Grant Toolbox
Grant making made simple.

A brief guide to applying for scholarships.

Can I save and come back to my application later?

Yes, your log in details allow you to come back later and continue to work on your application. Please ensure you select **'save draft'** before logging out. Once your application is submitted you will not be able to edit it.

The system times out after 30 minutes. We encourage you to log out of the system if you are stepping away.

When I log back in my application has disappeared? Help!

It is likely because when you logged back in you were diverted away from the Wyatt specific site. These simple steps should get you back on track:

- log out completely.
- type the world 'welcome' in the address bar, from there choose the site **jmp.smartsimple.com.au/welcome/wyatt** from recent history
- Log in again and hopefully you will enter the Wyatt specific site this time and your application will be there.

If this does not work, you may need to clear their recent cache:

Whenever we navigate to a site, our browser stores pieces of it in order to ensure it loads faster the next time you visit it. To fix this issue, this information needs to be deleted. This means removing the link from your recent searched browsing history (your cache).

> Each browser looks a bit different, but you need to access the recent history

> There is usually a menu option on the top right hand corner of the screen. It may look like three horizontal lines or dots.

> From the history page, delete the site: jmp.smartsimple.com.au

> When logging in again, please type in the following address manually: **jmp.smartsimple.com.au/welcome/wyatt.**

I am having trouble with my application, who can I contact?

If you are experiencing difficulties using Grant Toolbox, please contact the Wyatt Trust for advice and troubleshooting. Phone: 8224 0074. Email. admin@wyatt.org.au

It doesn't seem like there are many questions to answer?

While some application forms may be brief, there will be multiple pages with questions that require a response. Each page has a heading, e.g. 'Applicant details' and next to this are the headings of the other pages that require completion.

Are all questions mandatory?

Only those questions with an asterisk are mandatory. If you miss one of these questions and attempt to submit your application you will be prompted to complete remaining mandatory questions.

Some questions have a ? next to it, what does this mean?

If you see a ? symbol, hover your mouse over it for additional explanation for that question.

Why can't I edit my application?

Applications are only able to be edited while they are in draft. Please do not submit your application until you are finished all editing, as once submitted, you will be unable to continue working or change any responses.

I've missed the deadline, how can I submit?

Each funding opportunity will have a closing time and date. Once past this time, draft submissions will not be able to be submitted. If you have a draft submission, you will be prompted via automatic emails to complete this prior to the due date, but ultimate responsibility to lodge your application on time rests with you.