# Översikt över ansökan

Kom ihåg: ansökan görs i ett digitalt formulär i [**Bidragsportalen**](http://www3.spsm.se/bidragsportalen/Account/Login.aspx)**.** Detta dokument är bara till för att ge en överblick och hjälp inför ansökan.

Ansökan består av steg 1, 2 och 3

**Steg 1. Ansökan**

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Hjälp

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| Somatisk avdelning |

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| Söker ej bidrag för somatisk avdelning. |

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| Verksamhetsansvarig \* |

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| Antal årsarbetare \* |

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| Kostnad inkl sociala avgifter \* |

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| Lärartjänster för undervisning på sjukhus eller annan motsvarande institution |

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| Uppskattat antal elever per år \* |

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| Beskriv er undervisning. (Tex. har ni mest enskild eller gruppundervisning? Hur ser dagen ut? Vilka öppettider har ni, dvs. när under dagarna erbjuds undervisning? Vilka lärverktyg kan ni erbjuda? ) |

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| Beskriv på vilket sätt ni arbetar för att eleverna ska bli delaktiga i undervisningen.  |

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| BUP-klinik |

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| Kostnad inkl sociala avgifter \* |

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| Lärartjänster för undervisning på sjukhus eller annan motsvarande institution |

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**Steg 2. Kostnader och bidrag**

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| Övriga upplysningar: |

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**Steg 3. Granskning och signering**

I detta steg återfinner ni en översikt över era svar. Granska att korrekt information är ifylld och signera därefter med hjälp av den signeringskod ni fått skickad till er i samband med att ni skapade användarkonto i bidragsportalen. Om ni glömt eller inte kan återfinna er signeringskod, skicka e-post till sis@spsm.se med det namn eller användarnamn som är kopplat till er användare och efterfråga ny signeringskod. Vi svarar så fort vi kan.