

Information for Supporters of the Companion Card

Thank you for helping/supporting people apply and use the Horowhenua Companion Card.

To apply:

- Login to SmartyGrants – <https://smartygrants.com.au/> (SmartyGrants is used for funding applications but is being used for the Companion Card trial.
- You will need to have a digital photograph of yourself for uploading.
- You can start anywhere in this application form.
- Save your progress as you go.

For Assistance:

For guidelines or form-related queries, contact us at Info@manawhaikaha.co.nz and mention your submission number.

Guidelines:

Guidelines are included in the application form.

Card Usage:

- Applicants must reside within the Horowhenua District Council boundaries.
- The Horowhenua Companion Card is valid only within the Horowhenua District Council boundaries.
- Providers outside these boundaries are not part of the trial.

Navigating the Application Form:

- Find a Form Navigation box on every screen, linking directly to each page.
- Use 'next page' or 'previous page' at the top or bottom to move through the application.

Saving Your Draft:

- To leave a partial application, press 'save and close' and log out.
- Access drafts under 'My Submissions' when you log back in.
- Download drafts as PDF via 'Download PDF' on the last page.

Submitting Your Application:

- Locate 'Review and Submit' at the bottom of the Navigation Panel.
- Review your application before clicking 'Submit.'
- Ensure all compulsory questions are answered, and there are no errors.
- Once submitted, no further editing is possible.
- Receive a confirmation email with your submitted application attached.

Note: If no confirmation email is received, check spam or junk folders.

Attachments:

- Upload a clear photograph for your companion card.
- Only submit photos of yourself; other images won't be accepted.
- File size can be up to 25MB, but aim for a maximum of 5MB for quicker uploads.

Spell Check:

- Most browsers have built-in spell checking (e.g., Firefox, Safari, Google Chrome).
- Adjust your browser settings to enable or disable this feature.

Feedback:

We want the process of applying for a companion card to be easy for you, therefore if you have any feedback on our application process please let us know at info@manawhaikaha.co.nz