



THE IRELAND FUNDS

Guide to the online portal

Heart of the Community Fund

Apply Online: irelandfunds.org/grants
17 October – 2 November 2022

1. How to access the grant application portal

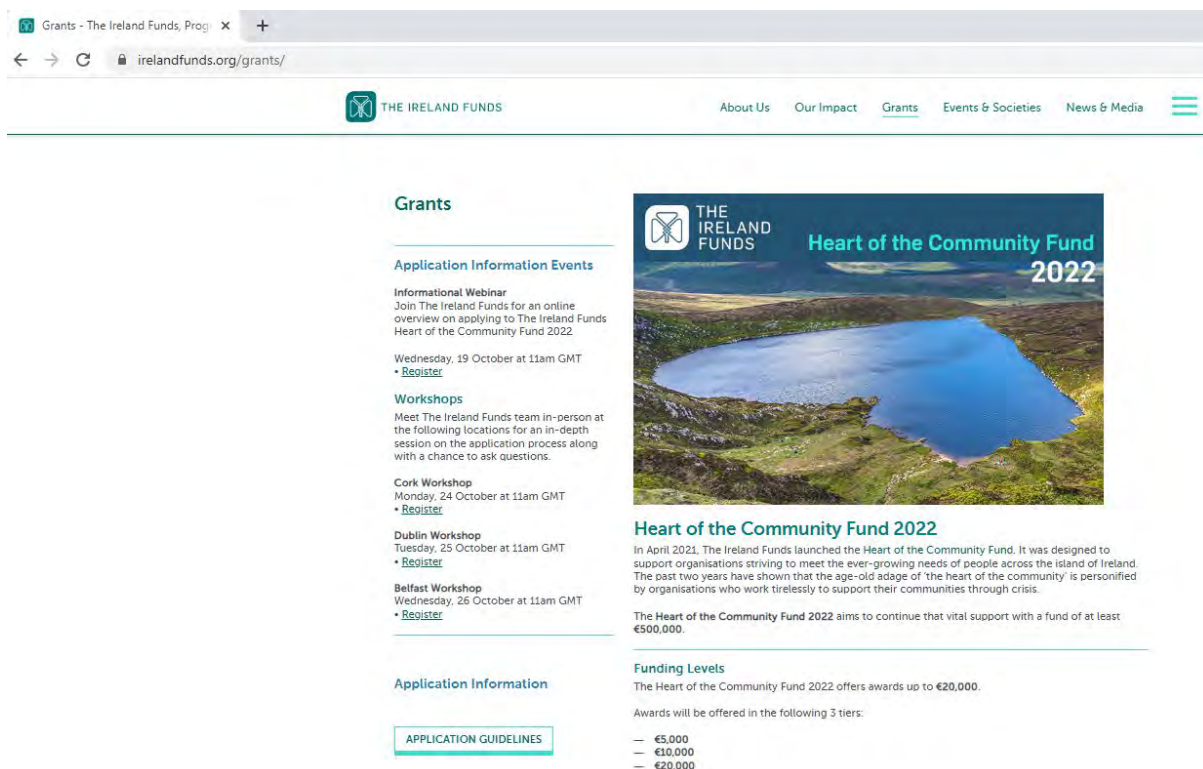
If you have read the application guidelines and have confirmed that your organisation is eligible to apply and meets all listed criteria, the first step is to access the grant application.

The Ireland Funds is using Titan Forms to facilitate applications to the Heart of the Community Fund. Please review our [privacy policy](#) for information about how we manage and store your data.

The application can be accessed through irelandfunds.org/grants

This link will direct you to our Grants page on The Ireland Funds website. Here you will find all information, guidelines and additional materials relating to the Heart of the Community Fund, along with a link to the online portal.

Scroll to the section labelled 'Applications' and click 'Start Application' to visit our application portal.



The screenshot shows the 'Grants' page on the Ireland Funds website. The page has a header with the Ireland Funds logo and navigation links: About Us, Our Impact, Grants (active), Events & Societies, and News & Media. The main content area is divided into two columns. The left column, titled 'Grants', contains sections for 'Application Information Events' (including an informational webinar and workshops) and 'Application Information' with a button for 'APPLICATION GUIDELINES'. The right column features a large image of a lake in a landscape, titled 'Heart of the Community Fund 2022'. Below the image, there is text about the fund's launch in April 2021, its purpose, and a section on 'Funding Levels' which states that awards up to €20,000 are offered in three tiers: €5,000, €10,000, and €20,000.

Grants

Application Information Events

Informational Webinar
Join The Ireland Funds for an online overview on applying to The Ireland Funds Heart of the Community Fund 2022

Wednesday, 19 October at 11am GMT
• [Register](#)

Workshops
Meet The Ireland Funds team in-person at the following locations for an in-depth session on the application process along with a chance to ask questions.

Cork Workshop
Monday, 24 October at 11am GMT
• [Register](#)

Dublin Workshop
Tuesday, 25 October at 11am GMT
• [Register](#)

Belfast Workshop
Wednesday, 26 October at 11am GMT
• [Register](#)

Application Information

[APPLICATION GUIDELINES](#)

THE IRELAND FUNDS **Heart of the Community Fund 2022**

In April 2021, The Ireland Funds launched the Heart of the Community Fund. It was designed to support organisations striving to meet the ever-growing needs of people across the island of Ireland. The past two years have shown that the age-old adage of 'the heart of the community' is personified by organisations who work tirelessly to support their communities through crisis.

The Heart of the Community Fund 2022 aims to continue that vital support with a fund of at least €500,000.

Funding Levels
The Heart of the Community Fund 2022 offers awards up to €20,000.

Awards will be offered in the following 3 tiers:

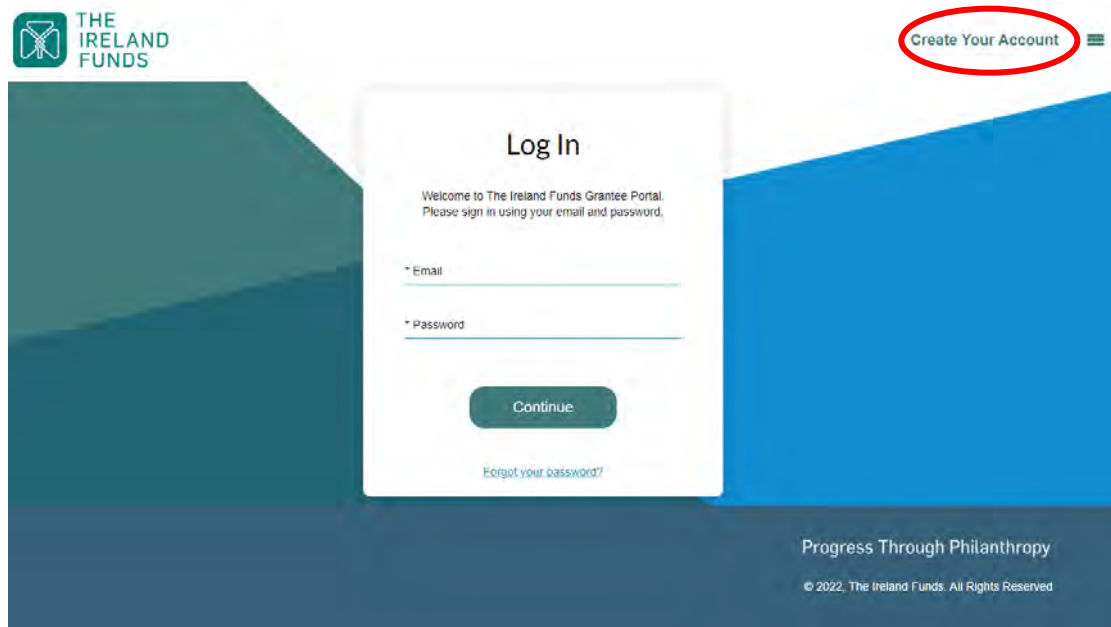
- €5,000
- €10,000
- €20,000

Due to expected high volume of enquiries and remote working all initial inquiries will be dealt with through email. Please contact us at grantsinfo@irelandfunds.org and we will get back to you as soon as possible.

2. How to create an account on the portal

This is a new online portal, so everyone will need to create an account. If you previously applied for grants from The Ireland Funds through SMAApply, those log in details **will not work** for this portal.

1. You will be directed to the below webpage, which is the homepage of The Ireland Funds grants portal.
2. Select the 'Create Your Account' button in the top right hand corner.



THE IRELAND FUNDS

Create Your Account

Log In

Welcome to The Ireland Funds Grantee Portal.
Please sign in using your email and password.

* Email

* Password

Continue

[Forgot your password?](#)

Progress Through Philanthropy

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3. The below page will appear requesting you to confirm your eligibility. Select your answers and click 'Continue'.



Confirm Eligibility

The Ireland Funds supports organisations advancing peace, culture, education and community development across the island of Ireland and among Irish communities around the world. For further information on applying for a grant, please visit <https://www.irelandfunds.org/grants/>

Answer the questions below to find out whether your organisation or project is eligible to apply.

1. Are you enquiring about grants on behalf of an organisation?
The Ireland Funds does not award grants to individuals.

☐ Yes
☐ No

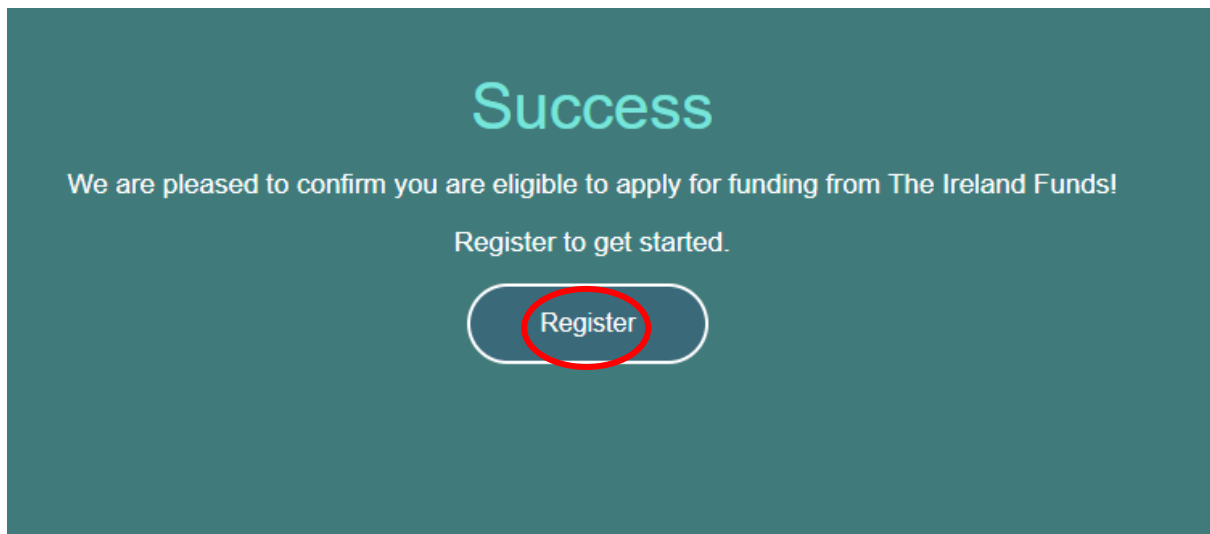
2. Is your organisation operating, registered or based in the Republic of Ireland, Northern Ireland or the United States?

☐ Yes
☐ No

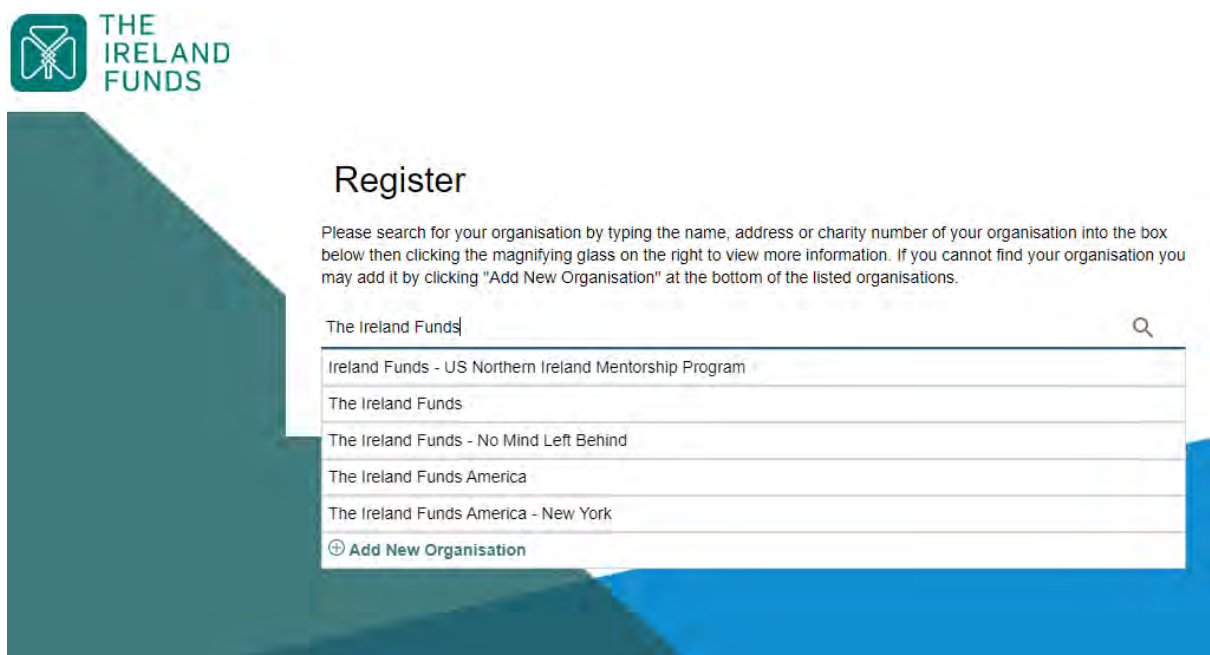
Continue

Due to expected high volume of enquiries and remote working all initial inquiries will be dealt with through email. Please contact us at grantsinfo@irelandfunds.org and we will get back to you as soon as possible.

4. The below page will appear if you pass the initial eligibility requirements. Click 'Register' to continue.



5. Type your organisation name into the search bar. It may appear in the top five results below the search bar, in which case you can select it from there.



Due to expected high volume of enquiries and remote working all initial inquiries will be dealt with through email. Please contact us at grantsinfo@irelandfunds.org and we will get back to you as soon as possible.

6. If it does not appear in the top search results, click the magnifying glass to bring up the longer list of results. If you find your organisation in this list, please click the radio button and then 'Apply'.

The screenshot shows a 'Lookup' form with a search bar containing 'The Ireland Funds' and a 'Search' button. Below the search bar is a table with three columns: 'Organisation Name', 'Address', and 'Charity Number / Tax ID'. The table lists four organisations. The second row, 'The Ireland Funds', is highlighted with a red circle around its radio button. At the bottom of the form, there are three buttons: 'Clear', 'Cancel', and 'Apply', with the 'Apply' button circled in red.

Organisation Name	Address	Charity Number / Tax ID
<input type="radio"/> Ireland Funds - US Northern Ireland Mentorship Program	C/o The Ireland Funds 25 St. Stephen's Green Dublin 2,	
<input checked="" type="radio"/> The Ireland Funds	Denshaw House 121-122 Baggot Street Lower Dublin, 2	10798
<input type="radio"/> The Ireland Funds - No Mind Left Behind	Denshaw House, 121-122 Baggot Street Lower Dublin, Dublin 2	
<input type="radio"/> The Ireland Funds America	10 Post Office Square Suite 1205	25-130-6992

7. If your organisation did not appear in either the short or long list, you will need to add it by clicking 'Add New Organisation'.
8. An information box will pop up for you to add your organisation's details into. Fill out the required details and click 'Submit'.

The screenshot shows a form titled 'Please enter information relating to the organisation you are inquiring about. If there is no organisational email/phone number available, personal contact details can be provided in lieu.' The form has six fields: '* Organisation Name', '* Country' (with a dropdown arrow), '* Street Address', '* City/Town', '* Website', and '* Phone'. A 'Submit' button is located at the bottom left of the form.

Due to expected high volume of enquiries and remote working all initial inquiries will be dealt with through email. Please contact us at grantsinfo@irelandfunds.org and we will get back to you as soon as possible.

9. Whether you set up a new organisation or not, the next step will be to fill out the information in the window shown below. If you have received a grant from The Ireland Funds previously, some of this information will auto-populate.
10. Fill out the required information and click 'Submit'.

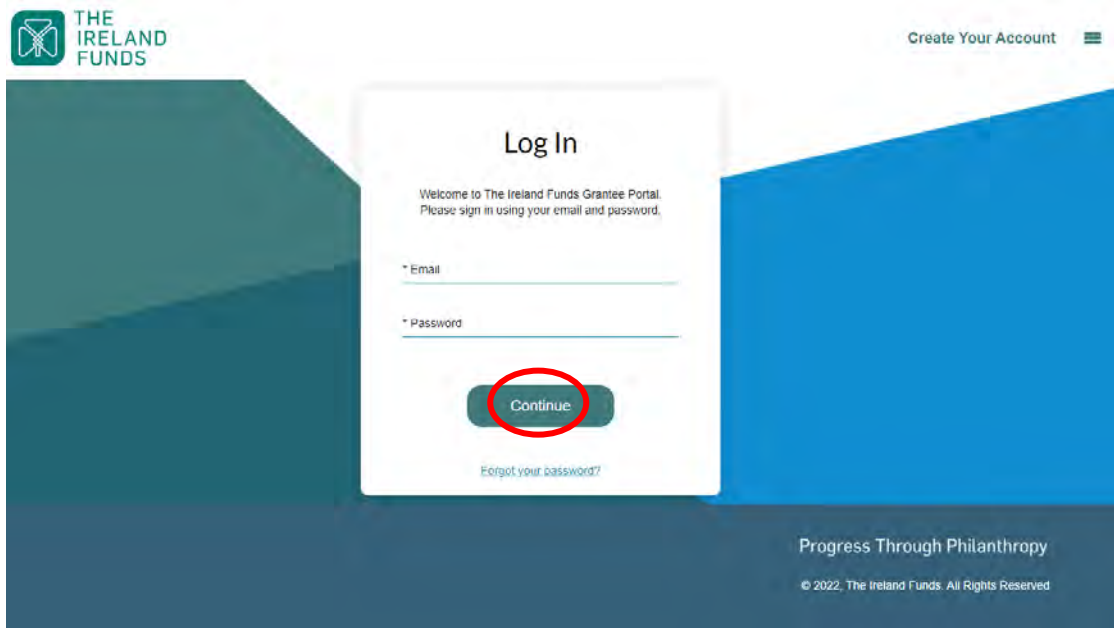
The below information is what The Ireland Funds has on record for your organization. If the information is incorrect or blank, please contact grantsinfo@irelandfunds.org.

Address 121 Lower Baggot St Dublin, Dublin D01Y56U	Charity Number / Tax ID / Company Registration Number 123456
* First Name	* Last Name
* Job Title	* Primary Phone
* Email (this will also be your username)	* Confirm Email
* Password	* Confirm Password
* Security Question	

Submit

11. Once you submit, you will be directed to a confirmation page.
12. Form Titan will automatically generate an email with a link for you to verify your email address and finalise the account set-up. This email will be sent from the following address: noreply@formtitan.com
- a. ***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, please check these folders.**

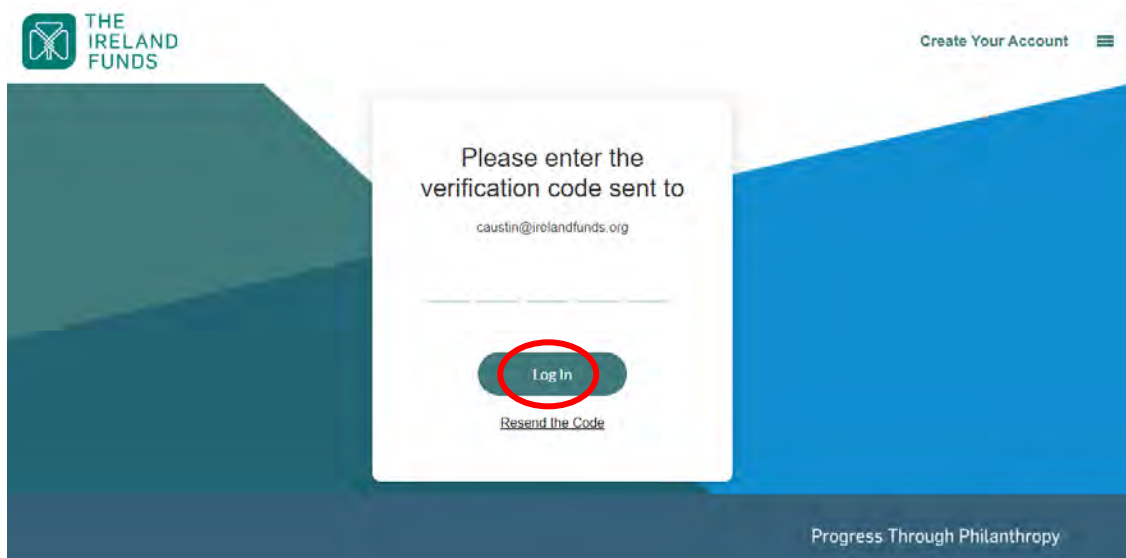
13. When you click the link in the email, it will bring you back to the below page. Enter the email address and password you just created and click 'Continue'.



The screenshot shows the 'Log In' page of the The Ireland Funds Grantee Portal. The page has a dark blue header with the 'THE IRELAND FUNDS' logo on the left and a 'Create Your Account' link on the right. The main content area is white and contains the following text: 'Log In', 'Welcome to The Ireland Funds Grantee Portal. Please sign in using your email and password.', a text input field for 'Email', a text input field for 'Password', a green 'Continue' button (circled in red), and a link for 'Forgot your password?'. The footer is dark blue and contains the text 'Progress Through Philanthropy' and '© 2022, The Ireland Funds. All Rights Reserved'.

14. A verification code will be sent to your registered email address. If the first email went to your spam/junk account, this likely will too. Enter the five digit code and click 'Log In'.

- a. Please note that a verification code is generated and required each time you log in to the portal.

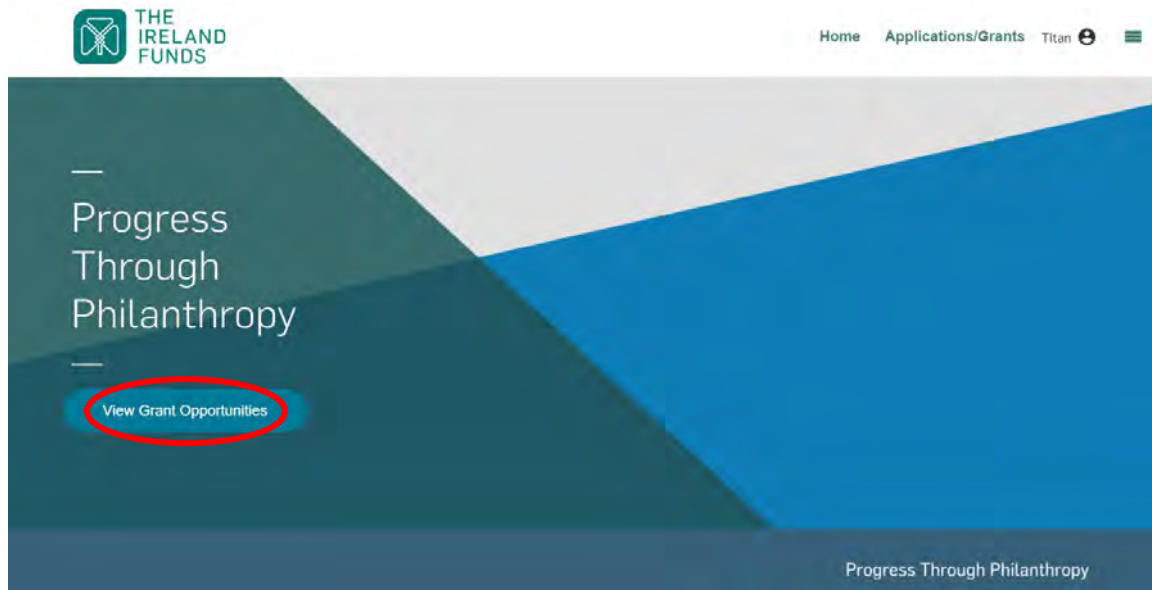


The screenshot shows the verification page of the The Ireland Funds Grantee Portal. The page has a dark blue header with the 'THE IRELAND FUNDS' logo on the left and a 'Create Your Account' link on the right. The main content area is white and contains the following text: 'Please enter the verification code sent to', the email address 'caustin@irelandfunds.org', a text input field for the verification code, a green 'Log In' button (circled in red), and a link for 'Resend the Code'. The footer is dark blue and contains the text 'Progress Through Philanthropy'.

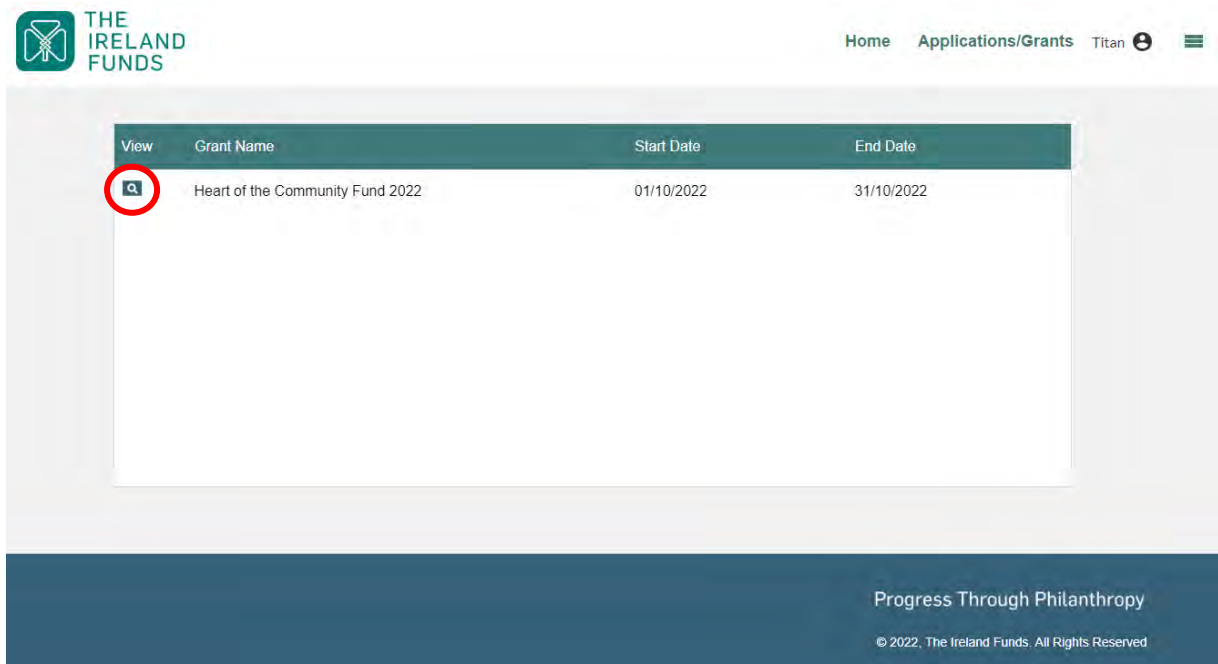
Due to expected high volume of enquiries and remote working all initial inquiries will be dealt with through email. Please contact us at grantsinfo@irelandfunds.org and we will get back to you as soon as possible.

3. How to start your application to the Heart of the Community Fund

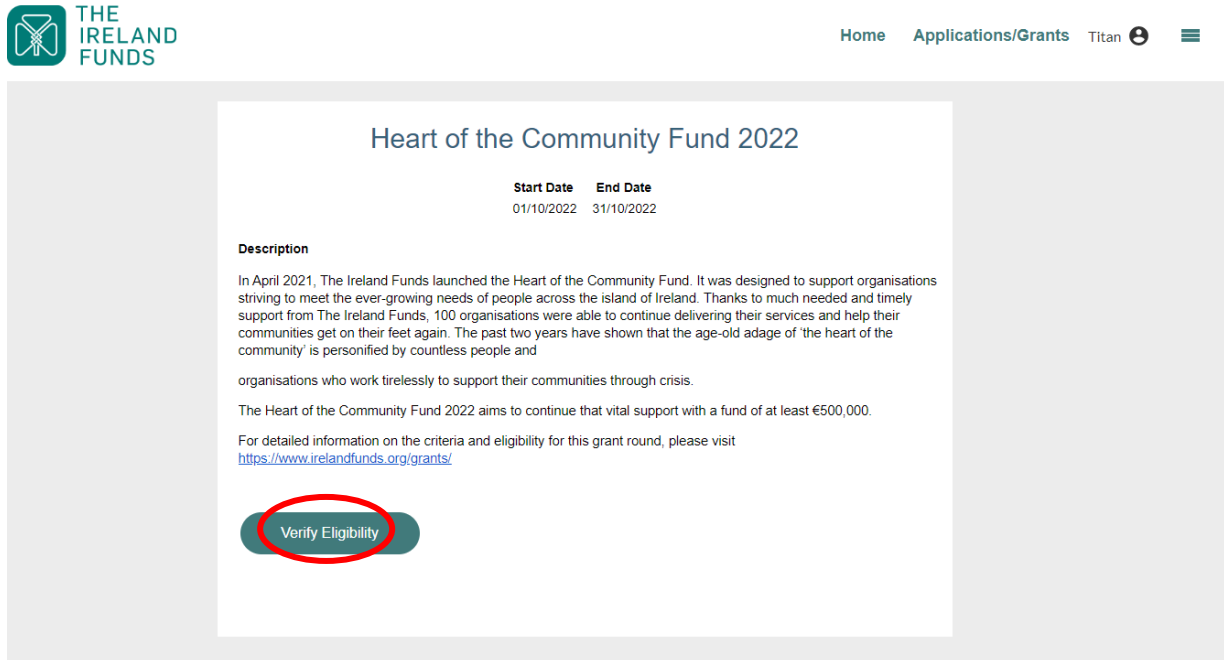
1. Once you have entered the verification code and clicked 'Log In', you will be directed to the home page of The Ireland Funds grantee portal. Click 'View Grant Opportunities' to view the grant rounds that are currently open.



2. The next page will display all currently open grant rounds. Click the magnifying glass next to 'Heart of the Community Fund 2022' to view the grant opportunity. **Note: the start and end dates in this screen shot are not correct as this guide was created while the system was still in a test environment.**



3. The next page will display information about the grant round. You can commence your application by clicking 'Verify Eligibility'. **Please note: each organisation can only have one active grant application in progress for a given grant round. Once you click this button, you will be starting the grant application for your organisation.**



THE IRELAND FUNDS

Home Applications/Grants Titan

Heart of the Community Fund 2022

Start Date	End Date
01/10/2022	31/10/2022

Description

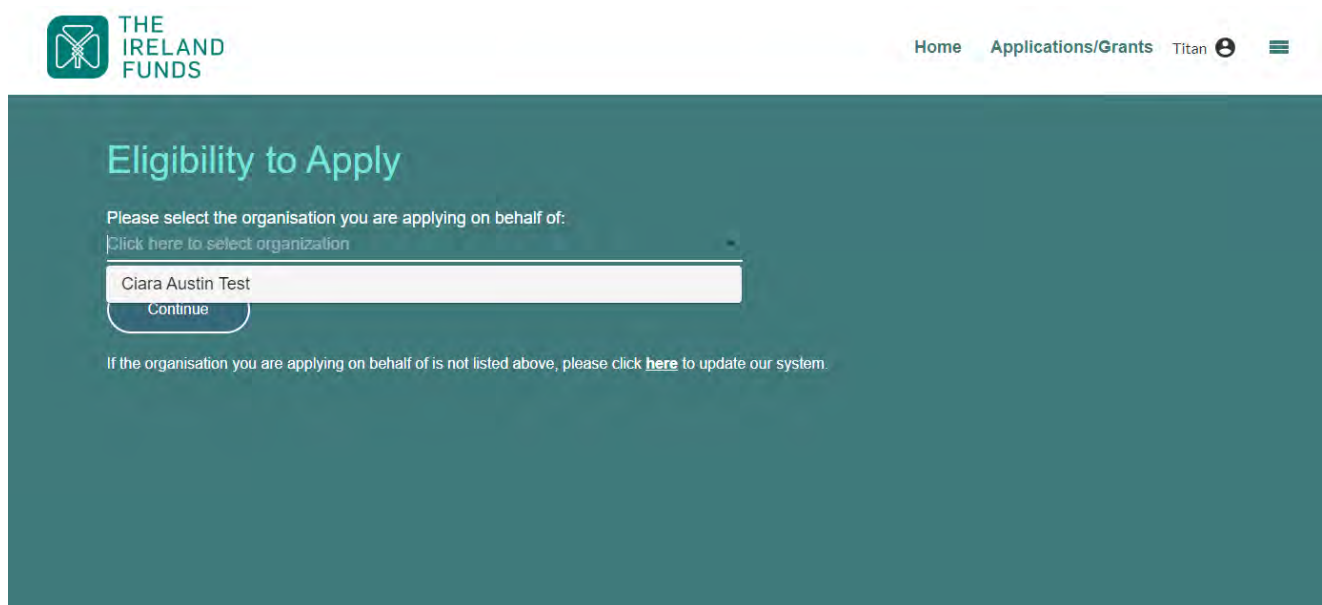
In April 2021, The Ireland Funds launched the Heart of the Community Fund. It was designed to support organisations striving to meet the ever-growing needs of people across the island of Ireland. Thanks to much needed and timely support from The Ireland Funds, 100 organisations were able to continue delivering their services and help their communities get on their feet again. The past two years have shown that the age-old adage of 'the heart of the community' is personified by countless people and organisations who work tirelessly to support their communities through crisis.

The Heart of the Community Fund 2022 aims to continue that vital support with a fund of at least €500,000.

For detailed information on the criteria and eligibility for this grant round, please visit <https://www.irelandfunds.org/grants/>

Verify Eligibility

4. To begin, select the organisation you are applying on behalf of from the dropdown menu and click 'Continue'. Most people will only have one option in this list.



THE IRELAND FUNDS

Home Applications/Grants Titan

Eligibility to Apply

Please select the organisation you are applying on behalf of:

[Click here to select organization](#)

Ciara Austin Test

Continue

If the organisation you are applying on behalf of is not listed above, please click [here](#) to update our system.

Due to expected high volume of enquiries and remote working all initial inquiries will be dealt with through email. Please contact us at grantsinfo@irelandfunds.org and we will get back to you as soon as possible.

5. Complete the eligibility questions and click 'Continue'.

Eligibility to Apply

1. Does the activity or work for which you are seeking funding take place within the Republic of Ireland and/or Northern Ireland?

- ☐ Yes
☐ No

2. Are you seeking funding for an activity that has already been completed?

- ☐ Yes
☐ No

3. Does your organisation satisfy the due diligence requirements to receive funding from The Ireland Funds?

The due diligence requirements are detailed in the application guidelines, which are available via [this link](#).

- ☐ Yes
☐ No

4. Does your organisation have an annual turnover of less than €/ £ 3,000,000?

- ☐ Yes
☐ No

5. Are you seeking funding for any of the following activities?

- Individuals, bursaries, or scholarships
- Tuition, course fees, accreditation costs for staff or volunteers
- Medical expenses
- Capital projects
- One-off events
- Animal welfare activities
- Marketing materials or publication costs
- Commemorative structures
- Advancement of religion/faith or religious beliefs

- ☐ Yes
☐ No

6. Is your organisational structure one of the following entities:

- Company Limited Guarantee (CLG)
- Community Interest Company (CIC)
- Charitable Incorporated Organisation (CIO)
- Registered Charity
- Charitable Trust

- ☐ Yes
☐ No

7. Does your organisation have a Governing Document and recent Financial Statements?

- ☐ Yes
☐ No

Continue

6. You will receive confirmation of your eligibility on the next page. If you are eligible, click 'Get Started' to commence the application.

Success!

We are pleased to confirm you are eligible to apply for this grant round.

Click the button below to start your application.

Get Started

4. Frequently Asked Questions

- 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 Next'. Selecting this will save all progress made on that section of the application form. **Please note that in order to be able to save, all fields on that page must be inputted and fully complete- you cannot save a page if any fields are left blank**

* Please select the legal status of your organisation from the list below.

In order to apply for funding in this grant round, the applicant organisation must have a Governing Document (i.e. Memorandum & Articles of Association; Trust Deed; Constitution)

* Please select your organisation's type of Governing Document from the list below

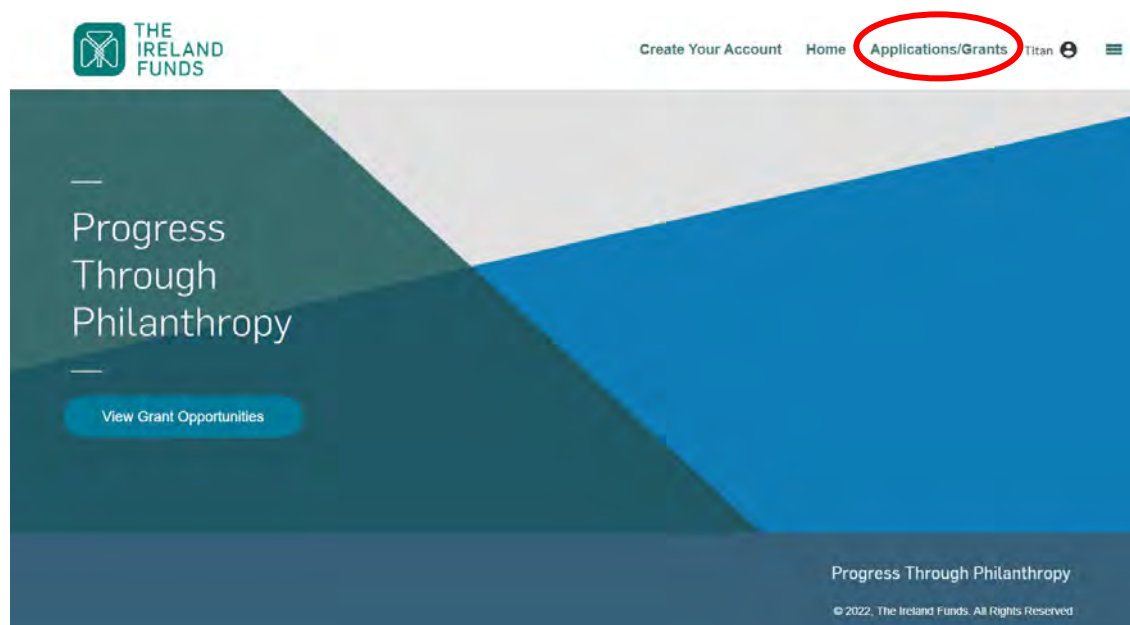
View	File Name	Upload Date	Delete
No Files			

Save & Next

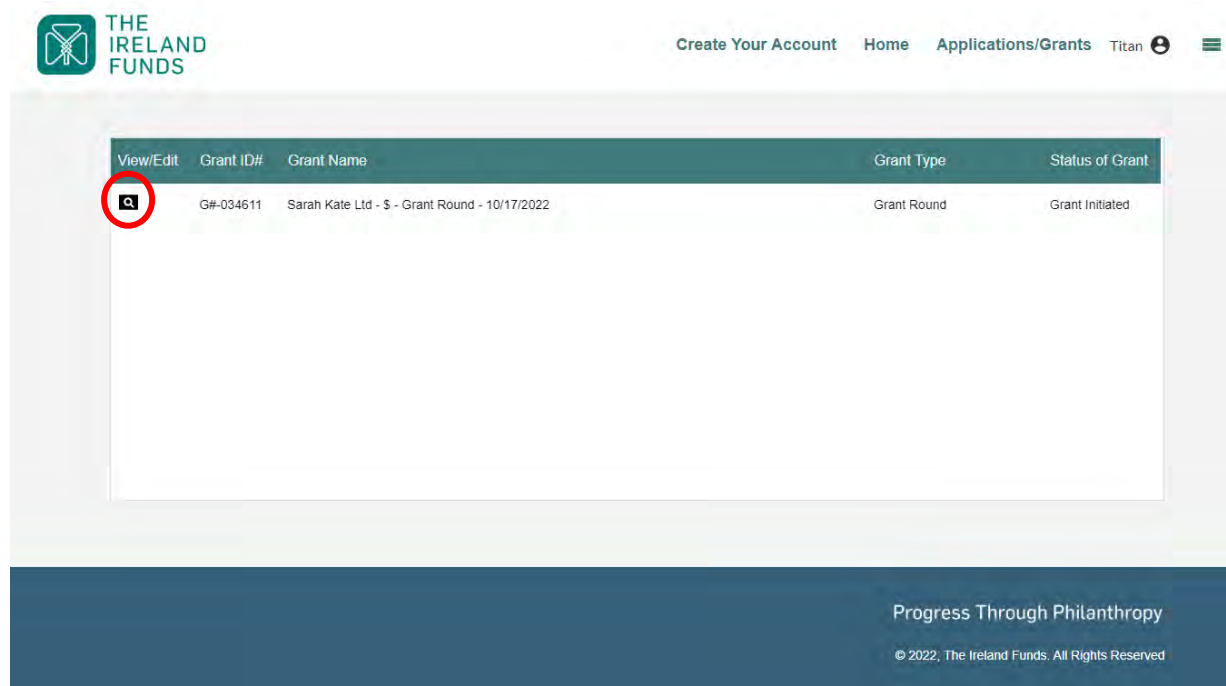
Due to expected high volume of enquiries and remote working all initial inquiries will be dealt with through email. Please contact us at grantsinfo@irelandfunds.org and we will get back to you as soon as possible.

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

When you log in, click 'Applications/Grants' at the top of the page.



This will direct you to a list of your organisation's previous grants, as well as the current grant in progress. Click the magnifying glass to continue your application.



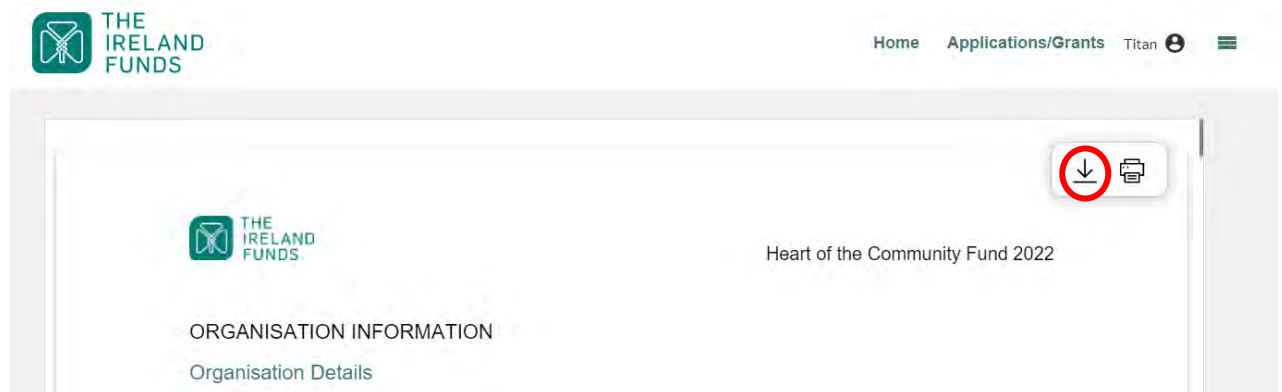
- Can I edit an application after it is submitted?

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.

Due to expected high volume of enquiries and remote working all initial inquiries will be dealt with through email. Please contact us at grantsinfo@irelandfunds.org and we will get back to you as soon as possible.

- **How do I save a copy of my completed application after submitting?**

We would recommend that each organisation saves a copy of its completed application once it has been submitted. This can be done by clicking the download button:



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

After you have submitted your application, you will receive an automatic email confirming your submission. This is receipt of your application.

- **I haven't received a confirmation email**

This email will come from the following email address: noreply@salesforce.com. Depending on your email provider, these emails can be marked as Junk/Spam so we would always recommending checking these folders if you are not receiving emails at any stage of the process.