

FAQs – Reporting Process

Holiday Grants Programme



I'm ready to send my report, how do I access the form to send it to you?

Shortly after your grant is awarded we will send you an email to let you know that your Holiday Grants Progress Report form is available to be completed online, when you are ready. You will have up to three months from the date of the award letter to report to us.

How do I log in to my Henry Smith Online Account to send a Progress Report to you?

You can log into your account via the How to Apply page in the Holiday Grants section of our website. Please note, if you have forgotten your password since you made your application, there is an opportunity to reset it yourself when you click on the link above.

I've logged in to my account to fill in my Progress Report, but I cannot find it?

Once you logged in to your Henry Smith Online Account, Progress Report forms can be accessed by clicking on the 'Requirements' button on the left under the Henry Smith Logo.

Please note that you will not be able to access your form if it has expired. For the Holiday Grants programme your form will expire a month after the stated due date. If your form has expired, please contact the office and we will be able to help.