

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/> 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/>
- 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