INSTRUCTIONS FOR UPLOADING DOCUMENTS TO THE GOVERNMENT FUNDING DATABASE

As noted the Guidance Notes and Application Forms, as part of Government’s Reducing Bureaucracy programme you are required to upload a number of master documents to the Government Funding Database [https://govfundingpublic.nics.gov.uk/](https://govfundingpublic.nics.gov.uk/). The documents which MUST be uploaded to the Government Funding Database in relation to the Annual Funding Programme are as follows:

- Constitution and/or Memorandum and Articles of Association
- Most recent set of Audited/Certified/adopted accounts.
- Organisation Chart
- List of office bearers
- Rental Agreement/Lease of Evidence of ownership

**How to Upload Documents**

1. **Logging In**
   i. Click on link: [https://govfundingpublic.nics.gov.uk/](https://govfundingpublic.nics.gov.uk/)
   ii. Click on “click here to enter”
   iii. From the home page click on “register/log in”.
   iv. Type in organisation unique reference number (number only) and password (these are in the letter received at registration). If you do not have these contact vcu@dsdni.gov.uk for help.
   v. If you have not logged in recently you will be asked to change your password.
   vi. Type in the old password in the top box and then type in your new password in the second box then repeat your new password in the third box.
   vii. Click on change password.
   viii. Click on continue
   ix. You will return to the log in screen.
   x. Type in organisation unique reference number and new password.
   xi. Click on Log In
   xii. This will take you to the Organisation Details screen.

2. **To add a new document**
   i. Click on Edit Attached Organisation Documents.
   ii. New documents attachments page contains 2 tabs Key Documents and Archived Documents
   iii. Click on “Add a new document”
   iv. **<key document title>**, Click on drop down box and select key document titled
   v. Click on browse to select the correct document from your files, double click on the chosen document – click on upload – the key document will now be added.
   vi. If a key document with the selected key document title already exists it will automatically be archived after use clicks on the <upload> button.
   vii. Repeat these steps to add each document

3. **To archive a document**
   i. You can use this option to directly archive a key document
   ii. You must first select a document by clicking on “Select” beside the chosen document
iii. Click on the <archive a document> tab. You will be asked to confirm that you wish to archive the document, before it is archived.

4. Archived documents
   i. This tab holds all archived documents. Users cannot amend this list.

5. To return to the Organisation Detail screen
   i. Click on “back” to return to the Organisation detail screen
   ii. The documents added will now be visible on this screen
   iii. The documents can be viewed by clicking on the chosen document