THE IRELAND FUNDS

Guide to the online portal

Heart of the Community Fund

Apply Online: irelandfunds.org/grants
17 October – 2 November 2022
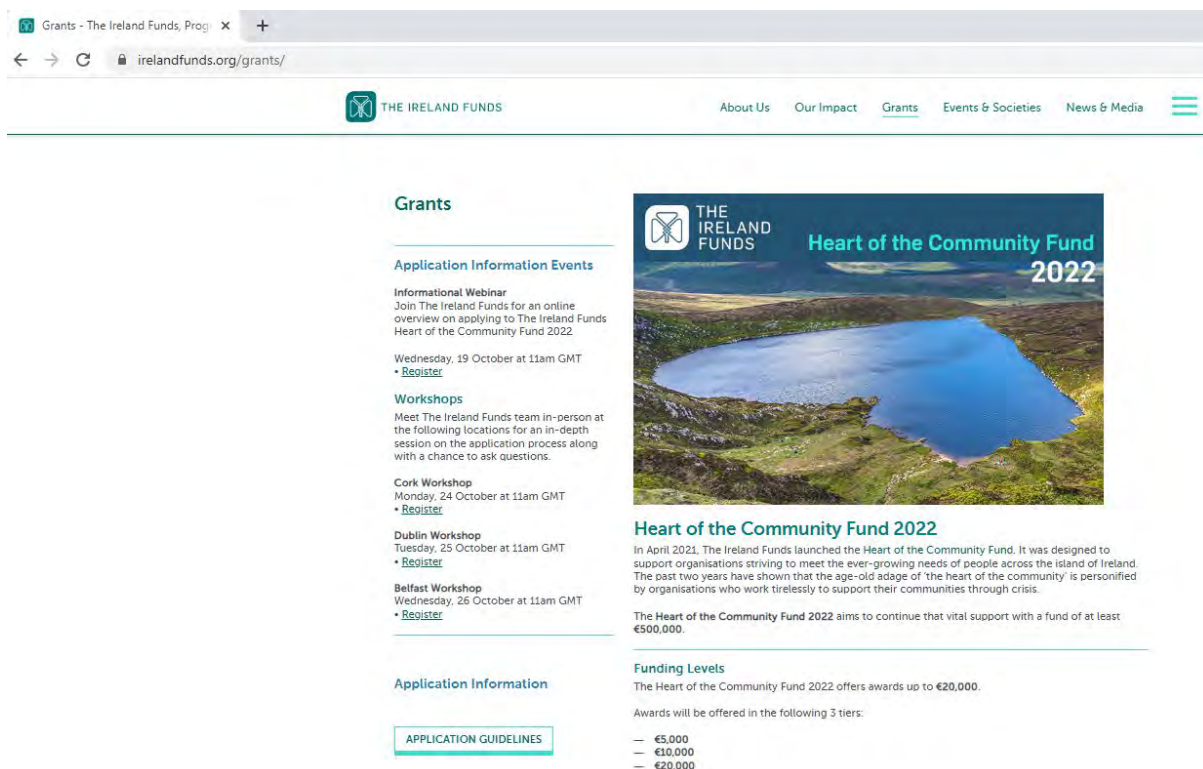
1. How to access the grant application portal

If you have read the application guidelines and have confirmed that your organisation is eligible to apply and meets all listed criteria, the first step is to access the grant application.

The Ireland Funds is using Titan Forms to facilitate applications to the Heart of the Community Fund. Please review our privacy policy for information about how we manage and store your data.

The application can be accessed through irelandfunds.org/grants

This link will direct you to our Grants page on The Ireland Funds website. Here you will find all information, guidelines and additional materials relating to the Heart of the Community Fund, along with a link to the online portal.

Scroll to the section labelled 'Applications' and click 'Start Application' to visit our application portal.

2. How to create an account on the portal

This is a new online portal, so everyone will need to create an account. If you previously applied for grants from The Ireland Funds through SMApply, those log in details **will not work** for this portal.

1. You will be directed to the below webpage, which is the homepage of The Ireland Funds grants portal.

2. Select the 'Create Your Account' button in the top right hand corner.

3. The below page will appear requesting you to confirm your eligibility. Select your answers and click 'Continue'.

4. The below page will appear if you pass the initial eligibility requirements. Click 'Register' to continue.
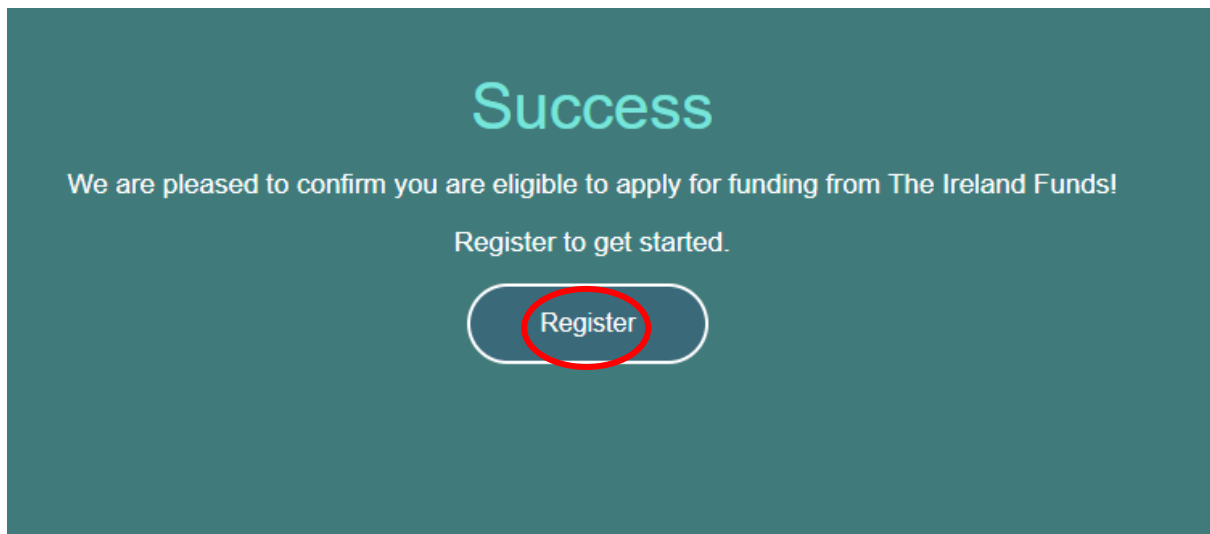
5. Type your organisation name into the search bar. It may appear in the top five results below the search bar, in which case you can select it from there.
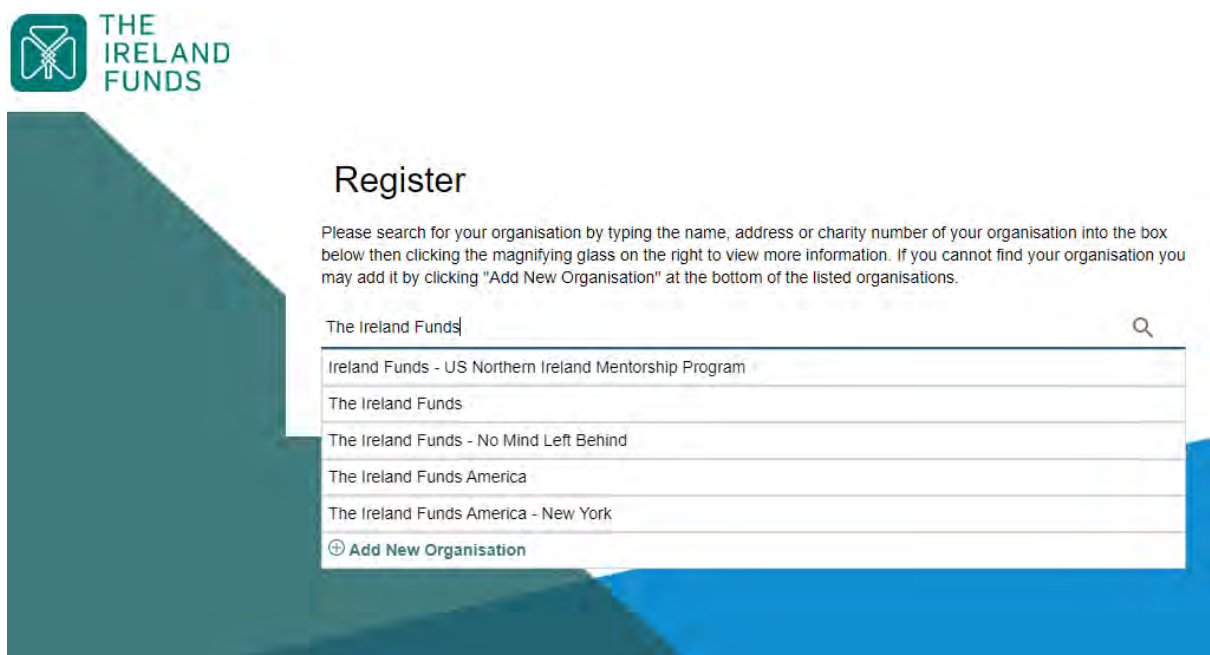
6. If it does not appear in the top search results, click the magnifying glass to bring up the longer list of results. If you find your organisation in this list, please click the radio button and then 'Apply'.

7. If your organisation did not appear in either the short or long list, you will need to add it by clicking 'Add New Organisation'.

8. An information box will pop up for you to add your organisation's details into. Fill out the required details and click 'Submit'.

9. Whether you set up a new organisation or not, the next step will be to fill out the information in the window shown below. If you have received a grant from The Ireland Funds previously, some of this information will auto-populate.

10. Fill out the required information and click 'Submit'.
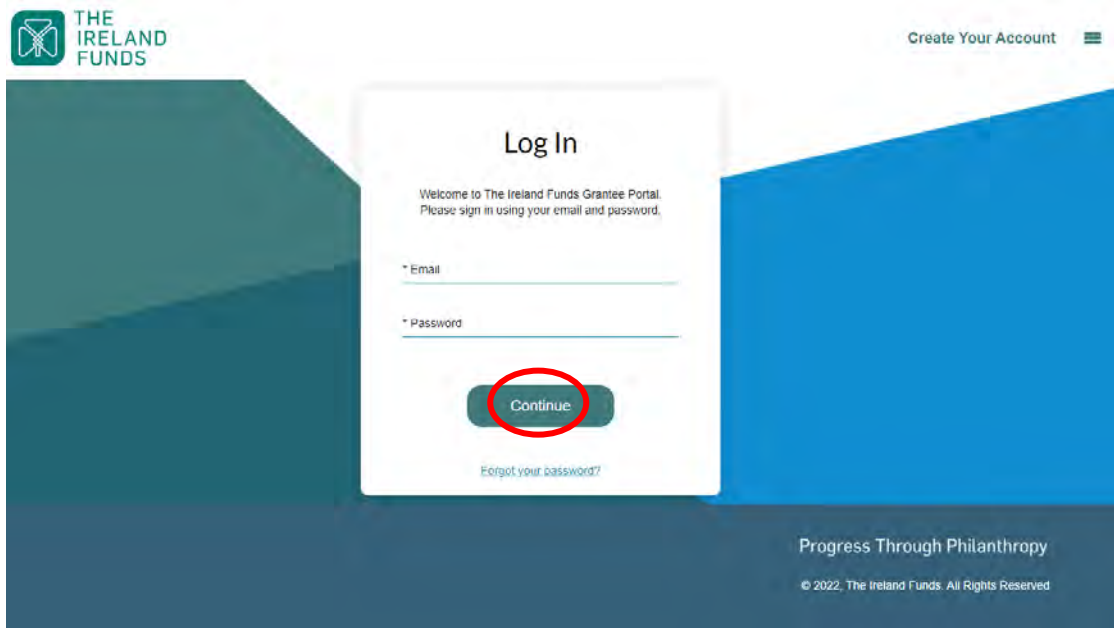
11. Once you submit, you will be directed to a confirmation page.

12. Form Titan will automatically generate an email with a link for you to verify your email address and finalise the account set-up. This email will be sent from the following address: **noreply@formtitan.com**
    a. ***Please note that depending on your email server, this email may be flagged as 'Spam'/'Junk' so if you have not received the email 5-10 minutes after registering, please check these folders.**
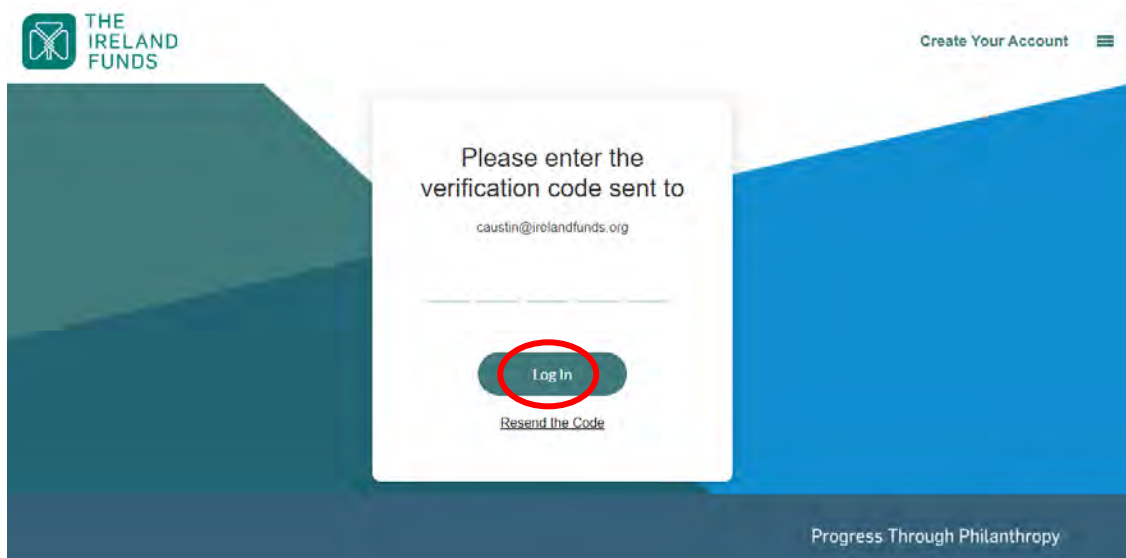
13. When you click the link in the email, it will bring you back to the below page. Enter the email address and password you just created and click 'Continue'.

14. A verification code will be sent to your registered email address. If the first email went to your spam/junk account, this likely will too. Enter the five digit code and click 'Log In'.
    a. Please note that a verification code is generated and required each time you log in to the portal.

3. How to start your application to the Heart of the Community Fund
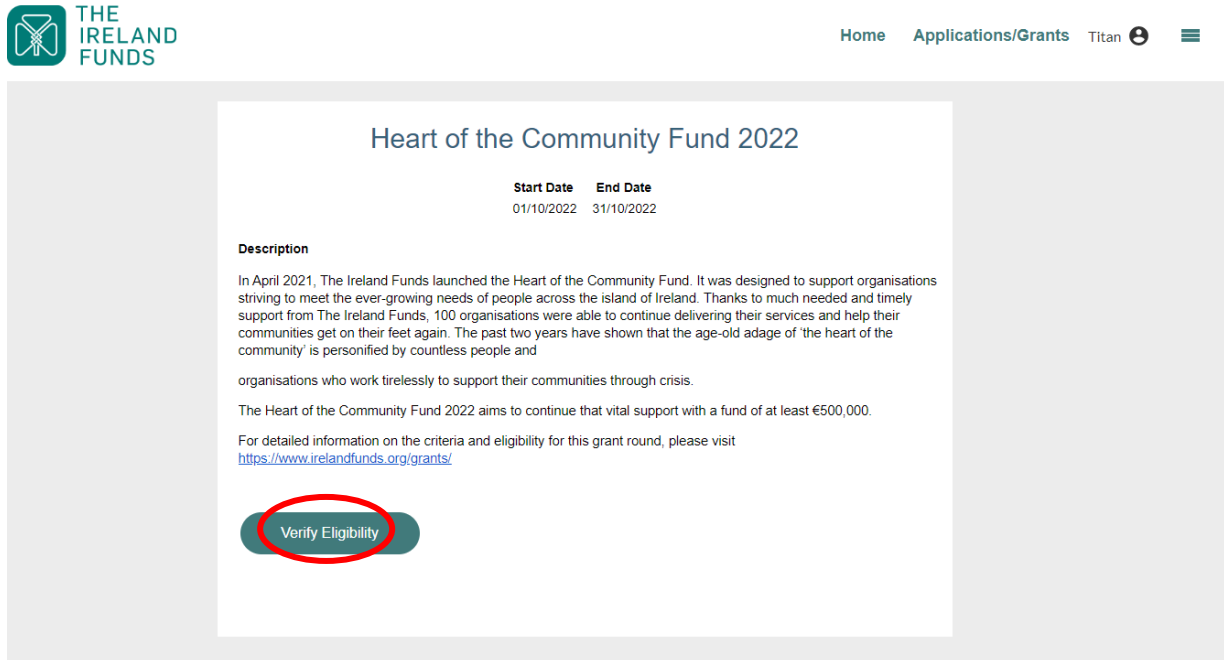
1. Once you have entered the verification code and clicked 'Log In', you will be directed to the home page of The Ireland Funds grantee portal. Click 'View Grant Opportunities' to view the grant rounds that are currently open.
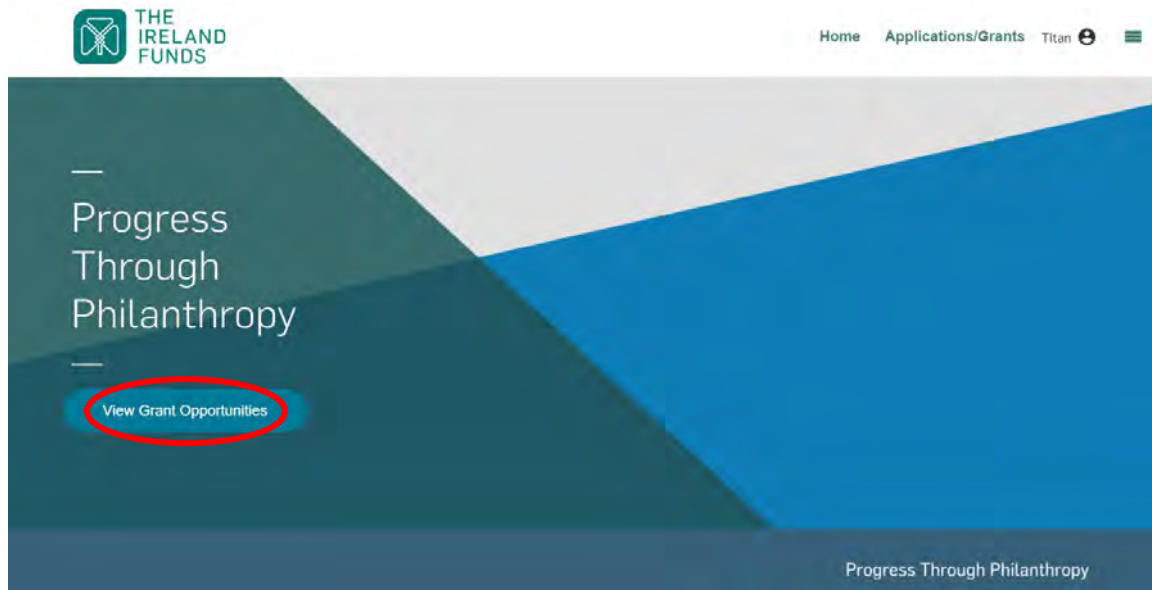
2. The next page will display all currently open grant rounds. Click the magnifying glass next to 'Heart of the Community Fund 2022' to view the grant opportunity. **Note: the start and end dates in this screen shot are not correct as this guide was created while the system was still in a test environment.**

Due to expected high volume of enquiries and remote working all initial inquiries will be dealt with through email. Please contact us at grantsinfo@irelandfunds.org and we will get back to you as soon as possible.

3. The next page will display information about the grant round. You can commence your application by clicking 'Verify Eligibility'. **Please note: each organisation can only have one active grant application in progress for a given grant round. Once you click this button, you will be starting the grant application for your organisation.**

4. To begin, select the organisation you are applying on behalf of from the dropdown menu and click 'Continue'. Most people will only have one option in this list.

5. Complete the eligibility questions and click 'Continue'.

THE IRELAND FUNDS

Eligibility to Apply

1. Does the activity or work for which you are seeking funding take place within the Republic of Ireland and/or Northern Ireland?
   - ○ Yes
   - ○ No

2. Are you seeking funding for an activity that has already been completed?
   - ○ Yes
   - ○ No

3. Does your organisation satisfy the due diligence requirements to receive funding from The Ireland Funds?
   The due diligence requirements are detailed in the application guidelines, which are available via this link.
   - ○ Yes
   - ○ No

4. Does your organisation have an annual turnover of less than €/£3,000,000?
   - ○ Yes
   - ○ No

5. Are you seeking funding for any of the following activities?
   - Individuals, bursaries, or scholarships
   - Tuition, course fees, accreditation costs for staff or volunteers
   - Medical expenses
   - Capital projects
   - One-off events
   - Animal welfare activities
   - Marketing materials or publication costs
   - Commemorative structures
   - Advancement of religion/faith or religious beliefs

   - ○ Yes
   - ○ No

6. Is your organisational structure one of the following entities:
   - Company Limited Guarantee (CLG)
   - Community Interest Company (CIC)
   - Charitable Incorporated Organisation (CIO)
   - Registered Charity
   - Charitable Trust

   - ○ Yes
   - ○ No

7. Does your organisation have a Governing Document and recent Financial Statements?
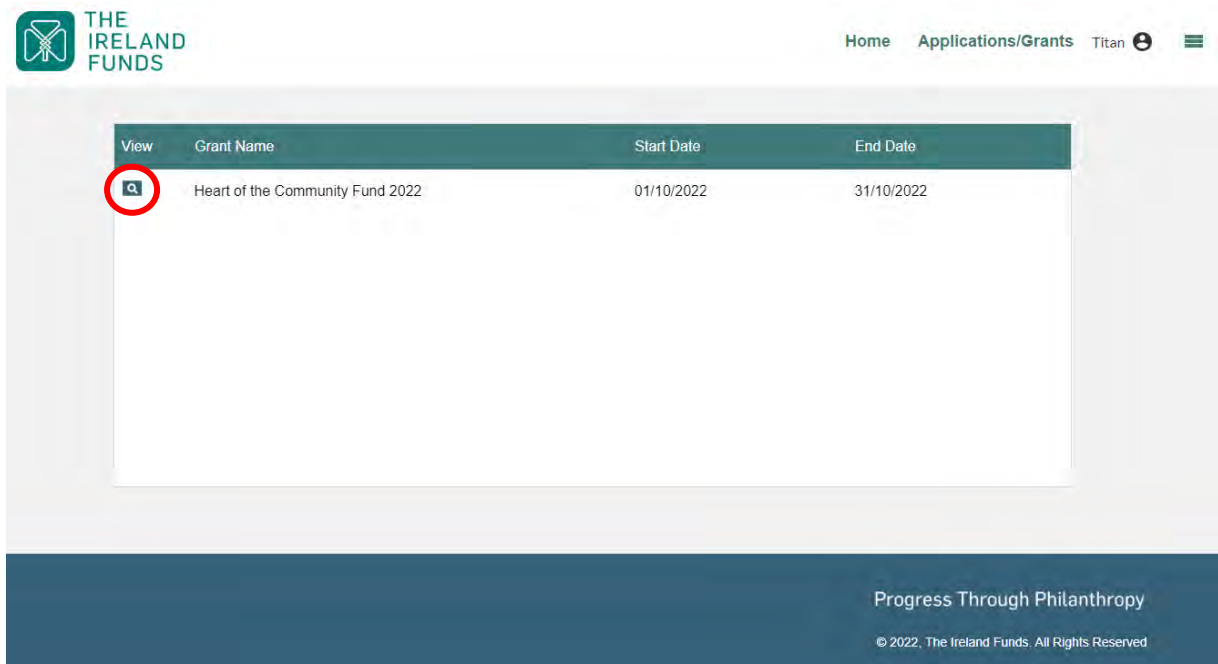   - ○ Yes
   - ○ No

   [Continue]

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6. You will receive confirmation of your eligibility on the next page. If you are eligible, click 'Get Started' to commence the application.

4. Frequently Asked Questions

- **Can I save and return to an application?**

    Yes, applications can be completed in stages and progress can be saved. We would encourage all applicants to save their applications frequently to ensure that no information is lost.
    This can be done by scrolling to the bottom of the page and locating the 'Save and Next'. Selecting this will save all progress made on that section of the application form. **Please note that in order to be able to save, all fields on that page must be inputted and fully complete- you cannot save a page if any fields are left blank**
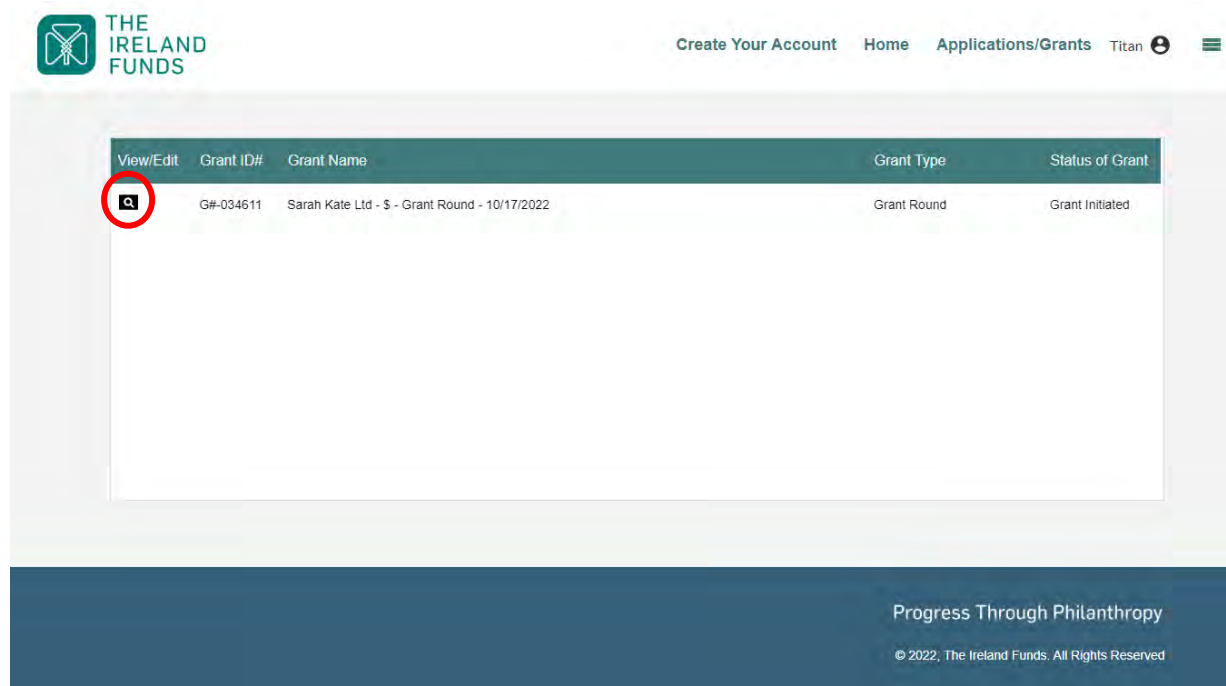

Due to expected high volume of enquiries and remote working all initial inquiries will be dealt with through email. Please contact us at grantsinfo@irelandfunds.org and we will get back to you as soon as possible.

- **I have logged into the portal to continue completing an application that I have already started but I can't find my application?**

  When you log in, click 'Applications/Grants' at the top of the page.
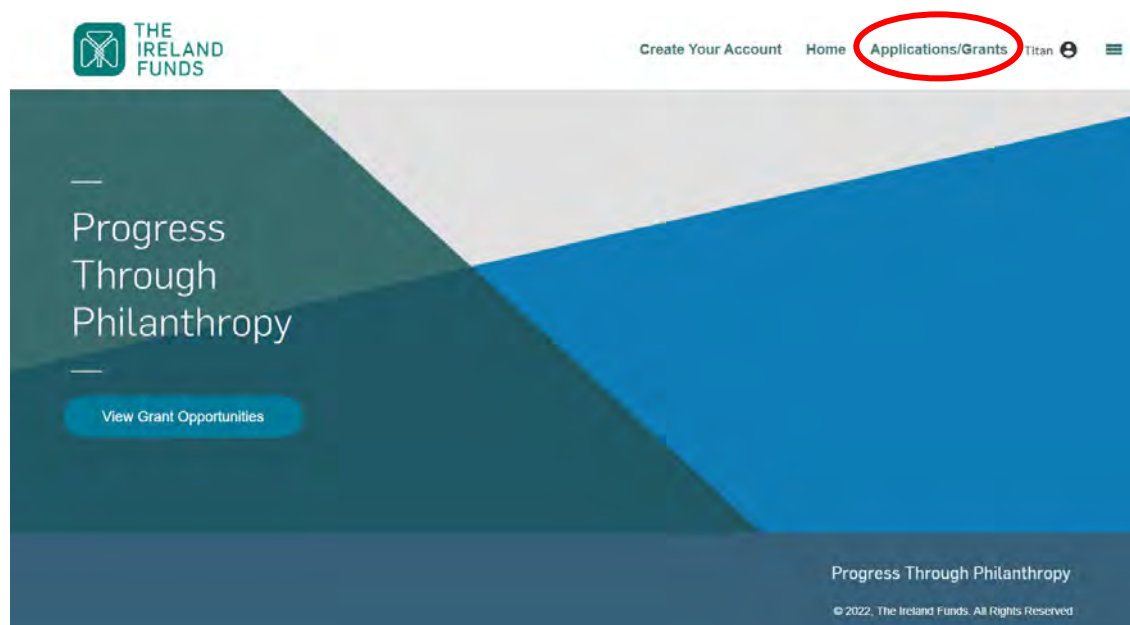
  This will direct you to a list of your organisation's previous grants, as well as the current grant in progress. Click the magnifying glass to continue your application.


- **Can I edit an application after it is submitted?**

  No, you will not be able to edit an application after it is submitted. We would encourage you to review the application carefully before submitting to ensure that there are no errors or omissions.

- **How do I save a copy of my completed application after submitting?**

  We would recommend that each organisation saves a copy of its completed application once it has been submitted. This can be done by clicking the download button:
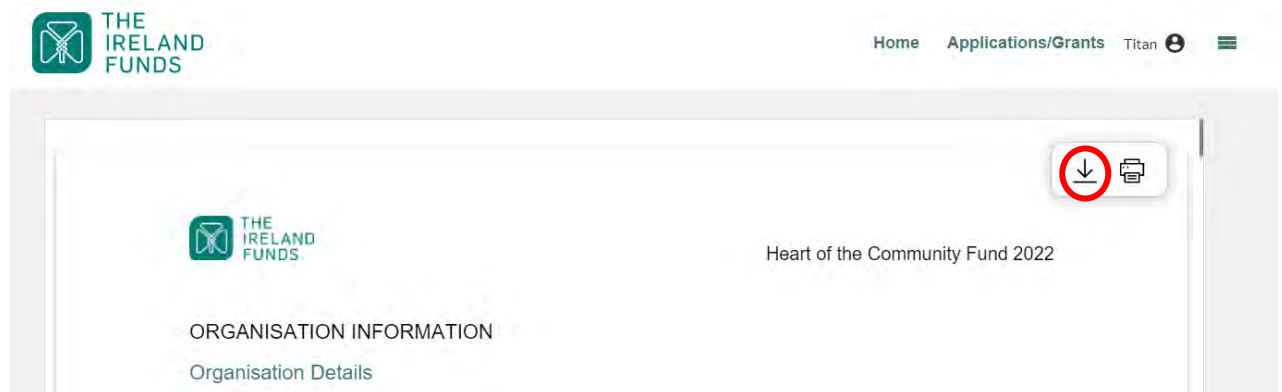
- **How do I know if my application has successfully submitted?**

  After you have submitted your application, you will receive an automatic email confirming your submission. This is receipt of your application.

- **I haven't received a confirmation email**

  This email will come from the following email address: **noreply@salesforce.com** Depending on your email provider, these emails can be marked as Junk/Spam so we would always recommending checking these folders if you are not receiving emails at any stage of the process.