

# Prefilling An Application

The article will cover how to prefill your application for a property in [grantapproval.co.uk](http://grantapproval.co.uk).

## Instructions

1. Log into the site and navigate to the **My Grants** page.
2. Select 'Grants For Businesses'
3. Search for schemes in your local authority
4. Enter your **Property Reference Number** and select the scheme you wish to apply for
5. Read and accept all the declarations, if you can't answer **Yes** to any of them then click the 'I am not eligible' button at the bottom of the page
6. Once you have accepted the declarations we will display any applications which are eligible to be prefilled, the eligibility criteria is as follows: **You** must have made the original application, The original application must have been within the **last 60 days**, The original application must have been in the selected **Authority**, The original application cannot be for the **Same Scheme**, The original application must have a signed **Declaration**
7. All eligible schemes will be displayed in a popup box on the screen, from here you have the choice of either **Prefilling** your claim or starting a new application
8. When prefilling an application we will try to copy as much information as we can, this includes; business information, claimant details, responses to questions and documents uploaded within the last 60 days
9. You must still view each page of your application and **Confirm** that the details are all still correct at the time of submission

Below is an image of what the prefill screen looks like:

## Prefill your application

You have previously applied for other grants on our site using this property reference. You can speed up your application process by selecting one of your previous applications below.

You can still start a new application if you would like by clicking the Start A New Application button.

*When prefilling your application we will attempt to copy across as much business and additional information as possible.*

*We will also attempt to copy across any documents that were uploaded within the last 60 days.*

*We do not copy Bank Details and National Insurance Numbers.*

Start A New Application

### National Restrictions Grant RV £15,000 and under - November 2020

Fixed Value Scheme with Grants of £1,334.00

[More Information](#) 

Grant scheme for businesses that are required to close during the national lock-down from 5th November 2020 to 2nd December 2020.

Is this scheme open to Council Tax Properties? **No**

Is this scheme open to Business Rates Properties? **Yes**

**You MUST be named on the Council Tax / Business Rates bill**

Application Id:  
**30373**

Application  
submitted on:  
**25/11/2020**

Grantee Name: **1234  
LIMITED**

Prefill



## Related articles

- [Prefilling An Application](#)
- [How to set up an account for GrantApproval](#)
- [Making a claim in GrantApproval](#)