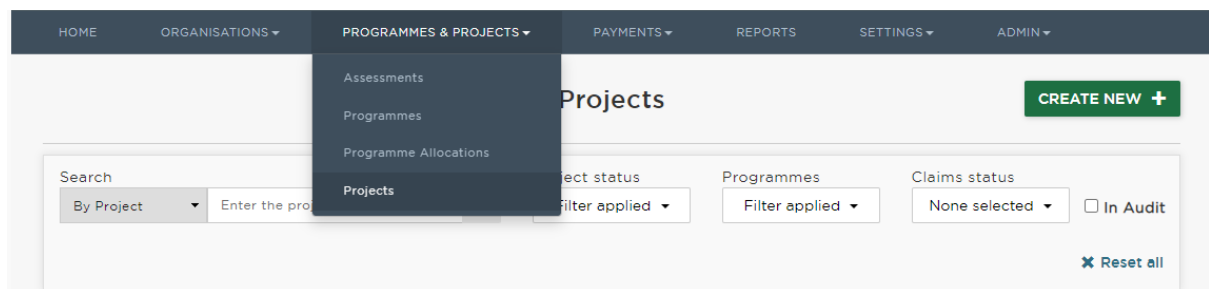


MAYOR OF LONDON

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'.

A screenshot of a web application's 'Enter project details' form. The form is titled 'Enter project details' and is located on a page with a dark blue header. The form contains four main sections, each with a dropdown menu:

- Select a programme for the project**: A dropdown menu with 'BSF INTERNAL TEST' selected.
- Which organisation are you creating the project for?**: A dropdown menu with 'GLA Housing and Land Directorate' selected.
- Project title**: A text input field with the placeholder text 'Insert project title'.
- Select the type of project you want to create**: A dropdown menu with 'Building Safety Fund Test' selected.

At the bottom of the form, there are two buttons: a green 'SAVE' button and a blue 'Cancel' link.

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

The screenshot displays the Project Overview Screen for a project titled "Project title". At the top left is a "<BACK" button, and at the top right is a "PROJECT MENU" button. Below the title, the status is "Draft" with the instruction "Please complete each section and then submit." A red box highlights the "Project ID: P24266" in the top right corner. The screen contains 14 numbered sections, each with a title and a completion status:

Section Number	Section Title	Completion Status
1	APPLICATION SUMMARY	COMPLETE ✓
2	APPLICANT DETAILS	INCOMPLETE ⚠
3	BUILDING DETAILS	INCOMPLETE ⚠
4	PRE-TENDER SUPPORT	INCOMPLETE ⚠
5	BANK DETAILS	INCOMPLETE ⚠
6	STATE AID	INCOMPLETE ⚠
7	MILESTONES & PAYMENTS	INCOMPLETE ⚠
8	FULL WORKS AND COSTS	INCOMPLETE ⚠
9	KEY PROJECT TEAM APPOINTMENTS	INCOMPLETE ⚠
10	PROJECT DOCUMENTS	INCOMPLETE ⚠
11	APPROVED GRANT	INCOMPLETE ⚠
12	COST RECOVERY	INCOMPLETE ⚠
13	DECLARATION	INCOMPLETE ⚠
14	PROJECT PROGRESS AND VARIATIONS	INCOMPLETE ⚠

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.

This is a close-up of the first section, "1 APPLICATION SUMMARY". It shows the section number "1", the title "APPLICATION SUMMARY", and the status "COMPLETE" with a green checkmark icon.

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

The screenshot shows the 'Applicant details' form with a '<PROJECT OVERVIEW' button on the left and an 'EDIT' button with a pencil icon on the right. The form contains several sections, each with a label and a 'Not provided' status:

- Name of Applicant (i.e. the company or individual that is the Responsible Entity for the building)**: Not provided
- Contact details for Applicant**: Not provided
- Confirm if the Applicant will be appointing an Applicant's Representative with regards to the fund application - see BSF OPS User Guide**: Not provided
- Confirm that the Applicant has formally appointed the Applicant's Representative(s) to act on behalf of the Applicant and that evidence of this appointment is available on request**: Not provided
- Confirm which of the following positions the Applicant holds in connection with the Property**: Not provided
- Is the Applicant a Right to Manage (RTM) company?**: Not provided

Project ID: P24266

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

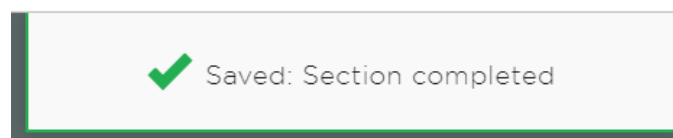
The screenshot shows the 'Applicant details' form with a 'DONE' button with a pencil icon on the right. The form fields are now empty text boxes:

- Name of Applicant (i.e. the company or individual that is the Responsible Entity for the building)**: [Empty text box]
- Contact details for Applicant**: [Empty text box]

Project ID: P24266

Remaining: 1,000

A 'section complete' window will briefly appear to confirm this action.



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.

< PROJECT OVERVIEW

Building details

Registration Reference Number (optional)
Not provided

Building name(s)
Not provided

Building number
Not provided

Development name, if applicable (optional)
Not provided

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.

< BACK

Project title

PROJECT MENU

Status: Draft
Please complete each section and then submit.

Project ID: P24428

- 1**
APPLICATION SUMMARY
COMPLETE ✓
- 2**
APPLICANT DETAILS
COMPLETE ✓
- 3**
BUILDING DETAILS
COMPLETE ✓
- 4**
PRE-TENDER SUPPORT
COMPLETE ✓
- 5**
BANK DETAILS
COMPLETE ✓
- 6**
STATE AID
COMPLETE ✓

Project History ▾

Comments

Add an explanatory comment

SUBMIT PROJECT

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

The screenshot shows a project overview page with the following elements: a '< BACK' button in the top left, the project title 'Project title' in the center, and a 'PROJECT MENU' button in the top right. Below the title bar, the status 'Status: Submitted' is displayed in a red-bordered box. To the right of the status, a red warning icon and text state: 'This project is submitted and must be withdrawn before being edited or abandoned'. Further right, the project ID 'Project ID: P24428' is shown.

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.

The screenshot shows a project overview page with the following elements: a '< BACK' button in the top left, the project title 'Project title' in the center, and a 'PROJECT MENU' button in the top right. Below the title bar, the status 'Status: Draft' is displayed, along with the instruction 'Please complete each section and then submit.' and the project ID 'Project ID: P24428'. The main content area contains six numbered sections, each with a 'COMPLETE' status and a green checkmark: 1. APPLICATION SUMMARY, 2. APPLICANT DETAILS, 3. BUILDING DETAILS, 4. PRE-TENDER SUPPORT, 5. BANK DETAILS, and 6. STATE AID. Below these sections is a dark blue bar with the text 'Project History' and a dropdown arrow. At the bottom of the page, there is a 'Comments' section with a text input field containing the placeholder 'Add an explanatory comment'. A green 'WITHDRAW' button is located at the bottom center of the 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.