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. In order to submit your application, you must log in to our Grants Portal.

Multiple staff/volunteers at your organisation can create logins for the Grants Portal, so that you are able to work on applications together.
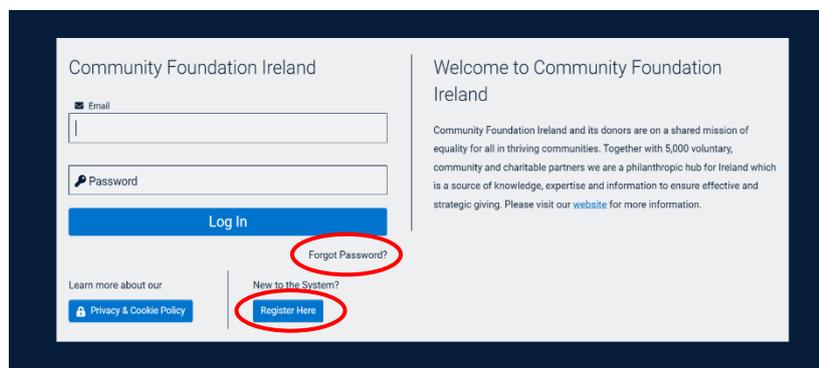

Logging in

If you have already used the grantee portal, simply log in with your email address and password. 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. Simply enter your email address, click 'Forgot Password', and you will receive an email with instructions for setting a password to access the portal.

When you log in, you will be able to see all of the previous applications submitted by your organisation and any 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, as follows:
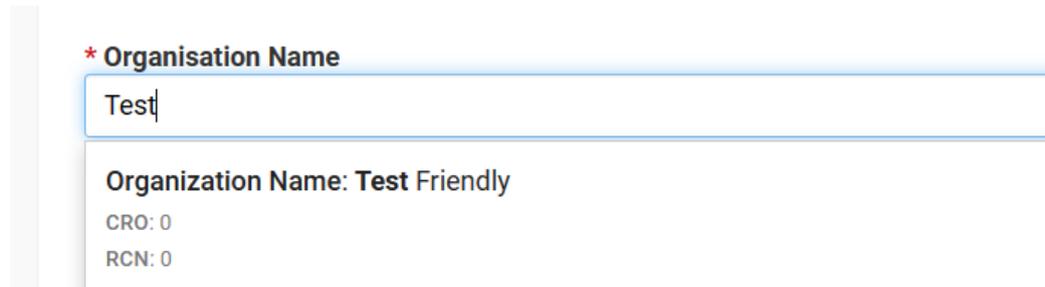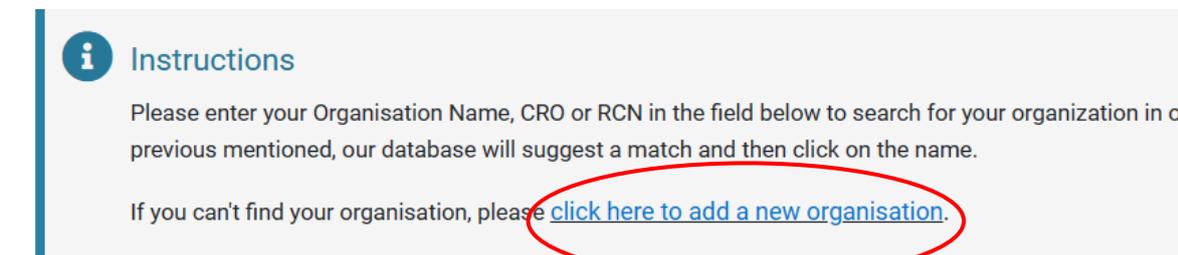

If your organisation already exists, you can submit your contact details. Once your account is approved, you can log in and access the opportunities to apply for funding.

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

Submitting your governance information and documentation

Before applying for funding, you will need to update your User Profile and Organisation Profile (see below). 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.
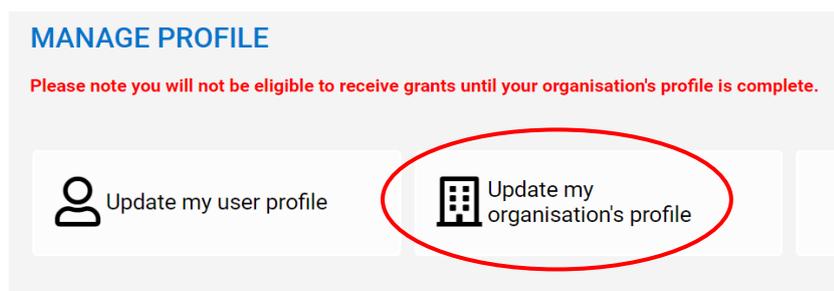
Please note, there are a number of Tabs to complete information about your Organisation. Please make sure you have answered all of the required questions on each of the Tabs. They will look like this:

ORGANISATION BASIC INFORMATION   PURPOSE AND IMPACT   GOVERNANCE

Via the 'Governance' tab, each organisation will be required to submit Governance Documents.

For an organisation <u>with an annual income of less than €100,000</u>, it suffices to upload the following:

- A constitution. If you don't have an official constitution, a mission statement signed by two committee members is sufficient.
- A bank statement where the account name matches the organisation. We don't need to see transactions, just the "header" of the statement that shows the account name, account number, sort code and IBAN.
- Your most recent annual accounts, signed by two committee members. If you don't have annual accounts, a Profit and Loss statement for the previous year, signed by two committee members, is sufficient.
- A list of your current trustees/committee members, with dates of appointment.

Please note that the constitution or mission statement, and annual accounts, <u>must</u> be signed by two committee members.

For larger organisations, <u>with an annual income above €100,000,</u> the above documents and information are required, along with several additional documents, as follows:

- Proof of identity of two trustees. Proof of address of one of these trustees.
- Certificate of Incorporation (if a company)
- Financial Accounts for the last <u>two</u> years. These <u>must</u> be signed by directors and auditors (where applicable).
- A Tax Clearance Certificate
- A policy or set of procedures for recording and handling donations (if applying for more than €30,000.

All governing documents must be submitted before any application deadline.

Keep in mind that your organisation's registration may take 24 hours to be approved, so please ensure that you give yourself enough time to register and fill out the application form.

Section 2: Applying via the Grants Portal

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 once the grant round opens.
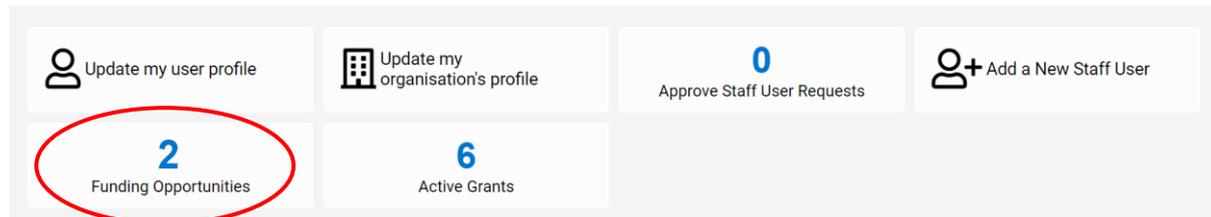
Please ensure you have read the Grants Criteria document before applying.

Navigating the application form

There are a number of different sections to the application form, 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 (see below)/.

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

Project Budget: You can add in the information about your project budget in this tab. We also ask questions about the financial capacity of your organisation to manage the funds if you are successful. This is your opportunity to show us that you have policies, procedures and experience to manage the funds and the project.

Final Confirmation: Provide your consent here for us to contact you in relation to opportunities with our donors, and upload any relevant documents.

Section 3: Application Form Questions

If you wish to draft your application offline, please contact us at info@foundation.ie and we can send you a Word copy of the questions. Remember, however, that applications must be submitted via the portal. Emailed applications will not be accepted.