

Circular Economy Innovation Fund 2024: FAQs

Please read through the following FAQs regarding the Circular Economy Innovation Fund 2024. If your question is not answered here, please read through the Criteria document. Part One of this document will briefly cover logging into the [Grants Portal](#) for the first time. Additional information can be found in the [Grantee FAQ](#) document. Part Two will cover any questions you might have about this grant round. If your query is still not answered, please email the Grants Team at info@foundation.ie.

PART ONE

How do I log onto the Grants Portal?

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 can click on 'Forget your Password', reset your password and then log in with your new details.

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 [Grants Portal](#). Click 'Register Here' to go through the registration process.

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.

I don't have a password, what should I do?

If you are [logging in for the first time](#) but you have received a grant from Community Foundation in the past, you can click 'Forgot Password' where you will be prompted to set a new one.

If you have never applied for a grant in the past, you won't already be on our system, in this case you will need to Register instead.

I've clicked 'Forgot Password' but I haven't received an email, what should I do?

If you haven't received an email to reset your password, email portal@foundation.ie and we can set up a temporary password for you. You will then be prompted to set your own.

I'm registering for the first time and the Grants Portal is saying that I already have an account, what should I do?

If you try to register to the Grants Portal, but our system recognises your email, this means you are already on our system. Instead of registering again, you can go back to the [login page](#) and click 'Forgot Password' instead. Once you have reset your password you can log in as normal.

I have logged on to the portal, how do I start an application?

Once you log into the portal, you will see the 'Funding Opportunities' available to you. Listed in the opportunities would be the 'Circular Economy Innovation Fund 2024'. By clicking on that, you can learn more about the fund and apply for a grant.

Once you start an application and save the first draft, it will be available in your 'Draft Applications' on the portal.

For any further system-related questions, please refer to the Application Guide and the [Grantee FAQs](#) document.

PART TWO

What are the thematic priorities for this grant round?

The grant round is open to applications for projects working on waste prevention in the following thematic areas:

- Plastic Waste
- Construction and Demolition Waste
- Food Waste
- Resources and Raw Materials Waste (Electrical and electronic equipment, textiles, furniture)

Applications to this grant round must be aligned to at least one of the thematic areas identified above.

Successful grant applications will exhibit how they will have a significant impact on these material or waste streams.

What is meant by innovation in this context?

Innovation can include completely new ideas or creative and efficient changes to an existing project that help it become more circular or reach a larger audience. This could be demonstrated through a pilot project or the incorporation of new materials, technology, or procedures that enhance the project's circularity and ensure waste prevention.

What is meant by scalability?

Scalability refers to the potential of your project to be expanded or replicated by other communities or groups. Applications should demonstrate how the project can be scaled up and how accessible any new materials, technology, or procedures would be for other groups across the country.

What should my project work toward?

Projects should work toward waste prevention in the areas of plastic, construction and demolition, food, and resources and raw materials. They should demonstrate innovative and/or scalable solutions to waste prevention.

How much can my organisation apply for?

Organisations can apply for grants between €40,000 and €50,000. A very limited number of exceptional projects with high potential may receive up to €100,000.

Please note that applications at this stage should be for a maximum of €50,000. After the initial review of all submitted applications, some applicants might be contacted regarding the additional funding.

What types of organisations can apply to the fund?

Eligible organisations can be:

- Non-profit organisations or social enterprises with an annual income of more than €100,000. Organisations do not need to be registered charities.
- Small businesses (Profit making organisations with fewer than 50 employees)

Can funding go towards staff costs?

Yes. Proposals to this fund can include the proportion of staff time costs specifically related to the project. This also includes new staff salaries required to increase service provision.

Can funding go towards core costs?

No. The fund does not cover ongoing core costs such as insurance, rent, bills, etc. Funding is specifically for project-related expenses.

Can I apply for a project that has already happened?

No, we cannot award funding for projects that have already happened. However, funding may be awarded for ongoing projects, as long as they fall in line with the criteria.

I have received part-funding for my project from another trust or donor; can I apply to this grant round as well?

Yes, you can apply to the Circular Economy Innovation Fund 2024 for projects that you have already received part-funding for, but you must state this in your application and provide details of the other funder.

Can I apply for a project that costs more than the amount I can apply for?

Yes, organisations can apply for projects with an overall cost that is larger than the amount applied for. Applicants should demonstrate how they will cover the remaining costs.

Do I need to have a budget planned ahead of time?

Yes. All organisations are required to include a detailed budget breakdown in their grant application, outlining how they plan to allocate the funds if awarded the grant. This breakdown should be as comprehensive as possible as it will be an important part of our assessment process.

If my organisation has already received a grant from Community Foundation Ireland, can I still apply?

Yes, organisations currently or previously funded by Community Foundation Ireland can apply.

What documents should I submit with my application?

All organisations will be required to upload digital copies of the following governance documents when registering on our new portal for the first time:

- Company Certificate of Incorporation or equivalent.
- Signed copy of your Constitution or Memorandum and Articles of Association.
- A bank or credit union account statement header from within the most recent six months.
- Signed annual accounts from the previous two years.
- A current list of your organisation's board/committee members and the date they were appointed.
- Proof of identity for two Trustees/Directors/Committee Members, and proof of address for one of them.

I am not able to submit one or more of my governance documents, what can I do?

We cannot accept applications without all the correct governance documents. If you are having trouble submitting the documents while applying, email us at info@foundation.ie before the deadline, and we may be able to help you upload them from our side. Please be mindful that if you are submitting last minute and are not able to submit your documents, we may not be able to help you before the round closes.

Can I send in my proposal or documents via email or post?

No. All proposals and documentation must be submitted through our online application form.

How will my organisation report on our project's progress?

All grantees will be required to submit a Progress Report at the end of April 2025 and an Outcome Report in October 2025 or March 2026, depending on the length of the project. These reports will be submitted via our online portal.

What is the closing date for applications?

The fund is open for applications from 19th June 2024 and will close at 4pm on 26th July 2024.

When will grants be awarded?

Grants will be awarded by the end of September 2024.

When should work begin and end?

Work should begin in October 2024 and be completed in 12 – 18 months.

For any further questions about the grant round, please refer to the Application Guide and the Criteria document.