Application and Report Guidelines – Individual Support

In this document, you will find the following information:

- **Online Application Guidelines**
- **Contractual Online Report Guidelines**
- **Interim Online Report Guidelines**
- **Final Online Report Guidelines**

**Online Application Guidelines**

Since 2013 all of our applications are processed via an online platform called GIFTS. To apply for financial support for a journalist, blogger or Media Outlet, you will need to complete an online application via our online portal at: https://www.grantrequest.co.uk/SID_12/?SA=SNA&FID=35004.

Please follow the steps outlined below to fill in and submit your online application to MLDI:
1. Registration: Create an online GIFTS account

First, you will need to create an online GIFTS account (or IGAM login) by clicking on “New Applicant”.

You will then be asked to enter your email address and a password which you will be using in the future if you want to access your application and online reports.

2. Your Online Application

Once logged in, you will then be taken through a series of pages asking for more information on the case.

For the first question, please select the option “Legal defence/protection of an individual journalist or Media Outlet” as per the screen shot below:
Your online application is divided in 5 sections as per the tabs in the screen shot below. Once you have entered all of the content for a section, you just need to click on the button “Next” at the bottom of the page to move to the next section.

To navigate from one section to the other, you can also click on the tabs at the top of the screen.

As part of your application, you will be asked to enter information in compulsory fields marked with a red star. Please try and fill in all of the fields in as much details as possible and to attach as many supporting documents as required in the application.

Once you have started to complete the application form, you can either submit it or save and finish it later (see red box in the screenshot below) by clicking on “Save & Finish Later”. You will then receive an automated email from MLDI (mail@grantapplication.com) called “Your MLDI Application” summarising the information entered so far on the online application form.
To get back to your online application at a later time, you will have to use the following link: https://www.grantrequest.co.uk/SID_127SA=AM, to log into your account with the same log-in details.

If you chose to do so, once you will have logged in your online account at a later date, you should see the screen below and you only need to click on the blue link “Individual support” to continue working on your online application.

3. Attachments:

In the “Attachments” section, you will be required to submit documents which are essential to the review of your application by our staff and without which we will not be able to approve a grant.

The main documents to submit as part of your application for us to make a first review of it are as follows:

- Impugned article or video, etc.
- The Charge Sheet or Writ of Summons and/or other legal filings demonstrating the charges brought forward or the type of legal action undertaken by the applicant if applicable (for e.g. a Petition to the court, etc.)
- An estimate of the fee breakdown for the case including a detailed list of activities expected to be undertaken by the lawyer as part of the litigation and their estimated costs. This document will help us to get a better idea of what the requested amount in financial assistance from MLDI will cover.

Please make sure you attach the relevant legal documents in the case, as well as any other materials that are linked to the case such as defence documents, pleading notes, a judgment, a letter of claim, written annexes of the writs, a notice of appeal, court orders, amicus briefs, or correspondence exchanged between lawyers, etc.

These documents will help us understand better the technicalities of the case and assess potential areas where MLDI could provide substantive legal assistance to the lawyer handling the case if needed or if requested at a later stage.

In order for upload your attachments onto your online application, you will have to follow the steps below:

1. Click on “browse”
2. Select the file that you wish to submit as an attachment to your online application.
3. Click on “Upload” and wait for a few seconds until the document is successfully uploaded—you will see that it appears underlined in red when uploaded as on the screen shot below:

![Attachments](Attachment.png)

If you encounter any issues in uploading documents, especially if you have slow internet speed, you can also email them to us directly at [grants@mediadefence.org](mailto:grants@mediadefence.org).

Finally if you do not have all of the legal documents mentioned in the list of the main documents at the time of your application, you can still submit your online application for our consideration and forward them to us later on via email at [grants@mediadefence.org](mailto:grants@mediadefence.org).

4. Review your Online Application

Once you have filled in all of the sections of your application, click on the tab “Review my Application” and check that all of the information you have provided are accurate and complete. If some of the compulsory questions (preceded by a red star) have not been answered, you will see a red box at the top of the page and a message in red font indicating which ones need an answer in order for you to be able to submit your online application – See screen shots below:
Once you have answered all of the compulsory questions, you will have to click on “Update” at the bottom of the page.

5. Submit your Online Application

Once you have completed successfully all of the sections of the online application and wish to submit your application, you just need to click on “Submit” at the bottom of the page:

Please note that your application will only be sent to us once you will have clicked on the “Submit” button and you should receive a confirmation message in your email inbox.
Contractual Online Report Guidelines

As soon as you will have received an email from our grants officer to confirm the approval of your grant and issuing you or your lawyer with an Offer Letter, the grants officer will also publish online a Contractual Report. This report does not require you to enter any information but you will be asked to upload a series of documents. MLDI will not be able to proceed with any payments until these documents have been submitted via our online platform.

1. Log-into your Account and Access your Online Report

In order for you to access your Contractual Report, you will have to log into your online account at https://www.grantrequest.co.uk/SID_12?SA=AM and upload the documents mentioned below via our online grants-management system (GIFTS):

a. A fee note in the approved amount of the grant;

b. A Power of Attorney showing the agreement of the client to be represented by the named lawyer.

c. The bank details of the contracted person / entity

d. The Offer letter countersigned by the contracted person.

You can always find this link to access your online account, where all of your applications and reports are located, via our online website under “Help” and by clicking on the link indicated in red called “IGAM Login” – See screen shot below:
Once you have entered that link you will be taken through to the Sign In page where you should enter the same log-in details as for your online application:

Once successfully logged into your GIFTS account, you will find there two tabs: “Applications” and “Requirements”. When you click on the “Requirements” tab, you will see a blue link directing you to your Contractual Stage Report. Please click on that link and start filling in the document.

2. Attachments and Submit your Report

In the Attachment section, you will have to upload the documents at a), b), c) and d) above.

In order for upload your attachments onto your online report, you will have to follow the steps below:

1. Click on “Choose File”
2. Select the file that you wish to submit as an attachment to your online application.

3. Then click on “Upload” and wait for a few seconds until the document is successfully uploaded —you will see that it appears underlined in red when uploaded as on the screen shot below:
If you encounter any issues in uploading documents, especially if you have slow internet speed, you can also email them to us directly at grants@mediadefence.org.

When you have uploaded the documents, please click on “Review and Submit” and then on “Submit”. You should receive a confirmation email if the documents are successfully submitted.

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Interim Online Report Guidelines

MLDI’s online interim online reports are easy to fill in and very concise. Our grants officer will email you a notification one month in advance when your online report has been published and is ready for you to fill in.

1. Log-into your Account and Access your Online Report

In order to access your online reports, you will need to log into your online GIFTS account via the following link: https://www.grantrequest.co.uk/SID_12/?SA=AM

You can always find this link to access your online account, where all of your applications and reports are located, via our online website under “Help” and by clicking on the link indicated in red called “IGAM Login” – See screen shot below:
Once you have entered that link you will be taken to the Sign In page where you should enter the same log-in details as for your online application:

Once successfully logged into your GIFTS account, you will find there two tabs: “Applications” and “Requirements”. When you click on the “Requirements” tab, you will see a blue link directing you to your online interim report. Please click on that link and start filling in the document.
2. Fill – in your Online Report

You will notice that the Interim report has 4 sections – the tabs that will appear at the top of your screen: “General Information”, “Monitoring and Reporting Information”, “Attachments” and “Review My Requirement”:

Please make sure you complete all the questions in these sections. Some fields may already contain information from your application form and you won’t be able to add/edit the data there. However, please note that all the questions that have a red star are compulsory and you will not be able to submit the online report unless you answer those. You can move from a section to the other by clicking on “Next”, at the bottom of the screen.
Please note that, if you want to save your report and submit it at a later time, you will have to log-in again by using this link: https://www.grantrequest.co.uk/SID_12/?SA=AM.

3. Attachments

In the “Attachments” section, you will be required to submit additional documents which you have not provided to MLDI yet but that you think are relevant to communicate to us (e.g. submissions to the court, etc.)

In order for upload your attachments onto your online report, you will have to follow the steps below:

1. Click on “Choose File”
2. Select the file that you wish to submit as an attachment to your online application.
3. Then click on “Upload” and wait for a few seconds until the document is successfully uploaded –you will see that it appears underlined in red when uploaded as on the screen shot below:

If you encounter any issues in uploading documents, especially if you have slow internet speed, you can also email them to us directly at grants@mediadefence.org.
4. Review your report and Submit it

Once you have filled in all of the sections of your Interim Online Report, please check that you have answered all of the questions, especially those that are compulsory (indicated by a red star) in the last section of your report called “Review My Requirement”.

Finally, once you have reviewed all of your answers and are ready to submit your Interim Online Report, make sure to click on “Submit” at the bottom of the page, otherwise we will not receive your report. Please send us a confirmation email at grants@mediadefence.org, once you have submitted your Interim Online Report to inform us.

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Final Online Report Guidelines

MLDI’s final online reports are easy to fill in and very concise. Our grants officer will email you a notification a month in advance when your online report has been published and is ready for you to fill in.

1. Log-into your Account and Access your Online Report

In order to access your online report, you will need to log into your online GIFTS account via the following link: https://www.grantrequest.co.uk/SID_12/?SA=AM

You can always find this link to access your online account, where all of your applications and reports are located, via our online website under “Help” and by clicking on the link indicated in red called “IGAM Login” – See screen shot below:

Once you have entered that link you will be taken to the Sign In page where you should enter the same log-in details as for your online application:
Once successfully logged into your GIFTS account, you will find there two tabs: “Applications” and “Requirements”. When you click on the “Requirements” tab, you will see a blue link directing you to your final online report. Please click on that link and start filling in the document.

2. Fill – in your Online Report

You will notice that the Final report has 4 sections - the tabs that will appear at the top of your screen: "General Information", "Monitoring and Reporting Information", "Attachments" and "Review My Requirement". Please make sure you complete all the questions in these sections:
Some fields may already contain information from the application form and you won’t be able to add/edit the data there. However, please note that all the questions that have a small red star are compulsory and you won’t be able to submit the online report unless you answer those. You can move from a section to the other by clicking on "Next", at the bottom of the screen.

Please note that, if you want to save your report and submit it at a later time, you will have to log-in again by using this link: https://www.grantrequest.co.uk/SID_12/?SA=AM.

3. Attachments

In the Attachments section of your Final online report, you will have to upload some documents:

1. Under the "Financial Report" subsection, you will have to upload a document summarising all of the expenses incurred by the legal procedures of the case.

2. You will also have to upload all of the receipts related to the legal fees of the case if any, and the invoice for the remaining fees the be paid by MLDI – unless there is a chance that your legal fees could be fully recovered by costs awarded by the court.

3. Finally the last two attachments concern the Judgement or Ruling and Additional supporting documents if any.
In order to upload your attachments onto your online report, you will have to follow the steps below:

1. Click on “Browse” (See screen shot above)
2. Select the file that you wish to submit as an attachment to your online application.
3. Then click on “Upload” and wait for a few seconds until the document is successfully uploaded — you will see that it appears underlined in red when uploaded as on the screen shot below:

If you encounter any issues in uploading documents, especially if you have slow internet speed, you can also email them to us directly at grants@mediadefence.org.

4. Review your report and Submit it

Finally, once you have reviewed all of your answers and are ready to submit your Final Online Report, make sure to click on “Submit” at the bottom of the page, otherwise we will not receive your report. Please send us a confirmation email at grants@mediadefence.org, once you have submitted your Final Online Report to inform us.

If you have any feedback regarding these guidelines and see points for improvement, or need further assistance with your online application, please feel free to contact us at: grants@mediadefence.org. Thank you!