

Applying for Mayo Sustainability Fund

APPLICATION HELP GUIDE

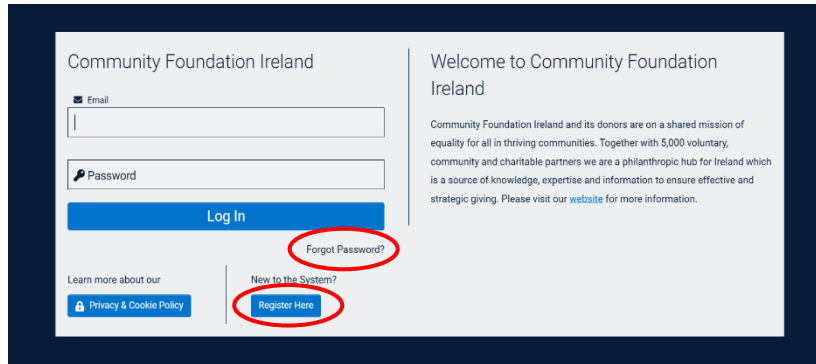
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Section 1: Accessing the Grants Portal

All applications for funding must be submitted through the Grants Portal. Any applications that are submitted via email or through the post will 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

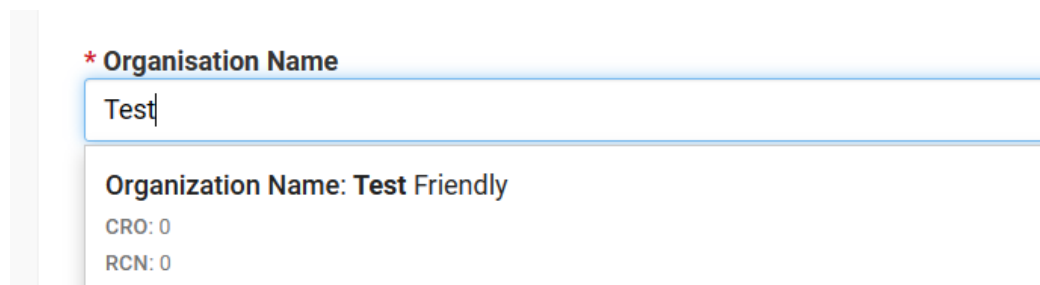
If you have applied to Community Foundation Ireland for funding in the past on behalf of your current organisation, you may already be in our system. You will be invited to ‘Forget your Password’ and then log in with your new details.

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.



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.



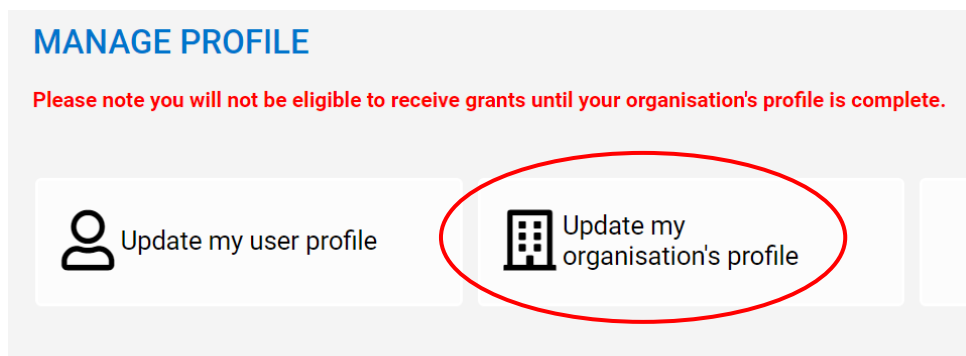
Instructions

Please enter your Organisation Name, CRO or RCN in the field below to search for your organization in our database. If your organization is not 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](#).

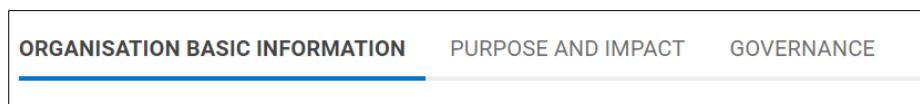
Submitting your governance information and documentation

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, there are a number of Tabs to complete information 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....

The Mayo Sustainability Fund supports local efforts to promote sustainability in Mayo communities.

In 2023, the Sunflower Charitable Foundation asked Community Foundation Ireland to commission a scoping study from UCD to assess the potential for a Sustainability Fund in Mayo. This study, along with a follow-up community consultation, showed that Mayo has a strong network of dedicated organisations working in various areas of sustainability.

The study identified key challenges such as limited knowledge of funding sources, lack of flexible and long-term funding, limited time and resources for applying for funding, and barriers that smaller organisations face. It also highlighted gaps in funding for core operations, capital needs, networking, peer learning, deep community engagement, and project scaling.

While Community Foundation Ireland cannot address all these challenges, we aim to help by providing funding that supports networking, growth, and development. In 2025, the Fund will offer flexible funding, funding for collaboration, peer learning, and project expansion. We will also simplify the application process to ensure the funding is accessible. As this is a pilot year, we will continue to listen to the community and adjust our support accordingly.

Grant Making Programmes

There are two grant programmes available through the Mayo Sustainability Fund.

Organisations can apply to one or both:

1. Project Plus – small to medium-sized grants to support your organisation’s projects or programmes.
2. Collaboration for Sustainability – medium to large grants to support joint efforts, networking, and shared services.

You can submit **one application per programme**, provided each application meets the eligibility criteria.

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.

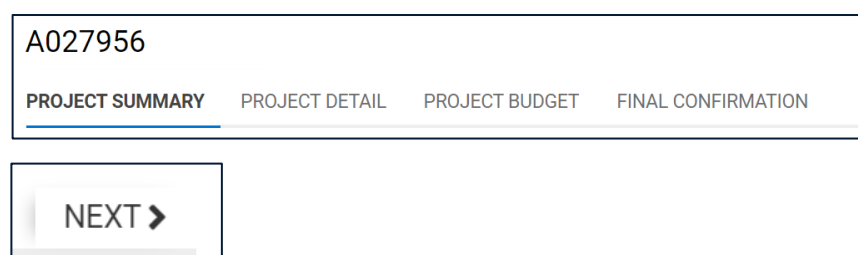


You will see a full list of the grant rounds that you can apply to. Click on the relevant grant round to read the criteria and apply for funding. **Please ensure you have read the criteria document before applying to the grant round.**

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.



The image shows a screenshot of the application form interface. At the top, there is a header bar with the reference number 'A027956' on the left. Below this, there is a navigation bar with four tabs: 'PROJECT SUMMARY', 'PROJECT DETAIL', 'PROJECT BUDGET', and 'FINAL CONFIRMATION'. The 'PROJECT SUMMARY' tab is currently selected and highlighted with a blue underline. Below the navigation bar, there is a large button labeled 'NEXT' with a right-pointing arrow.

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:
Bank Statement Header	This is only required if the funding will go to a different bank account than to what is already on file.
Tax Clearance Certificate	Tax clearance certificate is required if you are applying for funding of more than €30,000.
Policy for Recording and Handling Donations. <i>This might be your financial or grants management policy</i>	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

We want to know what the long-term impacts of your project will be. This includes impact on people, the environment, the civil society sector, and the issue of climate and sustainability at large.

We want to know how you are going to measure these impacts.

We want to know why you are the best organisation to complete this work in Mayo.

Please read the question help section below carefully as we can not tailor the application forms and the guidance below will tell you what kind of answers we are looking for.

Long Form

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	
Is this grant single-year or multi-year?	Please choose the correct option as this will affect the type of budget form you can fill out. As we noted in the criteria documents, only one year of funding is guaranteed from the Mayo Sustainability Fund, but we will accept multiannual applications.
Project Beneficiaries	
Gender	
Primary Age Group	
Secondary Age Groups	
Primary Demographic Group	If your project focuses on advocacy, please select "General Public". Other options that might be relevant to your project include "The Environment", "pupils and students", and "local communities".
Secondary Demographic Groups	
Project Issue Areas	
Primary Issue	
Secondary Issues	
Sustainable Development Goal	Please choose the SDG most relevant to your project. We would expect that applications for the Mayo Sustainability Fund would be in the areas of clean water, clean energy, sustainable cities, responsible

Application Question	Additional Information or Advice
	consumption, climate action, life below water, and/or life on land. If your project focuses on the social impact of climate change, your SDGs may be different.
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	This must be Co. Mayo, or your application will be ineligible.
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	
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).	Answers that show evidence will score more highly. Evidence can be from your own previous work, existing research, etc. Additionally, answers that make it clear how your project is addressing a need laid out in the criteria document will also be stronger answers.

Application Question	Additional Information or Advice
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. Applications for the “Collaboration for Sustainability” programme should clearly describe how the project supports cohesion in the sector in Mayo. Applications for the “Project Plus” programme should clearly describe your work and how the funding requested will enable you to deliver your work effectively.
What are you hoping to achieve with your project? What are the three main aims or objectives?	Please list aims for all projects if applying for more than one
Please outline how you will successfully engage the wider community in your project.	For the “Collaboration for Sustainability” programme, please use this section to explain how you have or will achieve buy-in from the groups you plan to collaborate with. For the “Project Plus” programme, please use this section to describe any other community engagement needed to make your project successful.
Quarterly Timeline and Activities table <u>Please click “Add/Edit Activity Timeline”</u>	What activities will take place as a result of this funding? Please give a quarter-by-quarter timeline of your project. If you are applying for multi-annual funding, please include all quarters of activity.
Unique Value	
<i>Additional information</i>	
What is the unique value of this project?	If applying for the “Collaboration for Sustainability” programme, please give a clear answer as to how your project meets the need for collaboration, cohesion, and networking in Mayo. For the “Project Plus” programme, we want to understand why your project is uniquely effective in achieving its aims.
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.
How will the opinions and voices of your beneficiaries be included in the development and delivery of this project?	If the beneficiary is the environment please state how you have designed the project to support it.
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. You must have consulted with these partners and have their consent and buy in to include them in this application in advance of application
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, if your project engages citizen scientists to help protect a local beach, you might give the number of engaged citizen scientists as your direct beneficiaries, while the indirect beneficiaries would be the estimated number of people who use/access the beach).
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.	
What is the impact of this project on the local environment?	For the “Project Plus” programme, this answer should simply state how your work helps protect or conserve your environment. If your project focuses more on areas like education or the impact of climate change on people, you can still describe the ultimate goal/bigger picture that your work contributes to. For the “Collaboration for Sustainability” programme, please use this section to make it very clear how your work (which may be administrative or capacity-building) contributes to sustainability in Mayo.
Describe the intended impact of this project on the indirect beneficiaries	
How will this project impact your organisation internally?	
What is the potential impact of this project on influencing attitude shifting culture shifts or for wider systemic or policy change?	You can answer this question in a way that is appropriate for the size of your organisation and in the context of Mayo. If your organisation is small you might answer around how it influences the local sustainability

Application Question	Additional Information or Advice
	sector, while if your organisation is larger you may answer the question as is.
How will you monitor and measure the impact of your project?	Answering this clearly increases your chance of success. You may wish to include monitoring and evaluation as a budget line item. Independent evaluation is not required, but please show that your organisation has some way of measuring success.
What will you do to ensure the success of this project?	
Project Budget Tab	
What is the total cost of the project?	Please clearly list TOTAL COST of project, 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?	
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	Depending on whether you selected “single-year” or “multi-year” in the Project Summary tab, you’ll be given a budget table to fill out with one year of line items or up to 3 years. Again, please submit the entire cost of the project so that we understand how funding from the Foundation contributes to the whole. Each criteria document lists eligible costs. Please check to make sure that the budget items in your application form are all eligible.
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

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

Application Question	Additional Information or Advice
You should be able to provide your organisation's up to date Safeguarding policy if requested.	
Does your project include larger scale capital/building work (where the cost of the work totals more than €20,000)?	
Final Confirmation Tab	
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	
Tax Clearance Certificate – if grant request is over €30k	
Policy for recording and handling donations – if grant request is over €100k	
Other Document Upload	

