

Application Guide

Circular Economy Innovation Fund 2024

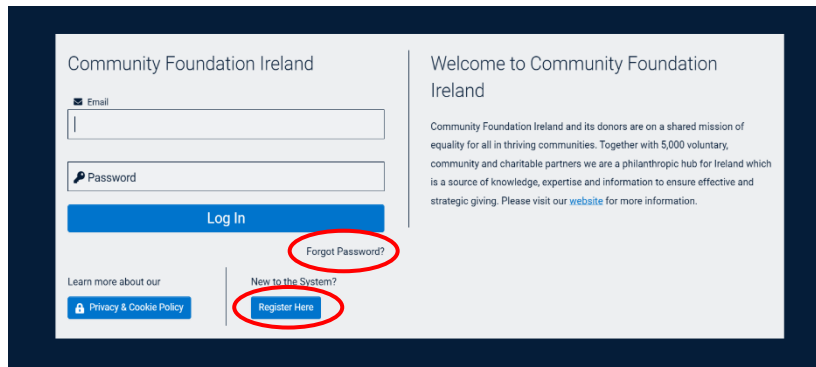
Contents

Section 1: Accessing the Grants Portal	2
Logging in.....	2
Registering for the first time	2
Submitting your governance information and documentation.....	3
Section 2: Applying via the Grants Portal.....	4
Making your application.....	4
Navigating the application form.....	4
Section 3: Writing a strong application.....	6
Section 4: The application questions as they appear on the portal.....	7

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 new Grants Portal](#).



The screenshot shows the Community Foundation Ireland login and registration page. On the left, there is a login form with fields for 'Email' and 'Password', a 'Log In' button, and a 'Forgot Password?' link. Below the login form are links for 'Privacy & Cookie Policy' and 'Register Here'. On the right, there is a 'Welcome to Community Foundation Ireland' message and a paragraph of text. The 'Forgot Password?' link and the 'Register Here' button are circled in red.

Logging in

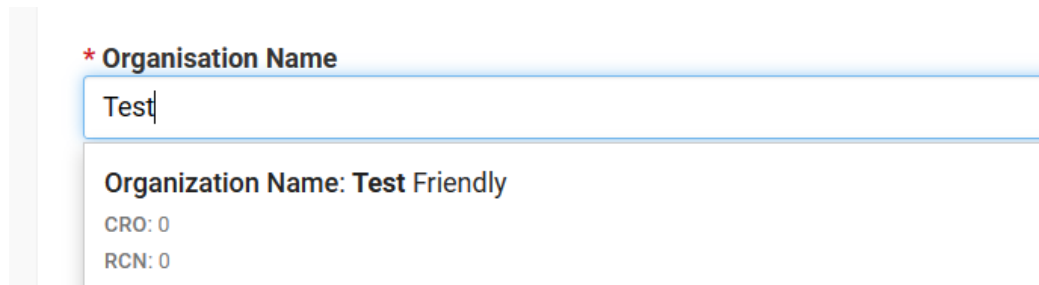
If you have applied to Community Foundation Ireland for funding in the past on behalf of your current organisation, you may already be in our system. You will be invited to 'Forget your Password' and then log in with your new details.

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.



The screenshot shows a registration form with a field for '* Organisation Name'. The text 'Test' is entered in the field. Below the field, the text 'Organization Name: Test Friendly' is displayed, followed by 'CRO: 0' and '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.

MANAGE PROFILE

Please note you will not be eligible to receive grants until your organisation's profile is complete.



Update my user profile



Update my organisation's profile

Please note, there are a number of Tabs to complete information about your User and your Organisation. Please make sure you have answered all of the required questions on each of the Tabs.

It will look like this:

ORGANISATION BASIC INFORMATION

PURPOSE AND IMPACT

GOVERNANCE

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

- **A governing document** such as a constitution or memorandum and articles of association.
- **Proof of identity of two trustees or committee members.** This might include a passport, driver's license or PPS card. For one of these trustees, we also need a proof of address.
- **Financial accounts or Income & Expenditure** for the most recent financial year, signed by two trustees. For organisations with an annual income of €100,000 or more, accounts must be audited and signed also by the auditors.

- **Financial accounts or Income & Expenditure for the previous financial year.** If you have submitted your 2022 accounts above, please submit your 2021 accounts here.
- **Bank statement header** that includes your organisation's name, BIC and IBAN. We do not need to see any of the transactions.
- **Certificate of Incorporation**, if your organisation is constituted as a company.
- **Tax Clearance Certificate.** This is available to all relevant organisations via your account on revenue.ie

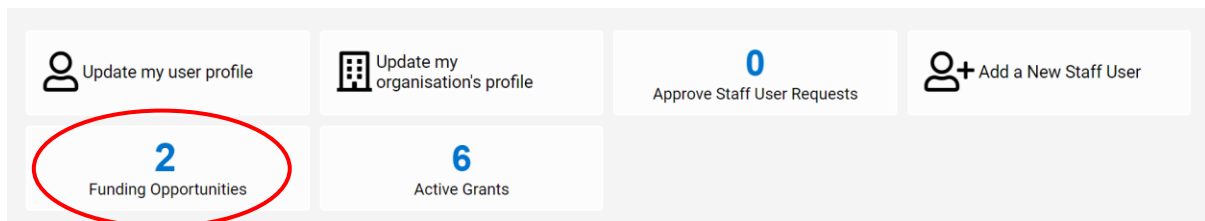
Please make sure you have these documents ready and submitted before you apply for funding. Missing or incorrect documentation will impact your ability to receive funding.

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

Section 2: Applying via the Grants Portal

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, 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 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. 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.

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.

Documentation Upload: Some documents are also required for this fund. The last part of the application form gives you an option to upload them; we are listing them here to help you prepare. If you do not submit 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 <u>different</u> bank account than the one that is already on file.
Engineers Report	This is only required if you have applied for funding for a capital project over €20,000.
Quantity Surveyors Report	This is only required if you have applied for funding for a capital project over €20,000.
Quotes	This is only required if you have applied for funding for a capital project over €20,000.
Tax Clearance Certificate	This is required if you are applying for funding of more than €30,000.

Section 3: Writing a strong application

To be successful in this grant round, we recommend that you:

- ✓ Read the Criteria document several times carefully.
- ✓ Ensure that your project and organisation is eligible. Please refer to the eligibility conditions listed in the criteria document.
- ✓ Ensure that your project aligns with one or more of the four Thematic Areas highlighted in the criteria document. The strongest applications will demonstrate concretely their impact in one or more of these thematic areas and will be able to communicate how the project will have significant impact on that particular waste stream.
- ✓ Your project should be either innovative or scalable, or both. Please refer to the criteria document to know more about what each of those aspects mean with respect to this grant round. Should you have any doubts around your eligibility, please contact us *before applying* at info@foundation.ie.
- ✓ Your project can either transform your current or usual work to bring it more in line with the principles of circular economy, develop new work, or scale up existing best practices significantly. Should you have any doubts around your eligibility, please contact us *before applying* at info@foundation.ie.
- ✓ Innovation: the strongest answers will highlight at different points throughout the application the ways in which their project represents an improvement on current practice.
- ✓ Scalability: the strongest answers will highlight at different points their project's potential to grow, or to be replicated elsewhere (whether by your organisation or by others).
- ✓ Research and evidence: the best applications are those that can back up their claims and proposals with research and evidence. If no formal studies have been undertaken, please make it very clear why this proposed work needs to take place.
- ✓ The Community Foundation Ireland application form is copied below. For the Circular Economy Innovation Fund 2024, we have highlighted some key questions that, if

answered well, will give your project an opportunity to stand out from others. Please pay close attention to these questions and be concrete in your answers.

- ✓ Budgets must be detailed and realistic.
- ✓ All required documentation must be uploaded in order for your application to be considered.

Section 4: The application questions as they appear [on the portal](#)

This may help if you wish to draft your application offline. However, applications must be submitted via Community Foundation Ireland's online portal. Emailed applications will not be accepted. Text in italics throughout are instructions, visible also on the portal.

Project Summary

1. Who is the main contact at your organisation for this grant?
2. Who is the secondary contact for this grant? (optional)
3. What type of support are you applying for? (Select: Project Support)
4. Project start date
5. Project end date
6. Is this grant single year or multi-year?

Categorisation of Project Beneficiaries

7. Gender (Choose the most relevant option from: Men/Boys; Women/Girls; Non-binary; Transgender; All or N/A)
8. Primary Age Group (Choose the most relevant option from: Children and Young People 0-18; Adults 19-55; Older People 55+; All or N/A)
9. Secondary Age Groups (Select others from above list if applicable)
10. Primary Demographic (Select General Public – unless you have a specific demographic)
11. Secondary Demographic (Select others from the list if applicable)

Project Issue Areas

12. Primary Issue (Select: Climate Action and Climate Justice)
13. Secondary Issues (Select others from the list if applicable)

Project Geographic Reach

14. Which is the primary county where this work will take place?
15. Secondary counties, if applicable.
16. If relevant, does your organisation work in a specific type of community? (Choose from Rural, Urban, Town or N/A)

Project Type

17. How does your project address the problem? (Select: Direct services and projects)
18. What will this funding support? (Choose from: Continuing existing programmes and projects; Pilots, new programmes, and projects; Scaling up; Core costs; Capital & Equipment; Organisational capacity and infrastructure)

Banking information

19. Bank Name
20. Bank Address
21. Bank Account Name
22. Bank Account Number
23. Sort Code
24. BIC/SWIFT
25. IBAN
26. Additional Details (text box for any notes if relevant)

Project Detail

In this section, you will provide more detail on your project. Share with us the problem faced, the solution your proposal will provide and how you will enact the solution.

27. What is the need for this project? *Why is this project needed specifically? Please support your answer with research or evidence from your beneficiary groups.* (250 words)
28. Describe your project/programme. *Provide some top-level information about your project, programme or work that shows its value.* (250 words)
29. Demonstrate how your project/programme meets the need identified above and the objectives of this grant round. (250 words) *In this question, please highlight how your project is aligned to the thematic area, is innovative or scalable, or both, and is making significant impact on the particular waste stream.*
30. What are you hoping to achieve with your project? What are the three main aims or objectives? *Your objectives outline what goal you hope to reach or the difference you are hoping to make. Objectives tend to start with "To..." Eg: "To reduce waiting lists" or " To complete an evaluation..." If you do not have 3 objectives, just include 1 or 2.* (300 words)

Single/Multi Year Grant Quarterly Timeline and Activities

31. Fill out a table in the portal as follows. One-two sentences are sufficient per quarter.

	Planned Activities
Year 1 Q1	
Year 1 Q2	
Year 1 Q3	

Year 1 Q4	
Year 2 Q1, etc...	if applicable

Unique Value

Show us why it is so important for your project to receive funding. You can use this section to share the unique or innovative elements to your project.

32. Why is your organisation best placed to lead project? Show us why your organisation specifically can manage this project. You can include things like your expertise, experience or networks. (250 words)
33. Are you working with other organisations on this project? (Yes or No)
34. If yes, how many organisations are you working with on this project? (number only)
35. If yes, provide details of the organisation(s) you are working with and the nature of the partnership. (100 words)

Project Impact

This section will show us the potential impact of your project, whether this is for the intended beneficiaries, the wider community, your organisation or on cultures, attitudes or systems.

36. What is the estimated total number of direct beneficiaries? This should be the total number of beneficiaries who will directly benefit from the project over the life span of the grant. (number only)
37. What is the estimated total number of indirect beneficiaries? This should be the number of people benefiting from the project over the life span of the grant as a result of their connection to the direct beneficiaries. (number only)
38. How many staff members will be involved in this project? (number only)
39. How many volunteers will be involved in this project? (number only)
40. What will be the direct impact of this project/programme? Describe the impact of this project on material / waste streams in your selected thematic area. The strongest proposals will make a valuable impact that is tightly aligned with the grant round criteria. (200 words)
41. What will be the indirect or wider impact of this project/programme? Describe the wider impact of your project on the circular economy in Ireland. The strongest proposals will make a valuable impact that is tightly aligned with the grant round criteria. (200 words)
42. How will this project impact your organisation internally? How will it develop, create capacity or improve your organisation? (100 words)
43. What is the potential impact of this project on influencing attitude shifting culture shifts or for wider systemic or policy change? How will this project make a difference to wider society, whether this is through changing attitudes, approaches or influencing policy? (100 words)

44. How will you monitor and measure the impact of your project? (100 words)
45. What will you do to ensure the success of this project? *We want to see our projects achieve success. What sort of things will you put in place to ensure you are most likely to achieve your three objectives. This might include making sure staff are trained, investing in an evaluation, basing your project on the most up to date research/best practice etc.* (100 words)

Project Budget

46. What is the total cost of the project? *Provide a total cost for the project even if that exceeds the amount requested.* (whole number only)
47. How much money are you applying to us for? (whole number only)
48. How much if any has been raised so far? (whole number only)
49. Details of funding raised so far. *If you are not asking us to fund the full costs, how much have you raised already?* (100 words)

Budget Table

50. Fill out a table in the portal as follows.

Budget Item	Budget Detail	Year 1 Costs	Year 2 (if applicable)	Year 3 (if applicable)
Add rows as required				

The Budget Item column is a drop-down menu. You must choose between:

Project/Programme delivery costs; Staff salaries and associated costs; Capital costs; Research costs; Advocacy/Lobbying costs; Publicity/Communications costs; Organisational Capacity Building costs; Other Overhead costs; Contingency costs

One line for budget details is sufficient unless purpose/cost is unclear.

Financial Management

51. If the total cost exceeds amount requested, plus any funds raised so far, how will the remaining gap be funded? (100 words)
52. 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? (250 words)
53. Please demonstrate how your organisation has the financial capacity and capabilities to manage a grant of this size. *Please show us what policies and procedures you have in place to manage the funds and the project. You may also refer to past experience of managing funds of a similar amount.* (200 words)

Budget Checklist

54. Will you be hiring a new staff member as a part of this project? Yes or No.
55. If yes, 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.
56. Will you be working directly with children 0-18 as part of this project?
57. If yes, please confirm the following (Tick Yes or No):
- 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.
 - If your organisation is based outside of Ireland, please confirm that your organisation's procedures/practices are aligned with legal requirements/best practice in your country.
 - If the above is not in place, please explain why (100 words)
58. Will you be working directly with vulnerable adults as part of this project?
59. If yes, please confirm the following (Tick Yes or No):
- 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.
 - If your organisation is based outside of Ireland, please confirm that your organisation's procedures/practices are aligned with legal requirements/best practice in your country.
 - If the above is not in place, please explain why (100 words)
60. Does your project include larger scale capital/building work (where the cost of the work totals more than €20,000)? (Tick Yes or No)

Final Confirmation

61. Would you be able to host a site visit from the donor to see the impact of your work? (Tick Yes or No)
62. 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? (Tick Yes or No)
63. How did you hear about this grant round? (10 words)
64. 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. (Tick Yes or No)
65. 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. (Tick Yes or No)
66. 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. (Tick Yes or No)

Documentation Upload

67. Bank Statement (only if the bank account is different to that already submitted by your organisation)
68. If the amount requested is over €30,000, please upload your Tax Clearance Certificate.
69. If the amount requested is more than €100,000, please upload your policy for recording and handling donations.
70. If you have applied for funding for a capital project over €20,000, please upload the Engineers Report.
71. If you have applied for funding for a capital project over €20,000, please upload the Quantity Surveyors Report.
72. If you have applied for funding for a capital project over €20,000, please upload quotes as relevant.
73. Please upload any other relevant documents (optional).