

# Application Help Guide: NEOEN Community Benefit Funds 2025

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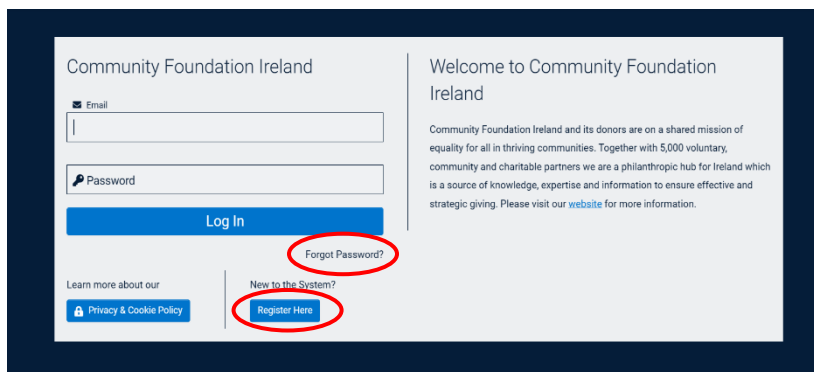
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### Section 1: Accessing the Grants Portal

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 Grants Portal](#).

Multiple staff/volunteers at your organisation can create logins for the Grants Portal, so that you are able to work on applications together.



### Logging in

If you have already used the grantee portal, simply log in with your email address and password.

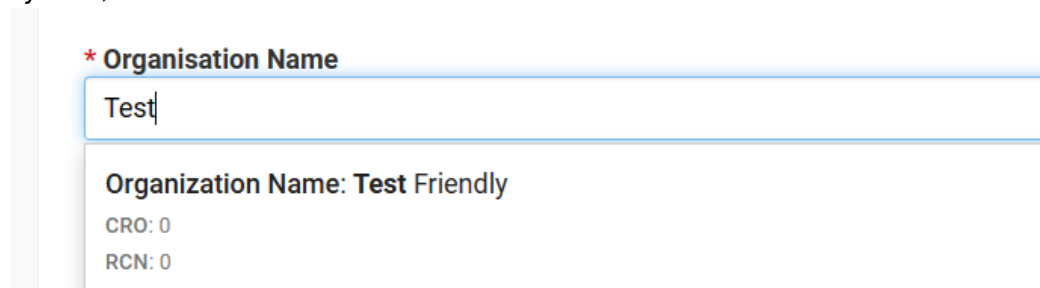
If you have applied to Community Foundation Ireland for funding in the past on behalf of your current organisation, you may already be in our system. Simply enter your email address, click 'Forgot Password', and you will receive an email with instructions for setting a password to access the portal.

When you log in, you will be able to see all of the previous applications submitted by your organisation and any 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, as follows:



A screenshot of a search form. At the top, there is a label '\* Organisation Name' in red. Below it is a text input field containing the word 'Test'. Underneath the input field, the search results are displayed: 'Organization Name: Test Friendly', '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.

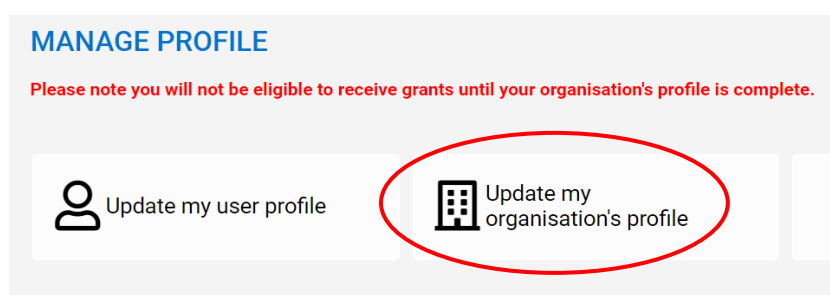
### Instructions

Please enter your Organisation Name, CRO or RCN in the field below to search for your organization in our previous 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 Organisation Profile (see below). 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.



A screenshot of a 'MANAGE PROFILE' section. At the top, there is a red warning message: 'Please note you will not be eligible to receive grants until your organisation's profile is complete.' Below this, there are two buttons: 'Update my user profile' with a person icon, and 'Update my organisation's profile' with a building icon. The 'Update my organisation's profile' button is circled in red.

Please note, there are a number of Tabs to complete information about your Organisation. Please make sure you have answered all of the required questions on each of the Tabs. They will look like this:

ORGANISATION BASIC INFORMATION    PURPOSE AND IMPACT    GOVERNANCE

Via the ‘Governance’ tab, each organisation will be required to submit Governance Documents. For this grant round, these are:

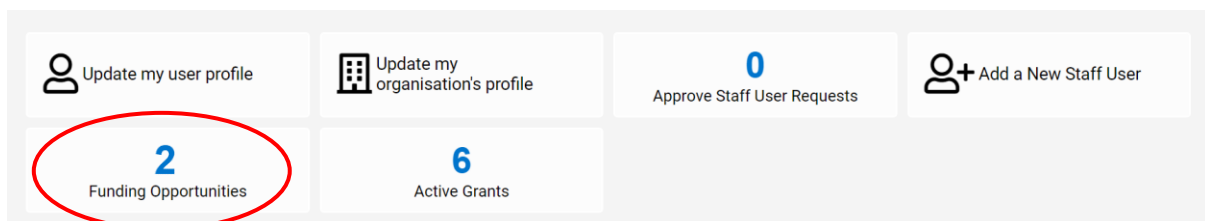
- A constitution or similar. If you don’t have an official constitution, a mission statement signed by two committee members is sufficient.
- A bank statement where the account name matches the organisation. We don’t need to see transactions, just the “header” of the statement that shows the account name, account number, sort code and IBAN.
- Your most recent annual accounts, signed by two committee members. If you don’t have annual accounts, a Profit and Loss statement or Income and Expenditure document for the previous year, signed by two committee members, is sufficient.
- A list of your current trustees/committee members, with dates of appointment.

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 grant round NEOEN 2025 to read the criteria and apply for funding. Please ensure you have read the NEOEN 2025 - Grants Criteria document before applying.

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 the main contact details associated with the proposal, and 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.

One of the questions asks you to choose the Strand under which you are applying. Here please type the name of the solar farm within 10km of your project:

- [Hilltown Solar Farm, Co. Meath](#)
- [Hortland Solar Farm, Co. Kildare](#)
- [Millvale Solar Farm, Co. Wicklow](#)

**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.

**Project Budget:** You can add in the information about your project budget in this tab. We also ask questions about the financial capacity of your organisation to manage the funds if you are successful. 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, and upload any relevant documents.

### *Section 3: Application Form Questions*

If you wish to draft your application offline, please contact us at [info@foundation.ie](mailto:info@foundation.ie) and we can send you a Word copy of the questions. Include "NEOEN" in the subject line to help us direct your query to the correct place. Remember, however, that applications must be submitted via the portal. Emailed applications will not be accepted.