

# Applying to the AerCare Grants Programme

## APPLICATION HELP GUIDE

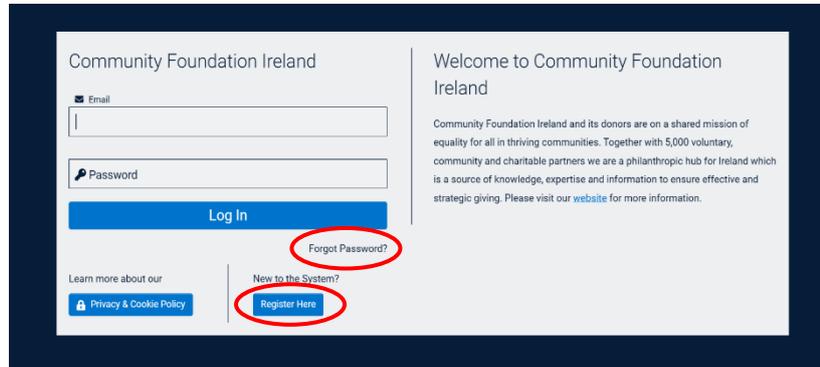
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## Section 1: Accessing the Grants Portal

All applications for funding must be submitted through the Grants Portal. Any applications that are submitted via email or through the post will not be accepted for funding.

To submit your application, you must [log in to our Grants Portal](#).



If you have already logged into our Grants Portal and know how to use it, AND you have already completed your organisational profile, please skip to page 5 “Introduction to the Grant Round”.

### *Logging in*

If you have applied to Community Foundation Ireland for funding in the past on behalf of your current organisation, you may already be in our system. You will be invited to ‘Forget your Password’ and then log in with your new details.

When you log in, you will be able to see all of the previous applications submitted by your organisation and opportunities to apply for funding.

### *Registering for the first time*

If you have never applied for funding before, or you have recently joined your organisation, you may need to register an account to access your Grantee Portal. Click ‘Register Here’ to go through the registration process.

When you register, you will be asked to search for your organisation. You can use the organisation’s name, Charity Number or Company Number to see if it is already on our system.

**\* Organisation Name**

Test

Organization Name: Test Friendly

CRO: 0

RCN: 0

If your organisation already exists, you can submit your contact details. Once your account is approved, you can log in and access the opportunities to apply for funding.

If you don't see your organisation listed, you will need to add a new organisation and fill in the basic information.

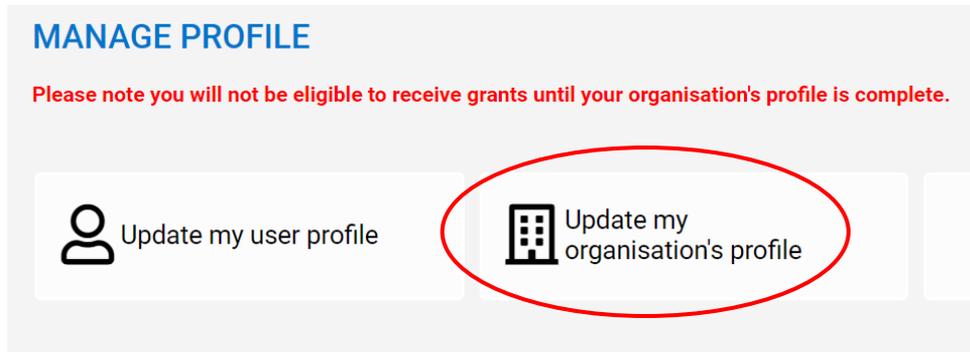
 **Instructions**

Please enter your Organisation Name, CRO or RCN in the field below to search for your organization in our database. If you have previously mentioned, our database will suggest a match and then click on the name.

If you can't find your organisation, please [click here to add a new organisation](#).

### *Submitting your governance information and documentation*

Before applying for funding, you will need to update your User Profile and Organisations Profile. If we do not have up-to-date information for your User and Organisation Profile, this will impact your ability to receive funding from the Foundation.



Please note that there are several tabs to complete with information about you and your organisation. Please make sure you have answered **all** of the required questions on each of the Tabs.

It will look like this:



Each organisation will be required to submit Governance Documents. This includes:

- **Governing Document** such as a Constitution or Memorandum and Articles of Association.
- **Proof of Identity of two Trustees or Committee members.** This might include Passport, Drivers License or PPS card for Irish Nationals.
  - Organisations with incomes under €100,000 are exempt from this requirement.
- **Financial Accounts or Income and Expenditure for the two most recent financial years.** These must be signed and for organisations with an annual income of €100,000 or more, these must be audited.
- **Bank Statement Header** that includes your organisation's name, BIC and IBAN. We do not need to see any of the transactions; this is simply to verify your banking information.
- If you are a Company, the **Certificate of Incorporation** or equivalent.

Please make sure you have these documents ready and submitted before you apply for funding. Missing or incorrect documentation will impact your ability to receive funding.

Remember to click 'Submit' once all the information is uploaded.

## Section 2: Introduction to the Grant Round

### *About the Grant Round....*

Over the next three years (2026-2028), AerCap is seeking to identify several key strategic partnerships that align best with its corporate values and its key Sustainable Development Goals (SDGs). In 2026, up to 20 organisations will be selected for grants. This pool of grantees will be narrowed down to 10 organisations in 2027 and to five final strategic partner organisations in 2028. The final five organisations selected will have shown demonstrable alignment with AerCap's values and SDGs, and will have developed a strong relationship with AerCap over the course of three years in terms of showcasing the impact of AerCap's investment both through impact reporting and occasional presentations to AerCap staff, as well as volunteering opportunities. These final five organisations will receive a three-year funding commitment from the AerCare Grants Programme (2028-2030).

### *Making your application*

Once you have submitted your organisation's information and governance documents, you can start your application to the grant round. On the Grants Portal homepage you will see the Funding Opportunities available to you.



You will see a full list of the grant rounds that you can apply to. Click on the relevant grant round to read the criteria and apply for funding. **Please ensure you have read the criteria document before applying to the grant round.**

Click Apply Now to access the application form.

## *Navigating the application form*

There are a number of different sections to the application form, so please remember to click through all of the tabs before submitting your application. You can also click 'Next' at the bottom right-hand side of the screen.

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PROJECT SUMMARY   PROJECT DETAIL   PROJECT BUDGET   FINAL CONFIRMATION

NEXT >

**Project Summary:** This is where you will input the basic information about the project such as main contact details associated with the proposal, and the project demographics, issues and location. These pieces of information help us to measure our impact so please choose the options from the dropdown lists that suit your project the most.

**Project Detail:** This is where the main questions about your project are listed such as the need for the project, the activities that will take place as a result of the funding, the value, and the impact of the project. We have outlined below some tips, tricks and advice for completing the application form. So make sure you read through this as you prepare your answers. Keep an eye out for the word limits too!

**Project Budget:** You can add in the information about your project budget in this tab. We also ask questions about the financial capacity and capabilities of your organisation to manage the funds if you are successful in your application. This is your opportunity to show us that you have policies, procedures and experience to manage the funds and the project. When you fill out the budget, please include your TOTAL project/programme cost. This will help us understand the full cost of the project and how our contribution will help.

**Final Confirmation:** Provide your consent here for us to contact you in relation to opportunities with our donors. Your answers here do not impact your likelihood of receiving funding. And finally, upload any documents that are requested of you for this application. Unless you have the correct documents, you won't be able to receive funding.

## *The required documentation*

When you sign up as an organisation on the system, you are required to submit your governance information. This is reviewed and if you are deemed eligible for funding, the eligibility will last for 12 months.

When you submit your application, there may be additional documents required if your project is more complex. The documents required will appear as part of the application form but are listed here too to help you prepare.

If you have not submitted the correct documentation with your application, this may impact your ability to receive funding.

Document required	When required:
<b>Bank Statement Header</b>	This is only required if the funding will go to a different bank account than to what is already on file.
<b>Tax Clearance Certificate</b>	Tax clearance certificate is required if you are <u>applying</u> for funding of more than €30,000. This may not be applicable to organisations in all countries.
<b>Policy for Recording and Handling Donations. This might be your financial or grants management policy</b>	This is only required if you are applying for more than €100,000. If your organisation is outside of Ireland, you may also need to submit this.

### Section 3: Writing a strong application

Please ensure you cover the below in your application:

- What the impact of your project will be, including the impact on the people you serve and on your organisation.
- How you are going to measure these impacts i.e. showcase examples of how you are going to demonstrate the impact.
- Why you are the best organisation to complete this work.

Please read the question help section below carefully, as we cannot tailor the application forms and the guidance provided will explain the type of answers we are looking for.

Application Question	Additional Information or Advice
Project Summary	
Who is the main contact at your organisation for this grant?	
Who is the secondary contact for this grant?	From your organisation
What type of support are you applying for?	
Describe your project in one sentence. This should be a clear summary of your proposed project that will be used in publications to describe your work, should your grant be successful.	
Project / funding start date	
Project / funding end date	
Project Beneficiaries	
Gender	
Primary Age Group	If you are applying under SDG 4: Quality Education, please select Children and Young People. The application form will then ask you for a more specific age group, so please select the relevant group. If you are applying for early childhood development programming, select 0-4. Similarly please select the correct age group to indicate whether you are focusing on primary and/or secondary school children.
Secondary Age Groups	
Primary Demographic Group	For those applying under SDG 3: Good Health & Wellbeing, you will most likely be selecting "People with illnesses". Under SDG 4: Quality Education, you will most likely be selecting "Pupils and Students". Under SDG 10: Reduced Inequalities, you may have a specific demographic group you serve but most likely you will

Application Question	Additional Information or Advice
	choose “Families,” or “Local Communities”. Please select “General Public” <b>only</b> if you are applying for advocacy work.
Secondary Demographic Groups	
Project Issue Areas	
Primary Issue	
Secondary Issues	
Sustainable Development Goal	Please choose the SDG most relevant to your project. Your primary SDG should be 3, 4, and 10 as per the grant round criteria. If your project focuses on another SDG as its primary object, you will be deemed ineligible.
Secondary Sustainable Development Goal(s)	Please select up to three other SDGs you feel are relevant to your project.
Project Geographic reach	
Country	
Primary County	If you are working in Ireland, please be sure to choose the county or counties where your work will take place.
Secondary Counties	
If relevant, does your organisation work in a specific type of community?	This refers to cities, towns, rural areas, but you can also answer N/A.
Project Types	
My project addresses the problem through:	
The funding will support:	
Banking Information	

Application Question	Additional Information or Advice
Bank Name	
Other Bank Name	
Bank Address	
Bank Account Name	
Bank Account Number	
Sort Code	
BIC/SWIFT	
IBAN	
Bank Note Additional Details	

Project Detail tab	
What is the need for this project? (Please support your answer with research or evidence from your beneficiary groups).	Responses that include clear evidence will receive higher scores. This evidence may draw on your own previous work, existing research, or similar sources. Additionally, answers that explicitly show how your project addresses a focus of work identified in the criteria document will be viewed more favourably.
Describe your project/programme	Please use plain English to describe the work you intend to carry out with this funding.
Demonstrate how your project/programme meets the need identified above and the objectives of this grant round.	Please review the criteria documents very carefully to answer this question and be clear about how your project relates to your chosen SDG and AerCap's corporate value of <b>Ambition</b> .
What are you hoping to achieve with your project? What are the three main aims or objectives?	Please list 3 clear aims of your project.

Application Question	Additional Information or Advice
Please outline how you will successfully engage the wider community in your project.	For this question, applications will score more highly if you show evidence that your work meets the needs of your community. <b>This is where you should note whether there are public volunteering opportunities available.</b> Availability of volunteering will not be part of your application’s score, but AerCap would like to know whether it would be possible for employees to volunteer. Please note that availability of volunteering opportunities <b>does not guarantee</b> that AerCap staff will be able to volunteer.
Quarterly Timeline and Activities table Please click “Add/Edit Activity Timeline”	What activities will take place as a result of this funding? Please give a quarter-by-quarter timeline of your project. Given that the grant period is for 6 months, you should only be showing 2 quarters.
Unique Value	
Additional information	
What is the unique value of this project?	Why is your work needed in particular? Please be clear about how your work meets the particular needs of your community and show how it does not duplicate other similar work.
Why is your organisation best placed to lead project?	Please clearly say why your organisation should lead the project. This can draw on your track record of success, your existing partnerships, your staff/volunteer expertise, your community network, etc. In this section, you can clearly demonstrate how your project relates to AerCap’s corporate value of <b>Excellence</b> particularly in relation to its governance.
How will the opinions and voices of your beneficiaries be included in the development and delivery of this project?	We are always looking for projects designed with the beneficiaries’ input. In this question you can demonstrate how your project meets the AerCap corporate value of <b>Respect</b> .
How does your project align with Government policy/strategy.	Only answer this if applicable.

Application Question	Additional Information or Advice
Are you working with other organisations on this project?	
How many charitable organisations are you working with on this project?	Please give a number of other organisations you are working with.
Provide details of the organisation you are working with and the nature of the partnership.	Please list any and all partners.
Project Impact	
Additional information	
What is the estimated total number of direct beneficiaries?	This describes people who will directly benefit from your work (for example, people receiving services or actively participating in a project).
What is the estimated total number of indirect beneficiaries?	This describes the wider community/group of people who will benefit from your work (for example, families of direct beneficiaries).
How many staff members will be involved in this project?	
How many volunteers will be involved in this project?	
Describe the intended impact of this project on the direct beneficiaries.	
Describe the intended impact of this project on the indirect beneficiaries	
How will this project impact your organisation internally?	

Application Question	Additional Information or Advice
How will you monitor and measure the impact of your project?	Answering this clearly increases your chance of success. By the end of the grant period, what will you have to show for the funding granted?
What will you do to ensure the success of this project?	
<b>Project Budget Tab</b>	
What is the total cost of the project?	Please clearly list TOTAL COST of project in EUR equivalent, not what you are applying to us for. We want to understand how our contribution would compare to the wider work you are doing. Where relevant, you might be applying to us for the full cost of a project.
How much money are you applying to us for?	Please input the total amount you are applying to us for in EUR. The maximum you can apply for is €17,000 EUR.
How much if any has been raised so far?	
Details of funding raised so far	Please describe the funding sources that have already been secured. Please also describe how you would use our funding toward the total budget.
Budget Table	<p>The criteria document lists eligible costs. Please check to make sure that the budget items in your application form are all eligible.</p> <p><b>Please include your costs in their EUR equivalency in the budget table. If you are successful we will pay the grant based on the exchange rate from EUR to your local currency on that day.</b></p> <p>For example, USA-based organisations applying for €16,900 will receive approximately 20,000 USD. An organisation from Singapore that applies for €16,900 will receive approximately 25,200 Singapore Dollars. Again, your final amount received will be based on the exchange rate from EUR to your local currency on the day of the bank transfer.</p>

Application Question	Additional Information or Advice
Financial Management	
If the total cost exceeds amount requested, plus any funds raised so far, how will the remaining gap be funded?	Describe your plans to raise the remaining funds. If you do not have those plans, please describe what part of the project you would be able to successfully deliver with the funding level you have secured/are applying for. In other words: if you don't raise the total cost needed, what does that mean for your project delivery?
What will happen when this funding ends? Will the work be sustained by other funding? If yes, how will you raise these funds. If not, how will your organisation manage the wind down of the project?	
Please demonstrate how your organisation has the financial capacity and capabilities to manage a grant of this size.	Please describe any similar-sized grants you may have successfully managed, the financial capacity/expertise and processes you have in your group, etc. This is another place where you can demonstrate that your organisation and project meet the AerCap corporate value of <b>Excellence</b> .
Budget Checklist	
Will you be hiring a new staff member as a part of this project?	
Please confirm that you have an up to date Equal Opportunities Policy in place that is in line with the Employment Equality Acts 1998 - 2015 and the Equal Status Acts 2000 - 2018.	
Will you be working directly with children 0-18 as part of this project?	
Please confirm the following: - That your organisation has a safeguarding statement or policy in place. - That this document is reviewed annually and	

Application Question	Additional Information or Advice
<p>follows best practice as outlined by the Charities Regulator and Statutory Bodies.</p> <ul style="list-style-type: none"> <li>- That your organisation is compliant with the Children First National Guidance for the Protection and Welfare of Children 2017 and Children First Act 2015.</li> </ul> <p>You should be able to provide your organisation's up to date Safeguarding policy if requested.</p>	
<p>Will you be working directly with vulnerable adults as part of this project?</p>	
<p>Please confirm the following:</p> <ul style="list-style-type: none"> <li>- That your organisation has a safeguarding statement or policy in place.</li> <li>- That this document is reviewed annually and follows best practice as outlined by the Charities Regulator, Statutory Bodies and Safeguarding Ireland.</li> <li>- That your organisation is compliant with the proposed Adult Safeguarding Bill 2017.</li> </ul> <p>You should be able to provide your organisation's up to date Safeguarding policy if requested.</p>	
<p>Does your project include larger scale capital/building work (where the cost of the work totals more than €20,000)?</p>	
<p>Final Confirmation Tab</p>	

Application Question	Additional Information or Advice
Would you be able to host a site visit from the donor to see the impact of your work?	
Would it be appropriate for a donor to speak to some of the beneficiaries of this project to learn more about the impact of their funding?	
How did you hear about this grant round?	
I confirm that the information given on the application form is true and my group has formally agreed that I can act on their behalf. I confirm that I have attached all required additional documents.	
If successful, please confirm whether Community Foundation Ireland can share your contact details with the funder to share information in relation to this grant round.	
If we are not able to fund you through this grant round, please indicate whether you would like us to share this proposal and contact details with another potential funder.	
Documentation Upload	
Bank Statement-if different to the one on your organisational profile	