



THE IRELAND FUNDS

HEART OF THE COMMUNITY FUND

GUIDE TO USING SMAPPLY

Apply Online: irelandfunds.org/grants

March 18 – April 8, 2021

Due to remote working, all inquiries will be dealt with via email. Please contact us at grantsinfo@irelandfunds.org if you have any outstanding questions not addressed in this document.

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Progress
Through
Philanthropy
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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 SMAApply to facilitate applications to the Heart of the Community Fund and all information relating to your application for funding will be submitted through and stored on SMAApply.

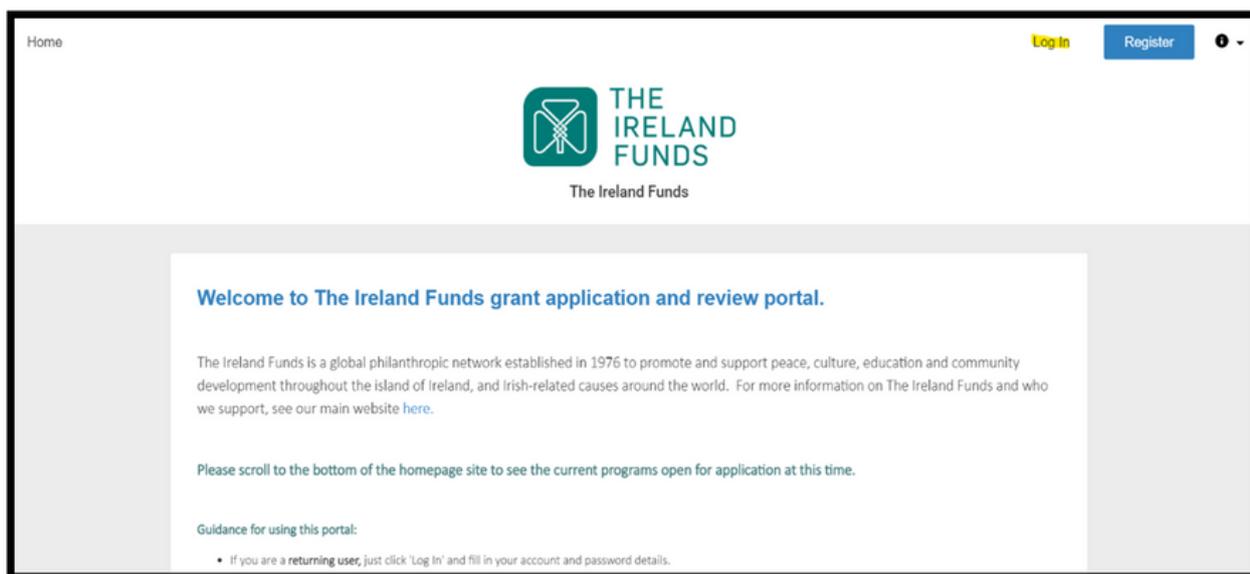
The application can be accessed through:

1. irelandfunds.org/grants
 - a. This link will direct you to our Grants page on The Ireland Funds website where you will find all information, guidelines and additional materials relating to the Heart of the Community Fund, along with a link to SMAApply.
2. irelandfunds.smapply.org/
 - a. This link will take you directly to The Ireland Funds portal on SMAApply.

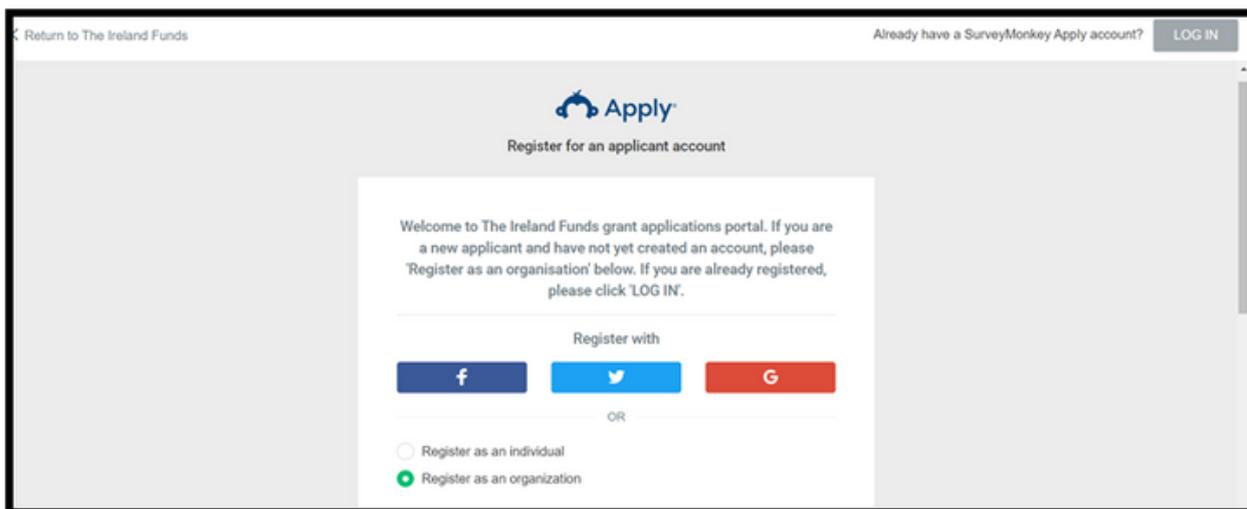
2. HOW TO REGISTER ON SMAPPLY – NEW USERS

In order to be able to access the application form for the Heart of the Community Fund, you must first register as a user on SMAApply.

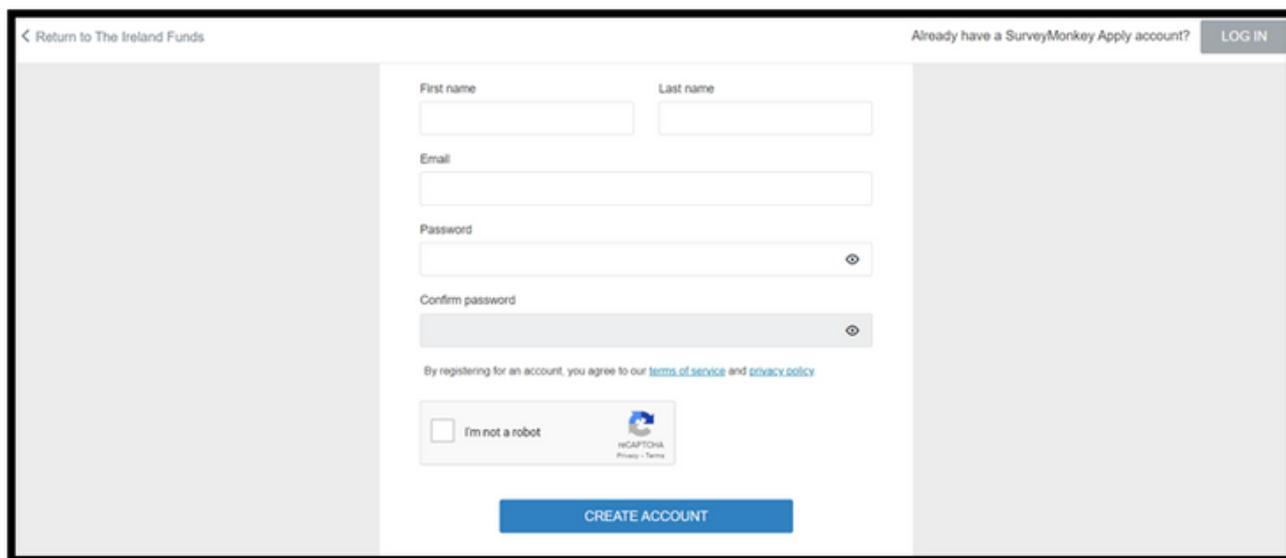
- *Organisations that applied to our Small Grants round in 2019 and have previously registered with SMAApply, please skip to [point 3](#) for instructions on how to access your existing user account.*



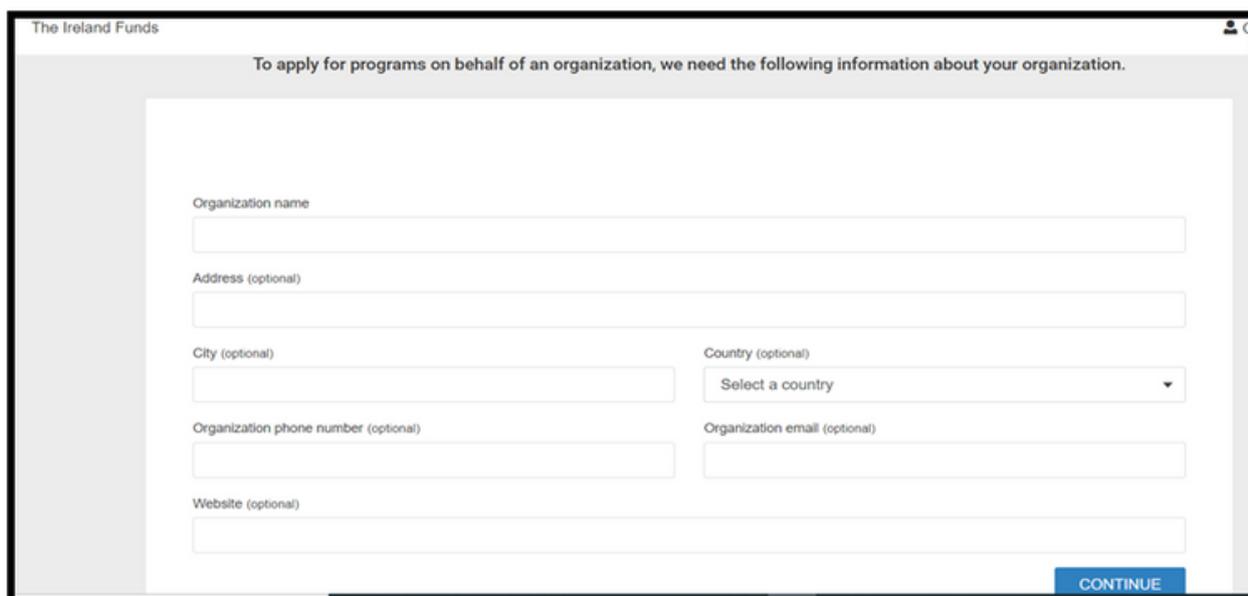
1. You will be directed to the webpage pictured above, which is the homepage of The Ireland Funds SMAApply portal.
2. Select the blue 'Register' button in the top right hand corner.



3. The above page will appear requesting you to create an applicant account.
4. Please note: the page will automatically select the 'Register as an individual' option
 - You must change this selection yourself by clicking on the 'Register as an organisation'
 - This change in selection is shown in the example above.
5. It is imperative that you select the 'Register as an organisation' option as you will not have access to the application form if registered as an individual only.



6. Select 'Create Account' at the bottom of the page, once all details have been correctly entered.



The Ireland Funds

To apply for programs on behalf of an organization, we need the following information about your organization.

Organization name

Address (optional)

City (optional)

Country (optional)

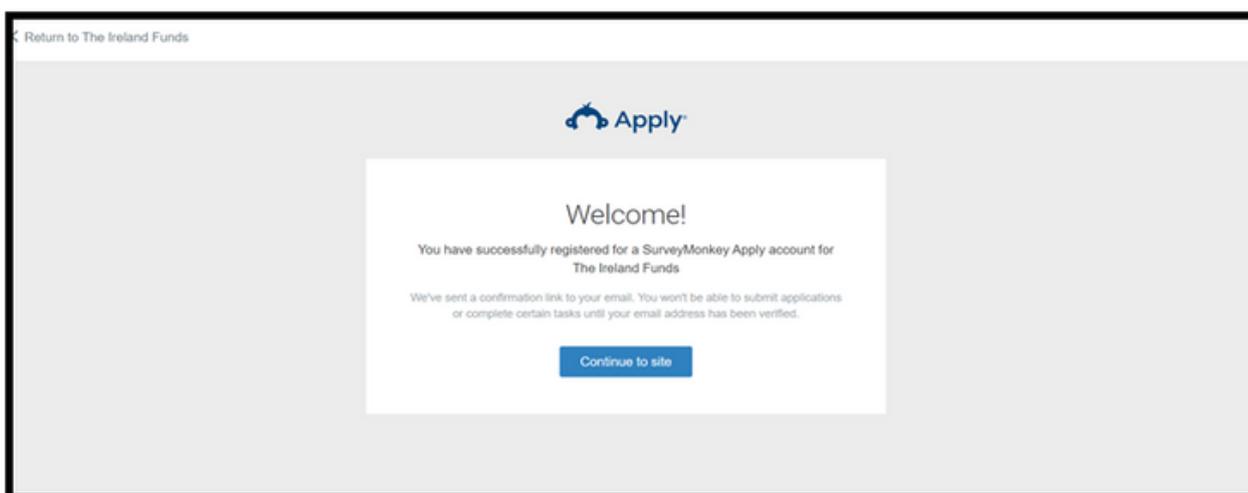
Organization phone number (optional)

Organization email (optional)

Website (optional)

CONTINUE

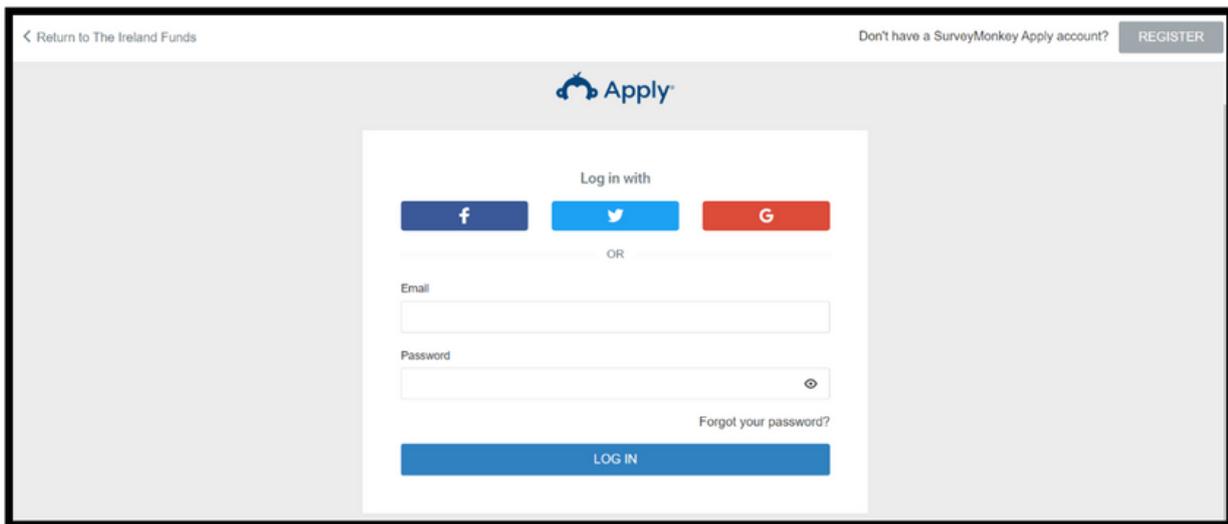
7. Next, you will be requested to fill out the details of the organisation that you are applying on behalf of.
8. You have the option of completing this section at a later stage, however we would encourage all users to complete the organisation information at this stage.



9. The final step in successfully registering with SMApply is to verify the email address you submitted.
10. SMApply will automatically generate an email request to verify your email address. This email will be sent from the following address: noreply@mail.smapply.net.
 - o **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, the email may be located by checking either of these folders.*

3. HOW TO LOG-IN TO AN EXISTING SMAPPLY USER ACCOUNT

1. For organisations that submitted an application to The Ireland Funds' Small Grant Round 2019, you will already have an existing organisation account on SMaply which you can log back into.
 - a. *If you are unsure of whether there is an existing organisation account on SMaply, please get in touch with grantsinfo@irelandfunds.org and a member of the Grants Team will be able to confirm.*
2. On the homepage of The Ireland Funds SMaply portal, please select '[Log In](#)' in the top right hand corner of the page.

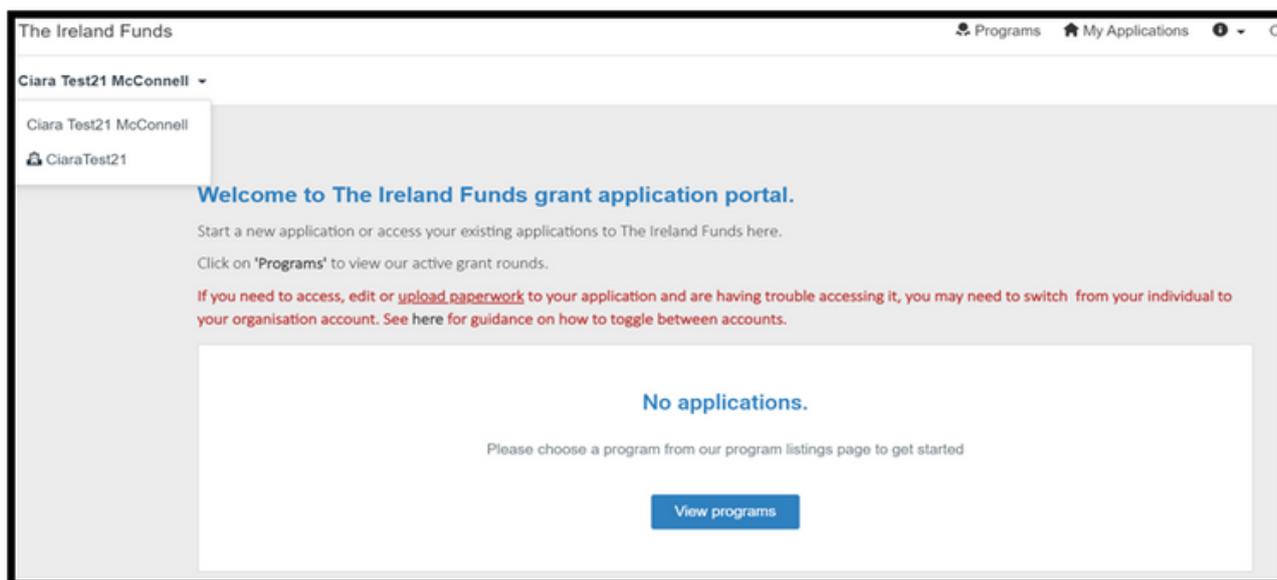


3. Enter in the email address and password that was originally used to create the SMaply organisation account.
 - a. If you have forgotten the password associated with the account, this can be reset by selecting the '[Forgot your password](#)' option
 - b. An email link to reset the password will be sent by SMaply to your email address. This email will be sent from the following address: noreply@mail.smapply.net.
2. Once logged in, you will be redirected back to The Ireland Funds SMaply portal and will be able to begin your application to the Heart of the Community Fund.

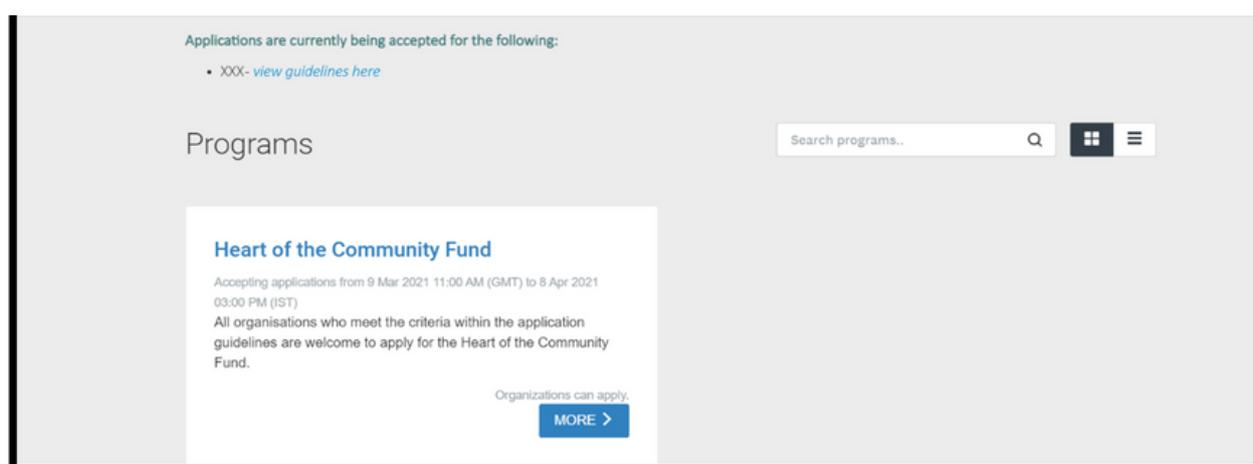
If the primary administrator (who originally created the organisation user on SMaply) has since left your organisation and whose details cannot be used to access SMaply, you will need to send an email to the Grants Team at grantsinfo@irelandfunds.org.

4. HOW TO START YOUR APPLICATION FOR THE HEART OF THE COMMUNITY FUND

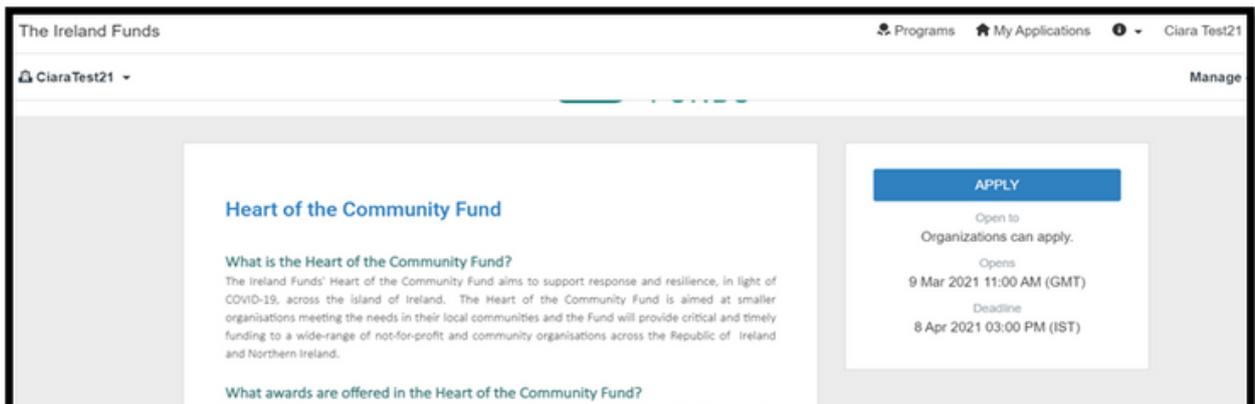
1. Once you have successfully verified your email address with SMApplly (new users), or logged in with existing user details, you will be directed to The Ireland Funds SMApplly portal.



2. You will need to switch the 'user view' in order to access the Heart of the Community Fund application form. SMApplly will automatically revert to the primary administrator user profile, which is registered as an individual.
 - a. You can switch to your organisation user by locating the user name in the top left hand corner of the page
 - b. Select the small drop down arrow to the right of the user name and a list will appear
 - c. Select your organisation name (this will be denoted by a small building icon to the left).
3. Once you are on the organisation user view, select 'View Programs' located at the bottom of the page.



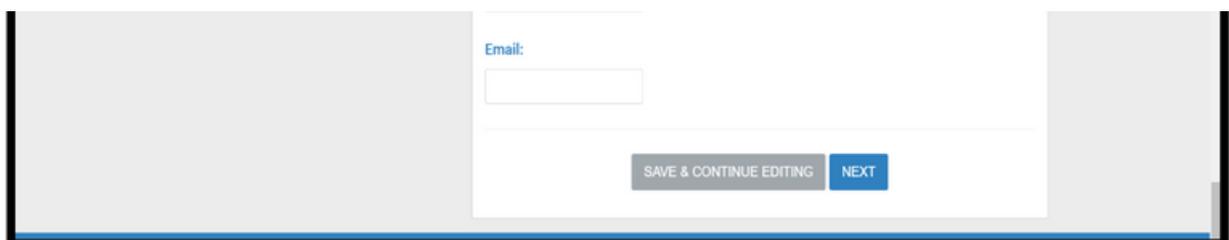
4. You will then see the [Heart of the Community Fund](#) listed as a program that is open for applications.
5. Select the 'More' button.



6. You will then be redirected to the program overview for the Heart of the Community Fund.
7. On the right-hand side, select the 'Apply' button to begin your application.
 - a. If the 'Apply' button is not appearing, or you can't select it, please follow the instructions in [step 2](#) to access the organisation user view which will then allow you to apply.

5. FREQUENTLY ASKED QUESTIONS

- **I can't access or see the 'Apply' option**
 - As The Ireland Funds only accepts applications from organisations and not individuals, SMApply is designed to only allow a user, logged into their organisation profile, to access the application form.
 - The reason that you are not able to access the apply functionality is that **you are currently on the individual user profile and need to switch to your organisation user.**
 - This can be done by doing the following:
 1. You can switch to your organisation user by locating the username in the top left hand corner of the page
 2. Select the small drop-down arrow to the right of the user name and a list will appear
 3. Select your organisation name (this will be denoted by a small building icon to the left).
- **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 Continue Editing'. Selecting this will save all progress made on that section of the application form.



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

- When you log in, SMaply will automatically revert to the primary administrator user profile, which is registered as an individual. The application that you have started is attached to the organisation user profile and so you will need to change user view in order to access the application form.

This can be done by:

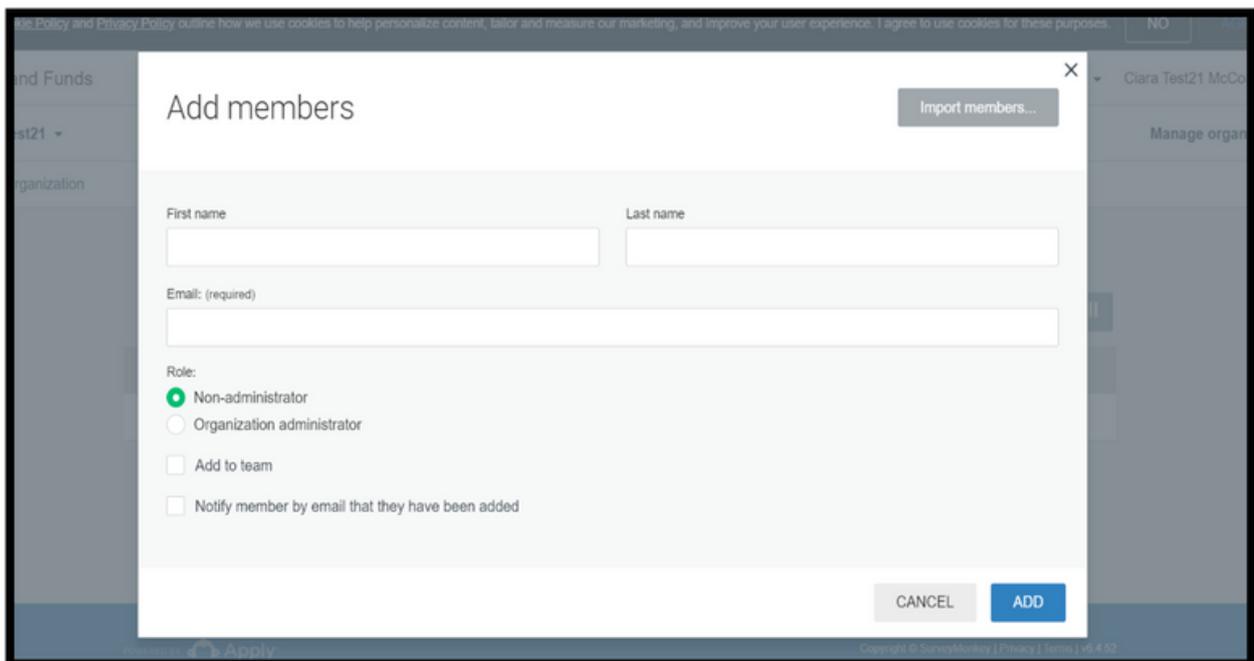
1. Switching to your organisation user by locating the username in the top left hand corner of the page
2. Selecting the small drop-down arrow to the right of the user name and a list will appear
3. Selecting your organisation name (this will be denoted by a small building icon to the left).

- **Can I give access to members of my organisation to view and edit an application form before submitting?**

- Yes, additional members of your organisation can be added to SMaply to allow them to view and edit the application that you are working on. They will be added as collaborators on the application.

To add members:

1. Return to The Ireland Funds SMaply portal homepage
2. Locate 'Manage Organisation' in the top right hand corner of the page
3. Select the 'Members' tab from the three options in the middle of the page
4. Enter the details and email address of the member you wish to add.

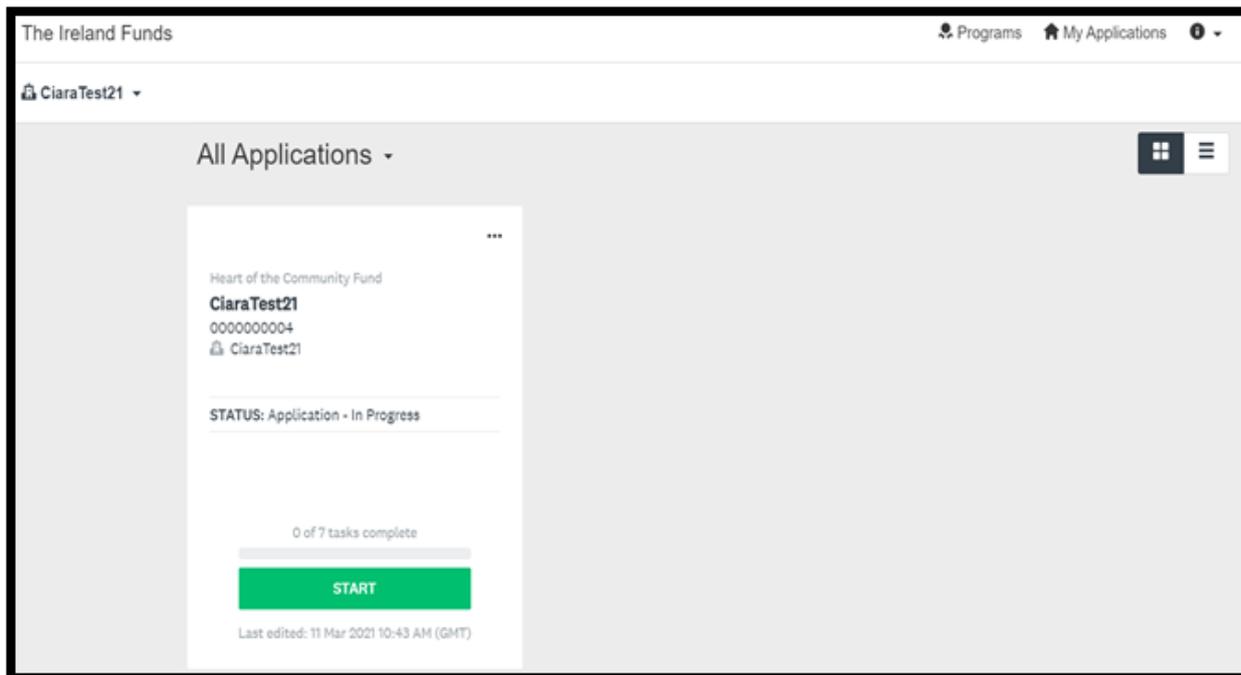


The screenshot shows a web form titled "Add members" with a close button (X) in the top right corner. The form contains the following fields and options:

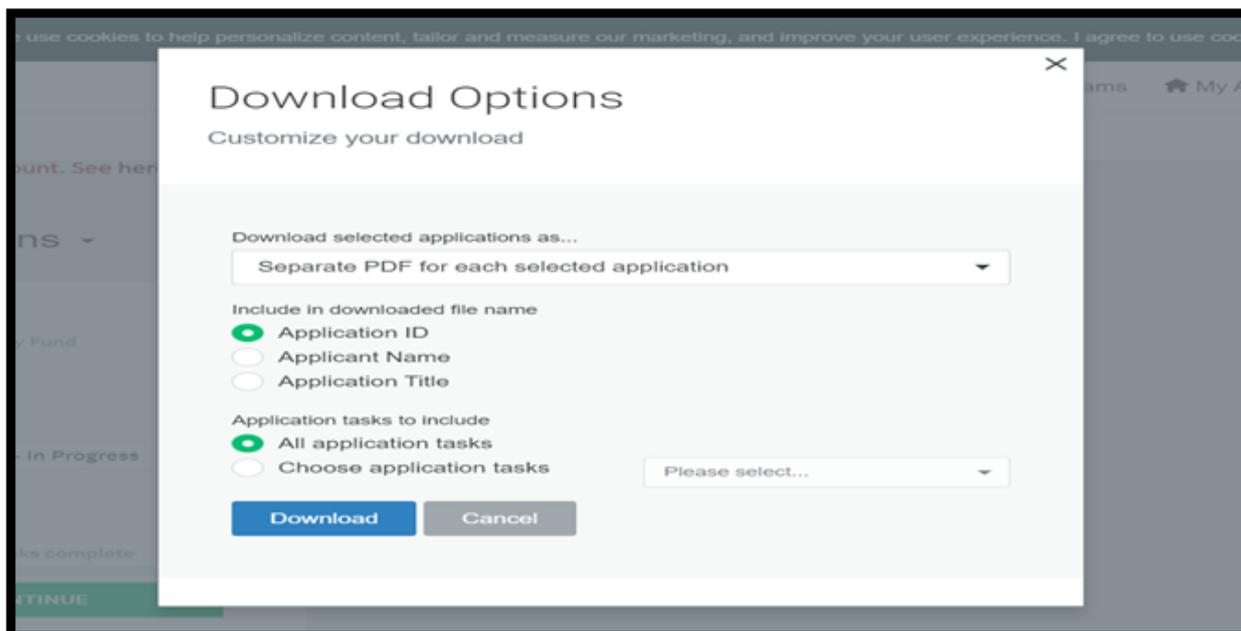
- First name**: A text input field.
- Last name**: A text input field.
- Email: (required)**: A text input field.
- Role:**
 - Non-administrator
 - Organization administrator
- Add to team
- Notify member by email that they have been added

At the bottom right of the form are two buttons: "CANCEL" and "ADD".

- **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 recommend that all organisations save a copy of their completed application before clicking submit. This can be done by:
 1. Click '[My Applications](#)' at the top of the page
 2. On the application summary, select the '...' icon on the right hand side



3. Select '[Download](#)' from the drop down menu



4. Make sure that in the 'Application tasks to include' that you have selected the first option
5. The full application, with your answers listed will automatically download as zipped PDF.

- **How do I know if my application has successfully submitted?**

- After you have submitted your application, you will receive an automatic email from SMAApply confirming this. This is your application receipt.

- **I haven't received an email from SMAApply**

- All emails from SMAApply (user verification, password reset, application confirmation etc.) will be sent from the following email address: noreply@mail.smapply.net
- Depending on your email provider, these emails can be marked as Junk/Spam so we would always recommend checking these folders if you are not receiving emails from SMAApply.