



WorldWise Global Schools

Global Citizenship Education

Grants for Post-Primary Schools

2022/2023 Academic Year

WWGS Grant Application Login Instructions

Grant Call 2022 opens from Thursday 7th of April until the deadline for submission of applications on Friday 13th of May

In addition to this guide, you may view our online video which will take you through step-by-step in filling out your school's Grant Application

****Click on the image/video below to watch our [how-to video](#) for filling in your online grant application****



Please note: We will be notifying applicants on the outcome of their applications from June 2022

1. Login Page

To access your WWGS online account you can do this from our WWGS website home page which can be accessed [here](#). There is a login button in the top right corner of the page as shown below **'School Log-In'**



Click this login button (or click on image below) and you will then be brought to a new webpage, scroll down until you reach the "Log-in!" section below.

Access your WWGS Online School Account

CLICK HERE TO ACCESS YOUR WWGS ONLINE ACCOUNT

If your school is in receipt of a WWGS grant for the 2021/22 school year, your school will have an **online account already**. The 'lead' contact (usually the person who submitted the grant application) will have the log-in details. These may be shared with your colleagues so that multiple teachers will have access to the online account.

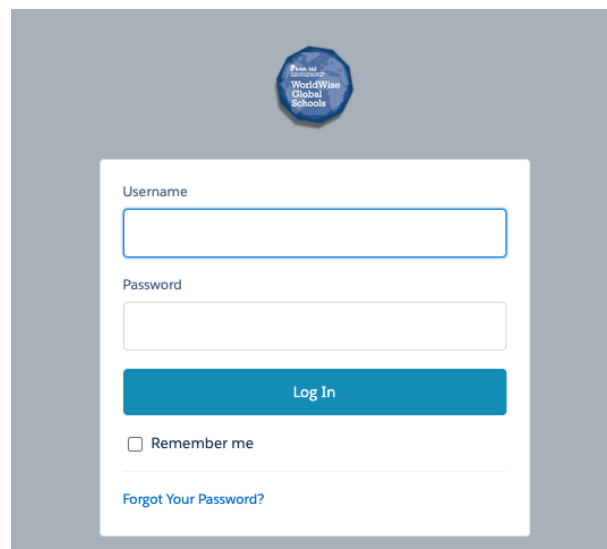
Find out how to access your school's account below.

Logging into your account

Log-in using your username (email address) and password. Reset your password if you can't remember it!

To access your online account please click on the button below.

From here you can select the link or click the orange button. You can also access the login page directly [here](#). You will then be brought to the login landing page where you will see this:



WorldWide Global Schools

Username

Password

Log In

Remember me

[Forgot Your Password?](#)

Please note: If you do not have an existing account with WWGS, you must register your interest for the Grant Call which you can do [here](#).

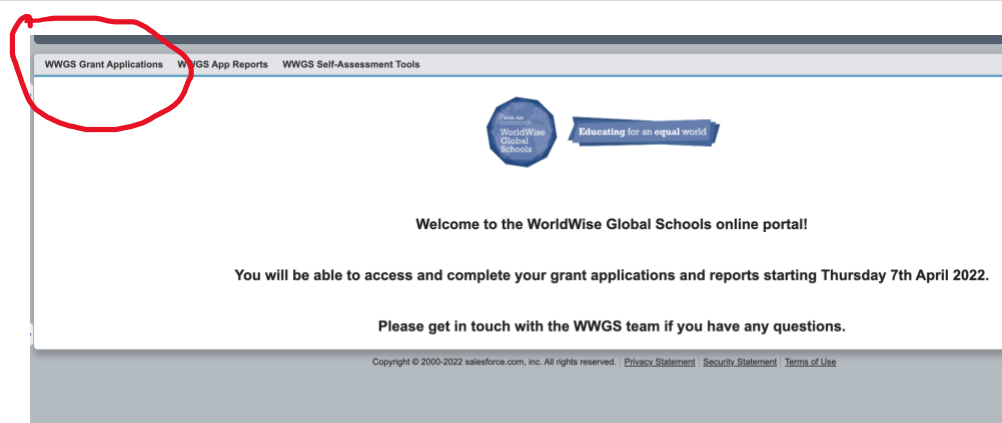
2. Username & Password

Once you are on the login page you will input your username and password to access your account and then click the blue log in button. If you do not remember your password you can reset it via the [Forgot Your Password?](#) Link as shown in the screenshot above.

Your username should be the **email address** used to setup the account.

Please note: If you are having any issues accessing your account you can contact grants@worldwiseschools.ie and we will fix the issue for you.

3. Accessing Your Grant Application



WWGS Grant Applications WWGS App Reports WWGS Self-Assessment Tools

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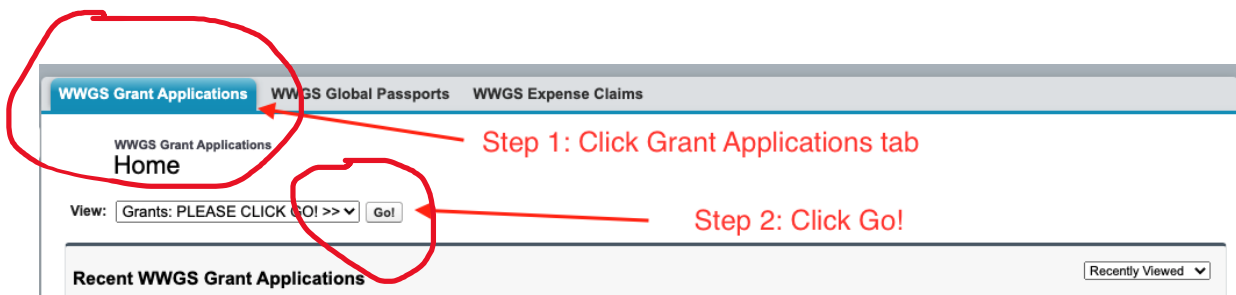
Welcome to the WorldWide Global Schools online portal!

You will be able to access and complete your grant applications and reports starting Thursday 7th April 2022.

Please get in touch with the WWGS team if you have any questions.

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Once you are logged into your school's account you will be brought to the landing page above. In the top left corner there is a **WWGS Grant Applications** tab; this is where you can access all grant applications for your school. Select this tab and then click the **Go!** button (shown in image below). This will ensure all applications (including the current year) are visible.



You will then need to click on the **AP-XXXX** reference for the 2022/2023 grant and you will be then brought directly to this year's online grant application form for your school. (N.B. make sure to select **AP-XXXX** reference number and not the name of your school).

4. Saving Your Work

Please ensure that you are saving your application **regularly** as you are working. You can save your work and log out and then log back in as often as you like to complete the application.

5. On Completion of Your Application

Once you have completed your application please verify your **Email Address** and tick the **Submitted** box at the end of the application and then finally click **Save** again. You will receive a confirmation email once this is complete.

The image shows a screenshot of a form for completing an application. At the top, there is a disclaimer: 'By submitting this form and typing my email address in the box provided, I confirm that I have read and accepted the guidelines and criteria for financing under the WorldWide Global Schools Grants Scheme (click here to view them - they will open in a new window/tab)'. Below this, there are two input fields: 'Email Address' and 'Date: (DD/MM/YYYY)'. The 'Date' field has a dropdown menu showing '05/04/2022'. Below these fields is a 'Submit:' label with a checked checkbox. At the bottom of the form, there are two buttons: 'Save' and 'Cancel'. The 'Save' button is circled in red. A red arrow points from the top right towards the 'Email Address' field. At the very bottom, there is a yellow banner with the text: 'Please tick the Submit box, and then click on the Save button to submit your application.'