

Growing Kent & Medway Business Sustainability Challenge

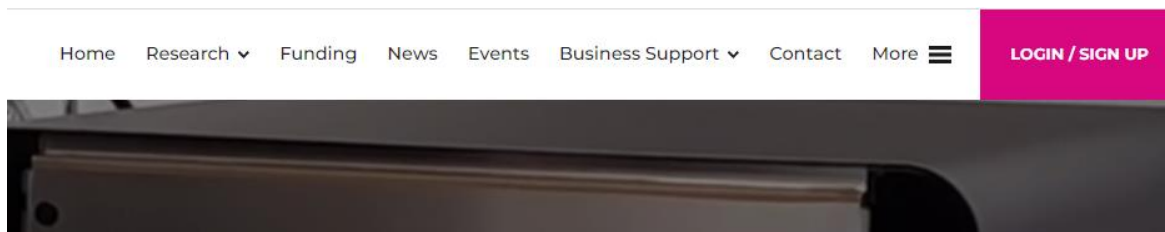
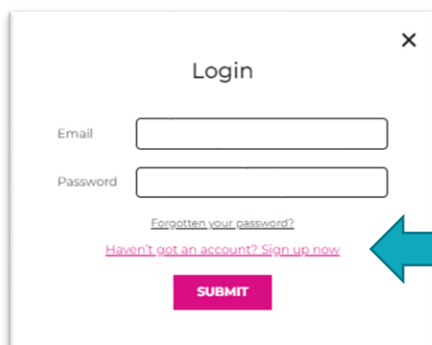
Application Process – How to save, edit and submit your form

1. Starting your application

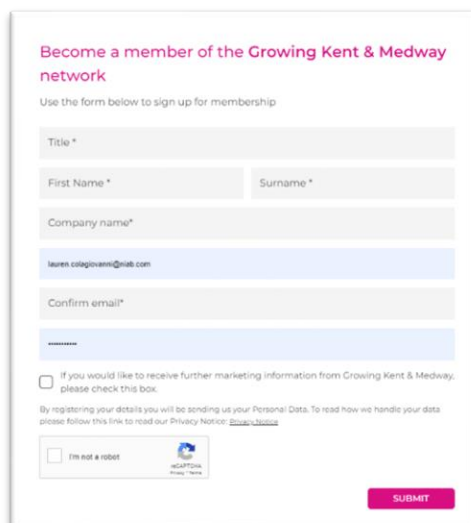
- To start your application form, go to bit.ly/BusinessSustainabilityChallenge
 - Link will be live from 3rd April
 - Click 'Apply now' at the bottom of the page to start your application

Please note: To save and edit the application form, you must be a Growing Kent & Medway member

- Becoming a Growing Kent & Medway member is free
- Visit growingkentandmedway.com/become-a-member or click the top right-hand corner of our website to sign-up.

- If you are already a member and have forgotten your password, you can reset it.
- Otherwise, select 'Haven't got an account? Sign up now'



- To register, you will need to supply your
 - Name
 - Company name
 - Email address

Our [privacy policy](#) explains how we use and store your data.

2. Saving your application

- You can save your application by clicking the 'save' button at the bottom of the form.
 - Do not** tick the box above until this is your final submission.

By ticking this box I confirm that this is my final submission. I understand I cannot make any further changes after I tick this box and select save.

Whilst the box above remains unticked you can save and return to edit the form as many times as you like as long as you are a [Growing Kent & Medway member](#). As a member, you can access your saved form in the log-in area of [growingkentandmedway.com](#).

When you are ready to submit your application to our assessment panel, please tick the box above to confirm this is your final submission and click save below.

Please note, you will no longer be able to edit your application once you have ticked the box above.

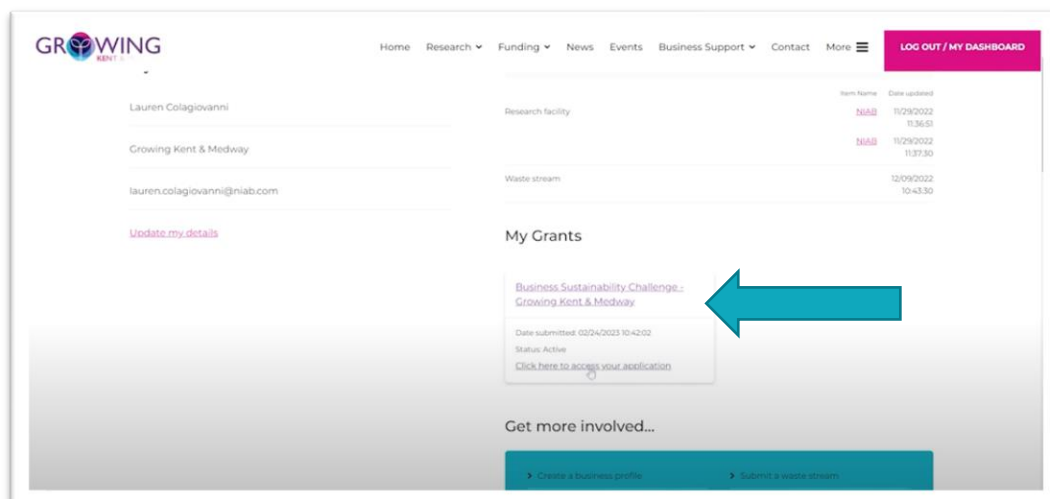
By providing your details you will be sending us your Personal Data. To read how we handle your data please follow this link to read our Privacy Notice: [GKM Privacy Notice](#).



3. Accessing your draft application form

For members only

- Go to the top right-hand corner of our website to log-in. This will take you to your personal dashboard
- You can find your application form under 'My Grants'
- Select 'Click here to access your application'
- This will take you back to your draft form
- You can update any of the fields
- Simply click 'Save' and you can retrieve and update your form as many times as you like.



4. Submitting your final application

- When you are happy with your application, and want to submit to the assessment panel, please tick this box:

By ticking this box I confirm that this is my final submission. I understand I cannot make any further changes after I tick this box and select save.



Whilst the box above remains unticked you can save and return to edit the form as many times as you like as long as you are a [Growing Kent & Medway member](#). As a member, you can access your saved form in the log-in area of [growingkentandmedway.com](#).

When you are ready to submit your application to our assessment panel, please tick the box above to confirm this is your final submission and click save below.

Please note, you will no longer be able to edit your application once you have ticked the box above.

By providing your details you will be sending us your Personal Data. To read how we handle your data please follow this link to read our Privacy Notice: [GKM Privacy Notice](#).

Save

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- Once you have ticked this box, and clicked save, **you will no longer be able to edit your application.**
 - You must tick this box and save the form to submit your application before **midnight 31st May.**