

# Application Guide: Energia Community Benefit Fund 2024

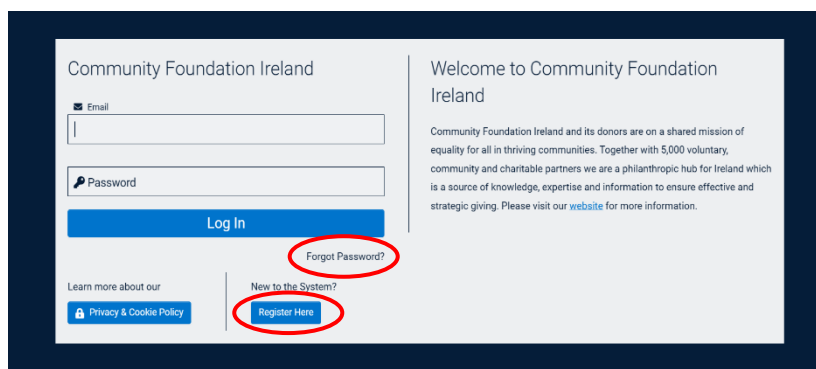
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## Section 1: Accessing the Grants Portal

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 new Grants Portal](#).



## 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.

**\* Organisation Name**

Test

Organization Name: Test Friendly

CRO: 0

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.

**i** 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

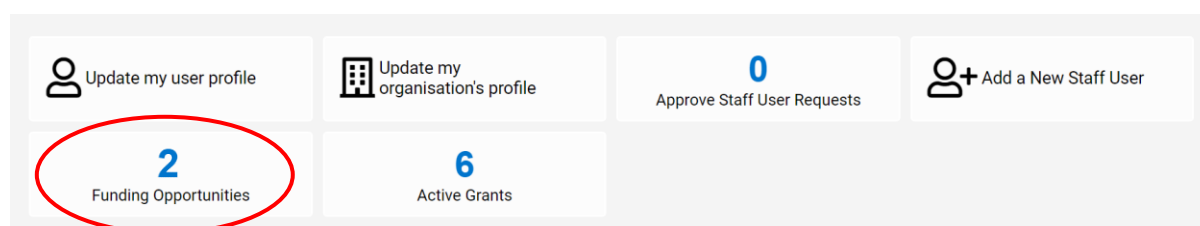
Please make sure you have these documents ready and submitted before you apply for funding. Missing or incorrect documentation will impact your ability to receive funding.

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

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.



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.

**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.

<b>Tax Clearance Certificate</b>	<b>This is required if you are applying for funding of more than €30,000.</b>
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### *Section 3: The application form questions*

**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.**

<b>Project Summary</b>	<b>Additional information or advice</b>
Who is the main contact at your organisation for this grant?	
Who is the secondary contact for this grant?	
What type of support are you applying for?	<b>Choose from drop down</b>
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	
<b>Project Beneficiaries</b>	
Gender	<b>Choose from drop down</b>
Primary Age Group	<b>Choose from drop down</b>
Secondary Age Groups	<b>Optional - Choose from drop down</b>
Primary Demographic Group	<b>Choose from drop down</b>
Secondary Demographic Groups	<b>Optional - Choose from drop down</b>
<b>Project Issue Areas</b>	
Primary Issue	<b>Choose from drop down</b>
Secondary Issues	<b>Choose from drop down</b>
<b>Project Geographic reach</b>	
Country	<b>Choose from drop down</b>
Primary County	<b>Choose from drop down</b>
Secondary Counties	<b>Choose from drop down</b>
If relevant, does your organisation work in a specific type of community?	<b>Choose from drop down</b>
<b>Project Types</b>	
How does your project address the problem:	<b>Choose from drop down</b>
What will this funding support:	<b>Choose from drop down</b>
<b>Banking information</b>	
Bank Name	
Other Bank Name	
Bank Address	
Bank Account Name	
Bank Account Number	

Sort Code	
BIC/SWIFT	
IBAN	
Bank Note Additional Details	

<b>Project Detail tab</b>	
What is the need for this project? (Please support your answer with research or evidence from your beneficiary groups).	
Describe your project/programme.	
Demonstrate how your project/programme meets the need identified above and the objectives of this grant round.	
What are you hoping to achieve with your project? What are the three main aims or objectives?	
Please give a quarter-by-quarter timeline of your project.	<b>Please fill in table shown.</b>
<b>Unique Value</b>	
Why is your organisation best placed to lead project?	
Are you working with other organisations on this project?	
How many charitable organisations are you working with on this project?	<b>Enter a number only.</b>
Provide details of the organisation you are working with and the nature of the partnership.	
<b>Project Impact</b>	
What is the estimated total number of direct beneficiaries?	<b>Enter a number only.</b>
What is the estimated total number of indirect beneficiaries?	<b>Enter a number only.</b>
How many staff members will be involved in this project?	<b>Enter a number only.</b>
How many volunteers will be involved in this project?	<b>Enter a number only.</b>
Describe the intended impact of this project on the direct beneficiaries.	
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?	

<b>Project Budget</b>	
What is the total cost of the project?	<b>Enter a number only.</b>
How much money are you applying to us for?	<b>Enter a number only.</b>
How much if any has been raised so far?	<b>Enter a number only.</b>
Details of funding raised so far	
Budget Table	<b>Fill in budget table shown.</b>
<b>Financial Management</b>	
If the total cost exceeds amount requested, plus any funds raised so far, how will the remaining gap be funded?	
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.	
<b>Budget Checklist</b>	
Will you be hiring a new staff member as a part of this project?	<b>Choose from drop down</b>
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?	<b>Choose from drop down</b>
Please confirm the following: - 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. You should be able to provide your organisation's up to date Safeguarding policy if requested.	
Will you be working directly with vulnerable adults as part of this project?	<b>Choose from drop down</b>
Please confirm the following: - 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. 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)?	<b>Choose from drop down</b>
<b>Final Confirmation</b>	
Would you be able to host a site visit from the donor to see the impact of your work?	<b>Choose from drop down</b>
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?	<b>Choose from drop down</b>
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.	<b>Choose from drop down</b>

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.	<b>Choose from drop down</b>
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.	<b>Choose from drop down</b>
<b>Documentation Upload</b>	
Bank Statement – if different to main account	<b>Optional</b>
Tax Clearance Certificate	<b>Optional</b>
Policy for recording and handling donations	<b>Optional – Northern Irish organisations only.</b>
Child Safeguarding Policy or Statement	<b>Optional</b>
Vulnerable Adult Safeguarding Policy or Statement	<b>Optional</b>
Other Document Upload	<b>Optional</b>