
Reasonable Accommodation Policy

***Approved by the board on December
09th 2025***

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Introduction

Community Foundation Ireland (the **Foundation**) and its donors are on a shared mission of equality for all in thriving communities. Together with over 5,000 voluntary, community and charitable partners we are a philanthropic hub for Ireland which is a source of knowledge, expertise and information to ensure effective and strategic giving.

Our mission is supported by four pillars: Sustainable Futures, Inclusive Communities, Empowering Generations and Accelerating Change.

Purpose

The purpose and scope of this policy is to provide an overview of the Foundation's approach to requests for reasonable accommodation by grantee applicants, who may have a disability, operating on behalf of a grantee organisation in registering their organisation or applying for a grant.

Principles

The Foundation is guided by the following principles in implementing reasonable accommodations:

- Equality of access for all applicants.
- Respect for dignity and independence.
- Timely and effective support tailored to individual needs.
- Confidentiality and data protection in handling accommodation requests.

Legal Framework

The operation of this policy is guided by the **Equal Status Acts 2000–2018** which prohibits discrimination in the provision of goods and services and requires service providers to make reasonable accommodation for persons with disabilities.

The legal definition of disability stipulated in the Employment Equality Act 1998 and Equal Status Acts (2000) as amended, defines disability as follows:

1. “the total or partial absence of a person's bodily or mental functions, including the absence of a part of a person's body,
2. the presence in the body of organisms causing or likely to cause, chronic disease or illness,
3. the malfunction, malformation or disfigurement of a part of a person's body,
4. a condition or malfunction which results in a person learning differently from a person without the condition or malfunction, or

5. a condition, illness or disease which affects a person's thought processes, perception of reality, emotions or judgement or which results in disturbed behaviour."

and shall be taken to include a disability which exists at present, or which previously existed but no longer exists, or which may exist in the future, or which is imputed to a person."

Requesting Accommodation

Applicants who require assistance should contact the Foundation's grants team via email or phone and the team will aim to support the applicant; contact should be made with the Foundation as early as possible in the application process.

Requests can be made via email to info@foundation.ie or by calling the Foundation's main office +353 (1) 8747354.

All requests will be handled confidentially and assessed on a case-by-case basis.

If the standard support offered is deemed insufficient a request for reasonable accommodation, can formally be made by completing and returning the Request for Reasonable Accommodation Form (**Appendix 1**)

Examples of Reasonable Accommodation

If it is decided that assistance is required, reasonable accommodations may include, but are not limited to:

- Clear, plain language guidelines along with eligibility criteria being published
- Q&A documents being provided.
- Webinars being provided
- Grants support staff being made available through email and phone call, where possible and appropriate so as to provide technical (regarding the system) and other guidance and support e.g. to explain and review application criteria.
- Offering additional time to complete applications, where possible and appropriate.

If it is decided that no reasonable grounds for assistance have been established the applicant will be informed accordingly and will be directed to our standard support services.

Requests may be declined where the accommodation would impose a **disproportionate burden** on the Foundation.

Appeals

In the event a reasonable accommodation is declined, the decision can be appealed to the Governance and Compliance Manager at the Foundation in writing within 5 working days of the decision being issued.

The appeal should be sent by email to info@foundation.ie marked for the attention of the Governance and Compliance Manager, or sent by post to:

Governance and Compliance Manager

Community Foundation Ireland

30 Merrion Square

Dublin,

D02 VE40

The appeal shall be reviewed and responded to within a reasonable timeframe, but no more than 10 working days upon receipt.

In the course of their review, the Governance and Compliance Manager reserves the right to request additional information to support your appeal.

The Governance and Compliance Manager shall consult with the relevant members of the Senior Leadership Team in the course of their review of the appeal, or members of the Audit and Risk Committee, a Sub-Committee of the Board of the Foundation.

The decision issued by the Governance and Complaints Manager on behalf of the Foundation is final and there is no further appeals process thereafter.

Limitation of Policy

Notwithstanding the fact that the Foundation is committed to the provision of reasonable accommodation, there may be times when this is not possible. Every effort will be made to explore all avenues when a request for reasonable accommodation is made, and a systematic and transparent process shall be followed.

Commitment to Accessibility and Inclusion

The Foundation is committed to continuous improvement in accessibility and inclusion. Feedback on this policy and its implementation is welcome and will be used to inform future updates. The Foundation will review this policy on a three-year basis, or as required, to reflect changes in legislation, best practice, and applicant needs.

Appendix 1: Request for Reasonable Accommodation

Below is the form which captures the details required when a request for reasonable accommodation is sought.

Reasonable Accommodation Request Form

Name:
Organisation:

Section 1: Reasonable Accommodation

Please confirm that you would like to request that a reasonable accommodation is put in place for your disability:

Yes/No

Section 2: Declaration of Disability

Please provide the following details provided below (you may attach additional pages if needed)

1. Description of your disability (detailed medical information is not required):

2. The restrictions/difficulties you encounter or may encounter while carrying out the grantee registration/grant applicant process:

3. Any suggested accommodations that you think may assist you in carrying out the grantee registration/grant application process:

Section 3: Data Retention

The Foundation will retain your personal information for as long as is required to complete the assessment and will destroy all personal information provided in line with the Foundation’s Data Retention Policy.

Section 4: Any other relevant information

Signature:

Date: