

## Application and Report Guidelines – Individual Support

In this document, you will find the following information:

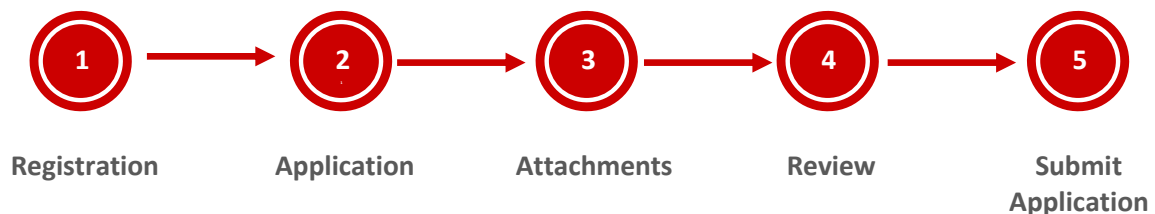
- [Online Application Guidelines](#)
- [Contractual Online Report Guidelines](#)
- [Interim Online Report Guidelines](#)
- [Final Online Report Guidelines](#)

### 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:

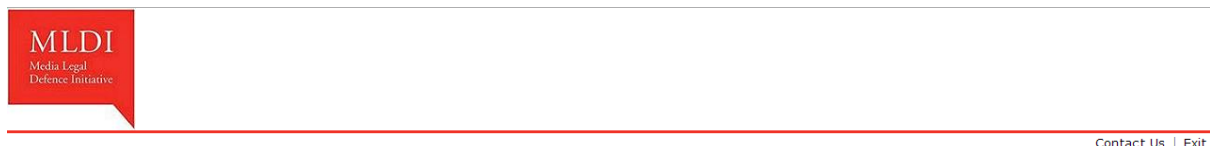
[https://www.grantrequest.co.uk/SID\\_12/?SA=SNA&FID=35004](https://www.grantrequest.co.uk/SID_12/?SA=SNA&FID=35004) .

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”.

The image shows a 'Please Sign In' form. At the top, it says 'Please Sign In'. Below this, there are two bullet points: 'To Make A New Application' and 'To Access A Saved Application'. The 'To Make A New Application' bullet point says: 'If you already have an account, please log in using your E-mail Address and Password. To create an account, please use the "New Applicant" link found below.' The 'To Access A Saved Application' bullet point says: 'If you wish to finalise or access a saved application, please click [here](#) then login using the red "IGAM Login" link. This isn't necessary if you have accessed this page via a link contained within an automated e-mail.' Below the text, there are two input fields: 'E-mail' and 'Password'. Below the 'E-mail' field is a red button labeled 'New Applicant'. Below the 'Password' field is a link labeled 'Forgotten Password'. At the bottom of the form is a 'Login' button.

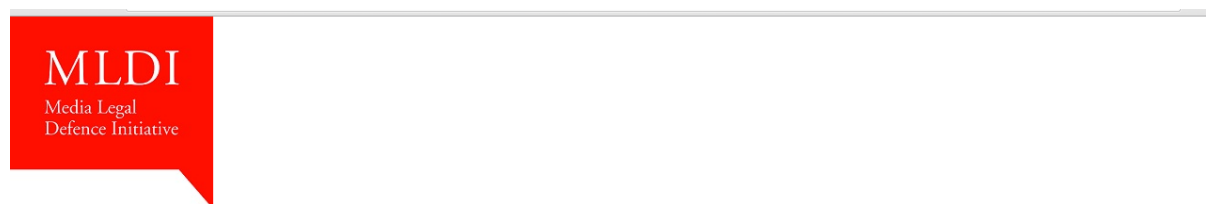
You will then be asked to enter your email address and a password which you will be using in the future if you want to access your application and online reports.

The image shows a 'New Applicant?' form. At the top, it says 'New Applicant?'. Below this, there is a paragraph: 'An account allows you to access your saved and submitted applications at any time. It also allows us to send you a submission confirmation e-mail and notify you if additional information is necessary to process your application.' Below the paragraph, there are four input fields: 'E-mail', 'Confirm E-mail', 'Password (must contain at least 5 characters, with both letters and numbers)', and 'Confirm Password'. At the bottom of the form is a 'Continue' button. Below the 'Continue' button is a link labeled 'Return to login'.

## 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:


[Contact Us](#) | [Exit](#)

**Eligibility Assessment**

What type of support are you applying for?

-Select One-  
 -Select One-  
 Legal defence/protection of an individual journalist or Media Outlet  
 Support for National Media Defence Center  
 Training or Capacity Building for Lawyers in Media Law  
 Other

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.

 This is a screenshot of the MLDI application form. At the top left is the MLDI logo. Below it is a navigation bar with five tabs: "About The Applicant" (highlighted in red), "About Your Legal Issues", "About Your Request", "Attachments", and "Review My Application". To the right of the tabs are links for "Contact Us" and "Exit". Below the navigation bar, the section title "About The Applicant" is centered, with links for "Printer Friendly Version" and "E-mail Draft" to the right. A note indicates that fields marked with a red star are required before final submission. The form contains several fields: "Prefix" (a dropdown menu), "First Name" (text input), "Last Name" (text input), "Address" (text input), "City" (text input), "Postal Code" (text input), and "Country" (a dropdown menu). At the bottom of the form, there are two buttons: "Save & Finish Later" and "Next", with the "Next" button highlighted by a red box.

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.

Correspondence  
Correspondence exchanged between lawyers

No file selected.

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\\_12?SA=AM](https://www.grantrequest.co.uk/SID_12?SA=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.

MLDI  
Media Legal Defence Initiative

Account: grants@mediadefence.org | Change E-mail/Password  
Last Log in: 8/20/2014 2:46 PM GMT00:00

Contact Us | Exit

Applications Requirements

**Applications**

Thank you! Your application has been saved. You should receive an e-mail confirmation shortly.  
Use the Show drop-down box located to the right, to display In-Progress or Submitted applications.

Show In Progress Applications

Application Name	Project Title	Requested	ID	Last Updated	Action
<a href="#">Individual support</a>		12,345	20246	03/06/2014	

### 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”

About The Applicant About Your Legal Issues About Your Request **Attachments** Review My Application

\* Required before final submission

**Attachments**

Required Documents

Please be sure that each document uploaded includes the date of document, who wrote it and the document type.

Published Articles  
A copy of any published article or recording/transcript which has been cited in the case. Alternatively, you may send us links to these materials via email, at grants@mediadefence.org.

Impugned Article.docx

Writ of summons  
 No file selected.

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**

Required before final submission

**Required Documents**

Please be sure that each document uploaded includes the date of document, who wrote it and the document type.

**Published Articles**  
A copy of any published article or recording/transcript which has been cited in the case. Alternatively, you may send us links to these materials via email, at [grants@mediadefence.org](mailto:grants@mediadefence.org).

File Name	Uploaded	Size
<u>Impugned Article.docx</u>	8/21/2014 11:27:16 AM	649KB

[Remove](#)

**Writ of summons**  
[Browse...](#) No file selected.  
[Upload](#)

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:

**MLDI**  
Media Legal Defence Initiative

**Review My Application**

Please correct the problems indicated below.

- Who is involved and how are they involved is a required field.
- How and when the legal issue began is a required field.

You can review the information you've provided so far and make necessary modifications here. If you're satisfied with the contents of the application, click Submit to forward your application for consideration. If you're not ready to submit your application yet, click Save & Finish Later.

**About The Applicant**

Required before final submission

**Applicant Information**

\* Prefix: Mrs. \* First Name: Grants \* Last Name: Officer

\* Address: Media Legal Defence Initiative, Grayston Centre, 28 Charles Square

\* City: London \* Postal Code: N1 6HT

\* Country: United Kingdom

\* E-mail Address: grants@mediadefence.org

This screenshot shows the 'About Your Legal Issues' section of the application form. It includes a header 'Your Legal Problem' and a prompt: 'Briefly tell us about your legal issue and what you hope to achieve with our assistance. Please include a summary of the relevant facts of your case and include:'. There are three required fields: 'Who is involved and how are they involved', 'How and when the legal issue began', and 'What type of media does the legal issue involve?'. The first two fields have a 'This is a required field.' error message and a checkmark icon. The third field is a dropdown menu with 'Newspaper - Print' selected. A word count 'Word count 0 of 350' is visible below the second field.

Once you have answered all of the compulsory questions, you will have to click on “Update” at the bottom of the page

This screenshot shows the bottom of the 'About Your Legal Issues' form. It includes a section for 'Correspondence' with a 'Browse...' button and 'No file selected.' text. Below this is an 'Upload' button. At the bottom right, there are two buttons: 'Save & Finish Later' and 'Update', with the 'Update' button highlighted by a red box.

## 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:

This screenshot shows the 'Review My Application' page. It features the MLDI logo (Media Legal Defence Initiative) in the top left corner. A navigation bar at the top includes links for 'About The Applicant', 'About Your Legal Issues', 'About Your Request', 'Attachments', and 'Review My Application' (which is highlighted). Below the navigation bar, there is a message: 'You can review the information you've provided so far and make necessary modifications here. If you're satisfied with the contents of the application, click Submit to forward your application for consideration. If you're not ready to submit your application yet, click Save & Finish Later.' The main content area is titled 'About The Applicant' and includes a section for 'Applicant Information'. There are two sections for file uploads: 'Amicus briefs' and 'Correspondence', each with a 'Browse...' button and 'No file selected.' text, and an 'Upload' button. At the bottom right, there are two buttons: 'Save & Finish Later' and 'Submit', with the 'Submit' button highlighted by a red box.

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.

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## 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](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:

**Please Sign In**

- **To Make A New Application**  
If you already have an account, please log in using your E-mail Address and Password. To create an account, please use the "New Applicant" link found below.
- **To Access A Saved Application**  
If you wish to finalise or access a saved application, please click [here](#) then login using the red 'IGAM Login' link. This isn't necessary if you have accessed this page via a link contained within an automated e-mail.

E-mail  
New Applicant

Password  
Forgotten Password

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.

The screenshot shows the Grants Request website interface. The top navigation bar includes the MLDI logo and account information: Account: grants@mediadefence.org, Last Log in: 8/22/2014 5:02 PM GMT00:00. The main content area has two tabs: 'Applications' and 'Requirements'. The 'Requirements' tab is active, showing a table of requirements. A red arrow points to the 'Contractual Stage Report' link in the 'Form Name' column of the table.

Form Name	Project Title	Type	ID	Due	Updated	Action
<a href="#">Contractual Stage Report</a>	TEST	Contractual Report	4850	08/22/2014	08/22/2014	

## 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.

The screenshot shows the 'Attachments' section of the Grants Request website. It has three tabs: 'General Information', 'Attachments', and 'Review My Requirement'. The 'Attachments' tab is active, showing a form with sections for 'Supporting Documentation' and 'Power of Attorney'. The 'Supporting Documentation' section has a red box around the text 'detailed description of the fees and expenses to be incurred and the services to be provided for consideration for the fixed fee.'

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:



General Information **Attachments** Review My Requirement

**Attachments**

\* Required before final submission

**Supporting Documentation**

\* Fees and Expenses  
Detailed description of the fees and expenses to be incurred and the services to be provided for consideration for the fixed fee.

Choose File No file chosen

Upload

\* Power of Attorney

File Name	Uploaded	Size
POWER OF ATTORNEY.pdf	8/22/2014 6:23:13 PM	68KB

Remove

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).

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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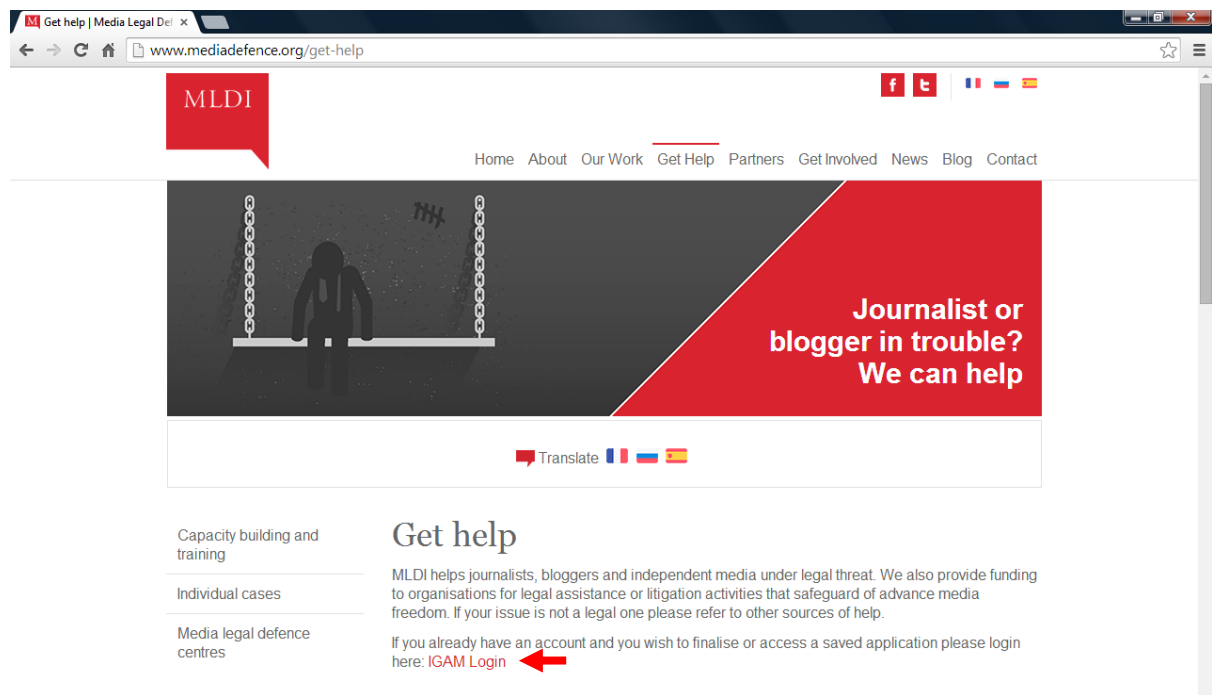
## Interim Online Report Guidelines

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.

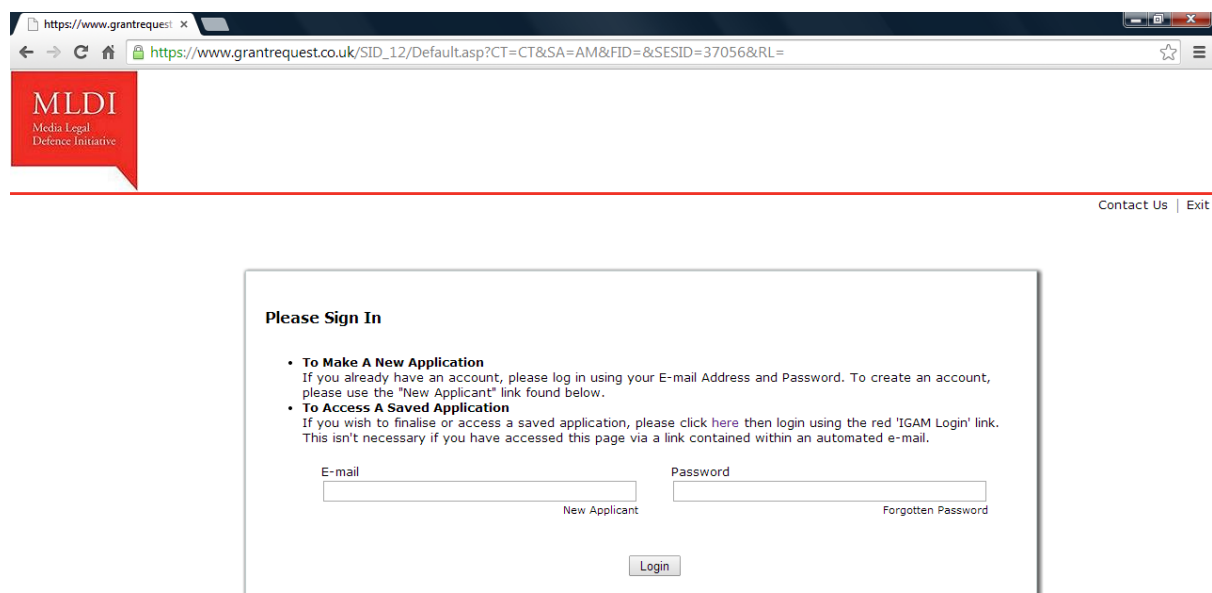
### 1. Log-into your Account and Access your Online Report

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](https://www.grantrequest.co.uk/SID_12/?SA=AM)

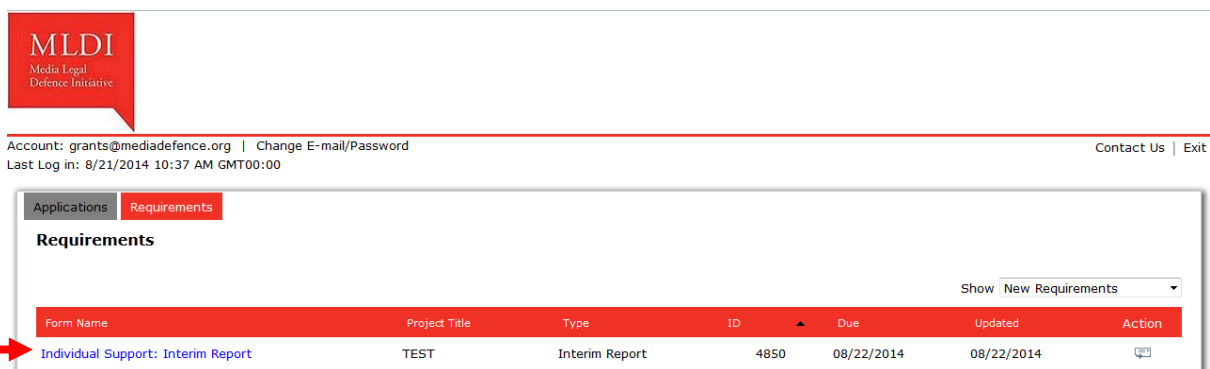
You can always find this link to access your online account, where all of your applications and reports are located, via our online website under “Help” and by clicking on the link indicated in red called “IGAM Login” – See screen shot below:



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.



MLDI  
Media Legal  
Defence Initiative

Account: grants@mediadefence.org | Change E-mail/Password  
Last Log in: 8/21/2014 10:37 AM GMT00:00

Contact Us | Exit

Applications Requirements

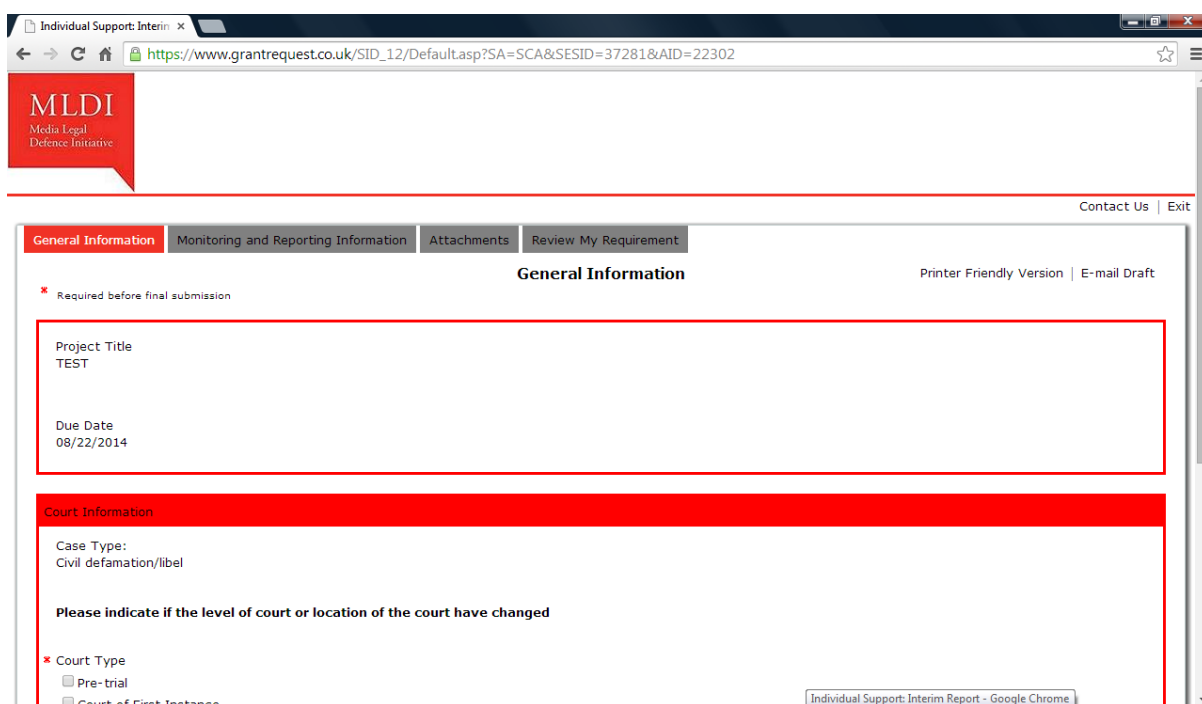
Requirements

Show New Requirements

Form Name	Project Title	Type	ID	Due	Updated	Action
Individual Support: Interim Report	TEST	Interim Report	4850	08/22/2014	08/22/2014	

## 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”:



Individual Support: Interim x

https://www.grantrequest.co.uk/SID\_12/Default.asp?SA=SCA&SESID=37281&AID=22302

MLDI  
Media Legal  
Defence Initiative

Contact Us | Exit

General Information Monitoring and Reporting Information Attachments Review My Requirement

General Information

Printer Friendly Version | E-mail Draft

\* Required before final submission

Project Title  
TEST

Due Date  
08/22/2014

Court Information

Case Type:  
Civil defamation/libel

Please indicate if the level of court or location of the court have changed

\* Court Type

☐ Pre-trial

☐ Court of First Instance

Individual Support: Interim Report - Google Chrome

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.

Save & Finish Later Next

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](https://www.grantrequest.co.uk/SID_12/?SA=AM).

Save & Finish Later Next

### 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:

General Information Monitoring and Reporting Information **Attachments** Review My Requirement

**Attachments**

\* Required before final submission

**Supporting Documentation (Please Upload Those Documents You Have Not Yet Provided)**

Writ of Summons  
Writ of Summons for civil cases.

**Choose File** No file chosen

Upload

Charge Sheet  
Charge Sheet for criminal cases

**Choose File** No file chosen

Upload

General Information Monitoring and Reporting Information **Attachments** Review My Requirement

**Attachments**

\* Required before final submission

**Supporting Documentation (Please Upload Those Documents You Have Not Yet Provided)**

Writ of Summons  
Writ of Summons for civil cases.

File Name	Uploaded	Size
Appeal filed on 22nd July 2014.pdf	8/22/2014 5:27:47 PM	668KB

Remove

Charge Sheet  
Charge Sheet for criminal cases

**Choose File** No file chosen

Upload

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).

## 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](mailto: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.

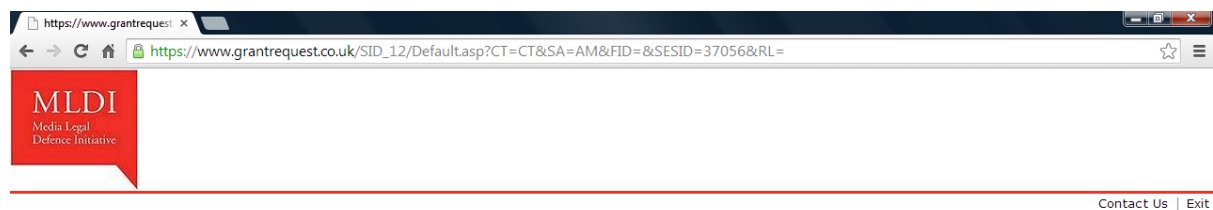
### 1. Log-into your Account and Access your Online Report

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](https://www.grantrequest.co.uk/SID_12/?SA=AM)

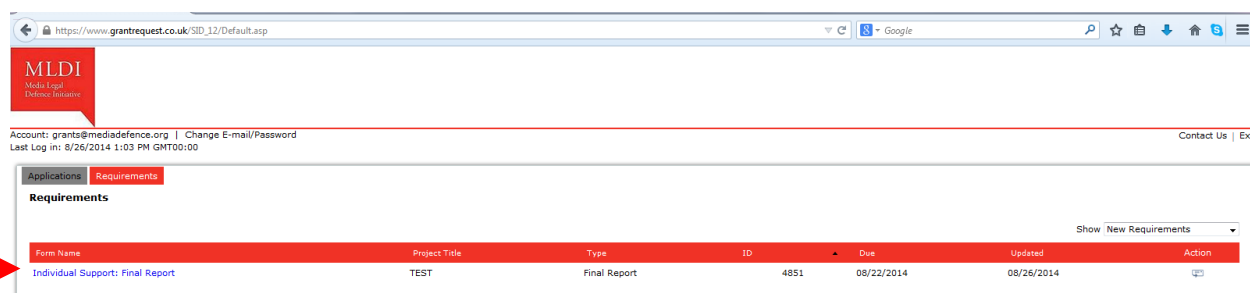
You can always find this link to access your online account, where all of your applications and reports are located, via our online website under “Help” and by clicking on the link indicated in red called “IGAM Login” – See screen shot below:



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:

**General Information**

\* Required before final submission

Project Title  
TEST

Due Date  
08/22/2014

**Court Information**

Case Type:  
Civil defamation/libel

Please indicate if the level of court or location of the court have changed

\* Court Type

☐ Pre-trial

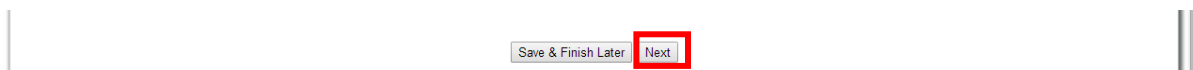
☐ Court of First Instance

☒ Appellate court

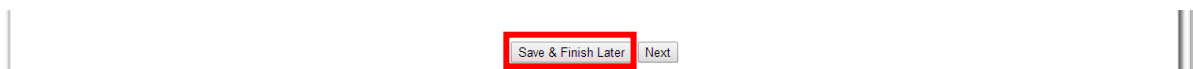
☐ Supreme court

☐ Court of cassation

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.



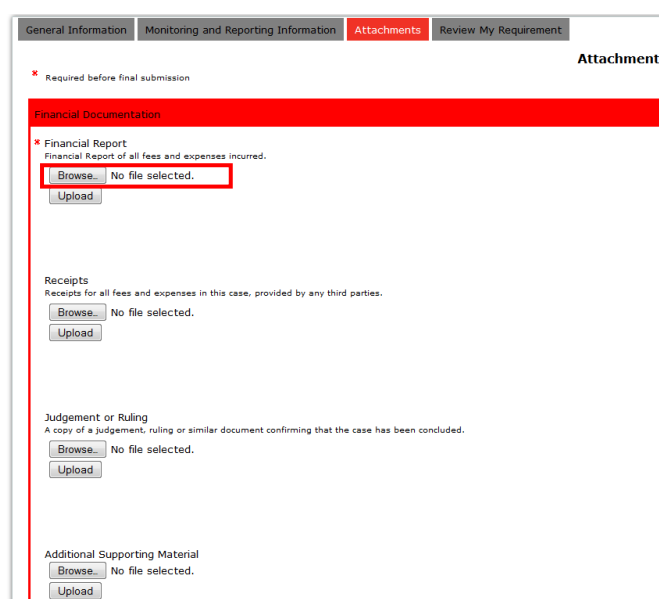
Please note that, if you want to save your report and submit it at a later time, you will have to log-in again by using this link: [https://www.grantrequest.co.uk/SID\\_12/?SA=AM](https://www.grantrequest.co.uk/SID_12/?SA=AM).



### 3. Attachments

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

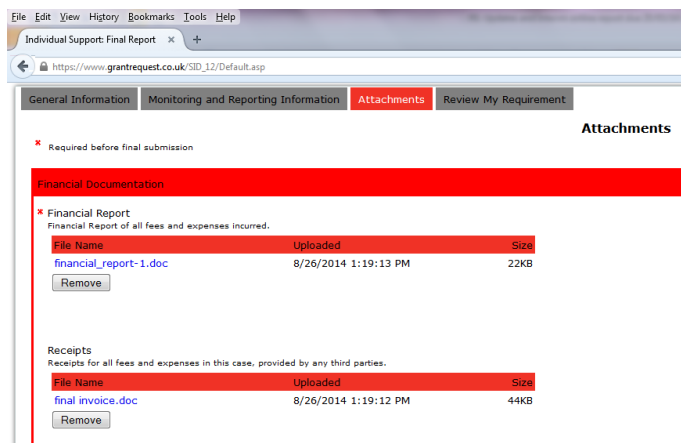
1. Under the "Financial Report" subsection, you will have to upload a document summarising all of the expenses incurred by the legal procedures of the case.
2. You will also have to upload all of the receipts related to the legal fees of the case if any, and the invoice for the remaining fees to be paid 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](mailto: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](mailto:grants@mediadefence.org), once you have submitted your Final Online Report to inform us.

Save & Finish Later Submit

*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](mailto:grants@mediadefence.org). Thank you!*