



THE IRELAND FUNDS

# Guide to the online portal

## Heart of the Community Fund

Apply Online: [irelandfunds.org/grants](https://irelandfunds.org/grants)  
12 April – 9 May 2023

## 1. How to access the grant application portal

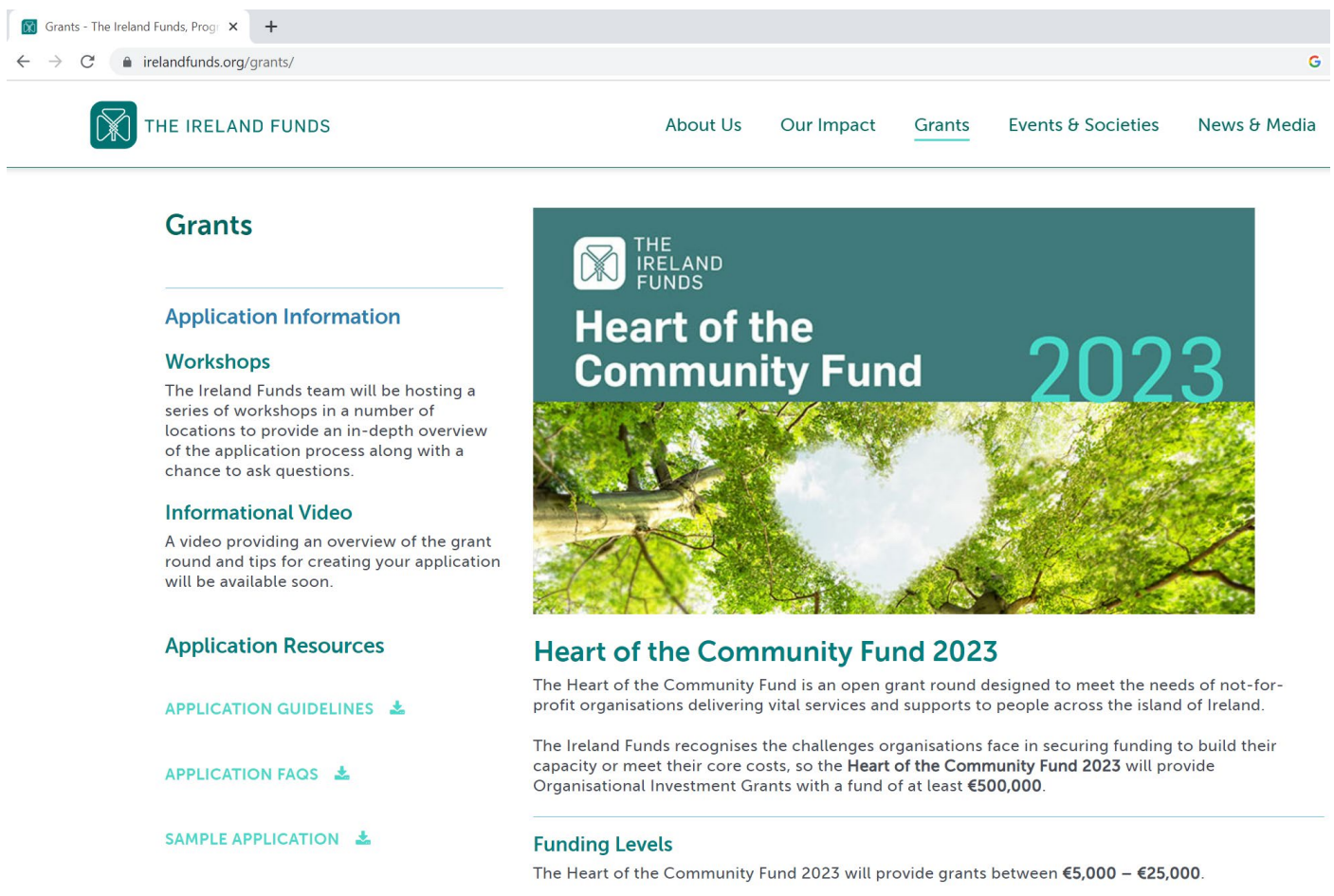
If you have read the application guidelines and have confirmed that your organisation is eligible to apply and meets all listed criteria, the first step is to access the grant application.

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](https://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 a web browser window with the URL [irelandfunds.org/grants/](https://irelandfunds.org/grants/). The page header includes the Ireland Funds logo and navigation links: About Us, Our Impact, Grants (active), Events & Societies, and News & Media. The main content area is titled 'Grants' and features a sidebar with links to 'Application Information', 'Workshops', 'Informational Video', 'Application Resources', 'APPLICATION GUIDELINES' (with a download icon), 'APPLICATION FAQs' (with a download icon), and 'SAMPLE APPLICATION' (with a download icon). The main content area displays a large banner for 'Heart of the Community Fund 2023' with a background image of trees forming a heart shape. Below the banner, the text describes the fund as an open grant round for not-for-profit organisations, providing Organisations Investment Grants with a fund of at least €500,000. A section titled 'Funding Levels' states that grants will be between €5,000 – €25,000.

### Grants

#### Application Information


##### Workshops


The Ireland Funds team will be hosting a series of workshops in a number of locations to provide an in-depth overview of the application process along with a chance to ask questions.


##### Informational Video

A video providing an overview of the grant round and tips for creating your application will be available soon.

#### Application Resources

[APPLICATION GUIDELINES](#) 

[APPLICATION FAQs](#) 

[SAMPLE APPLICATION](#) 

## Heart of the Community Fund 2023

The Heart of the Community Fund is an open grant round designed to meet the needs of not-for-profit organisations delivering vital services and supports to people across the island of Ireland.

The Ireland Funds recognises the challenges organisations face in securing funding to build their capacity or meet their core costs, so the **Heart of the Community Fund 2023** will provide Organisations Investment Grants with a fund of at least €500,000.

### Funding Levels

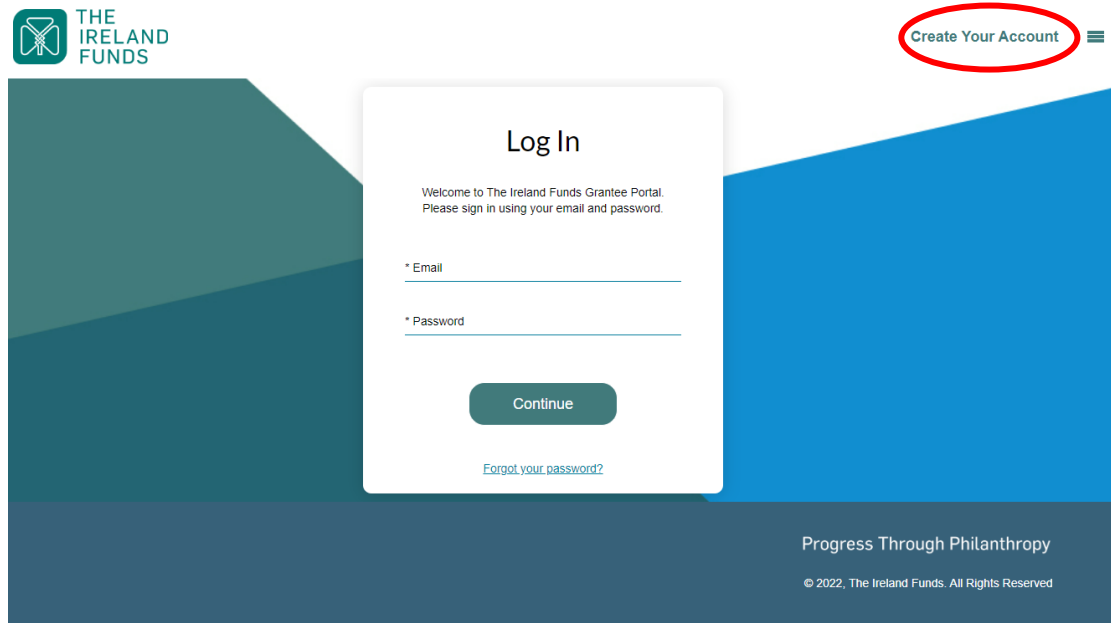
The Heart of the Community Fund 2023 will provide grants between €5,000 – €25,000.

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](mailto:grantsinfo@irelandfunds.org) and we will get back to you as soon as possible.

## 2. How to create an account on the portal

This online portal was developed in late 2022, so any organisation that did not apply for Heart of the Community Fund 2022 will need to create an account. If you created an account through Heart of the Community Fund 2022, please skip to step 13.

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.

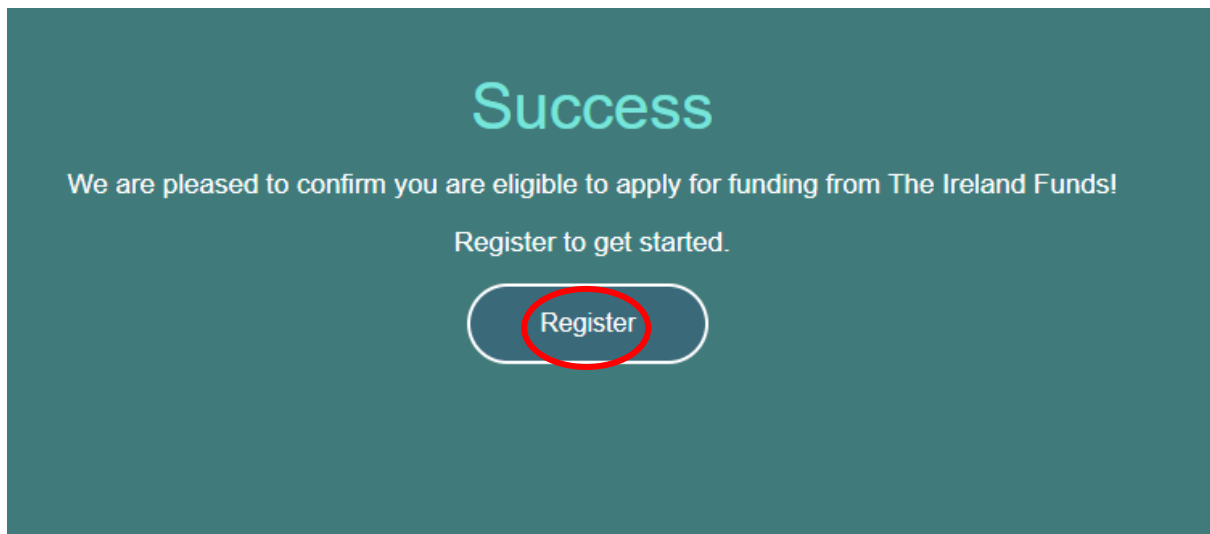


3. The below page will appear requesting you to confirm your eligibility. Select your answers and click 'Continue'.

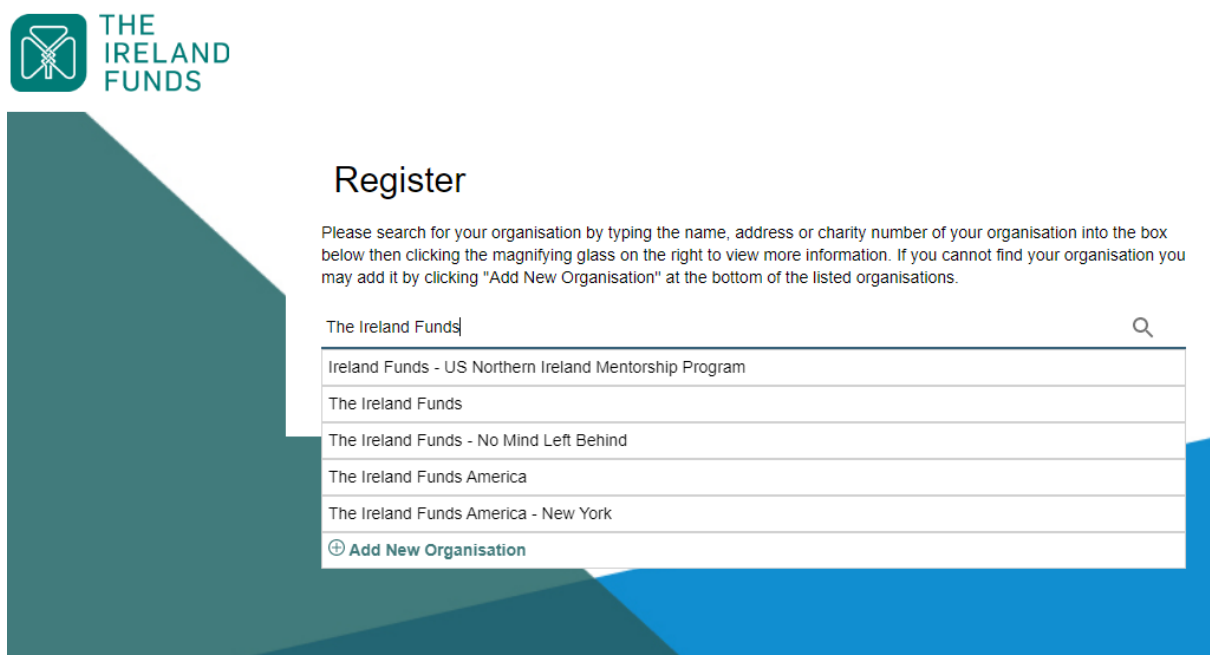


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4. The below page will appear if you pass the initial eligibility requirements. Click 'Register' to continue.



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.



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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' modal window 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, and its radio button is circled in red. At the bottom of the modal, 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'. At the bottom left is a 'Submit' button.

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.

\* Organisation Name

\* Country

\* Street Address

\* City/Town

\* Website

\* Phone

Submit

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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'.

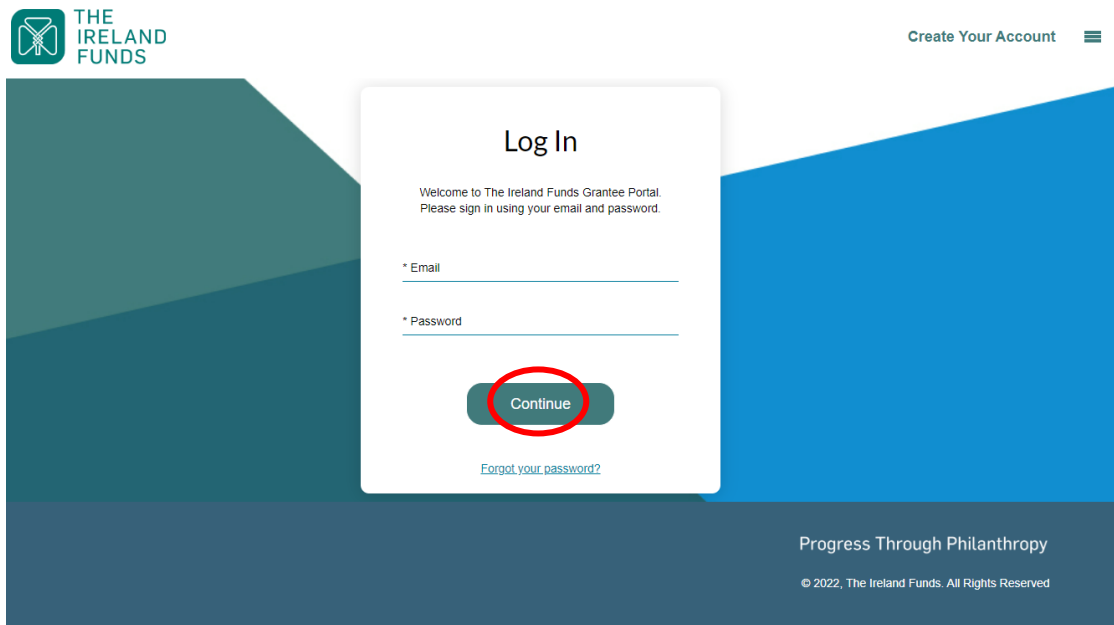
The below information is what The Ireland Funds has on record for your organization. If the information is incorrect or blank, please contact [grantsinfo@irelandfunds.org](mailto:grantsinfo@irelandfunds.org).

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

**Submit**

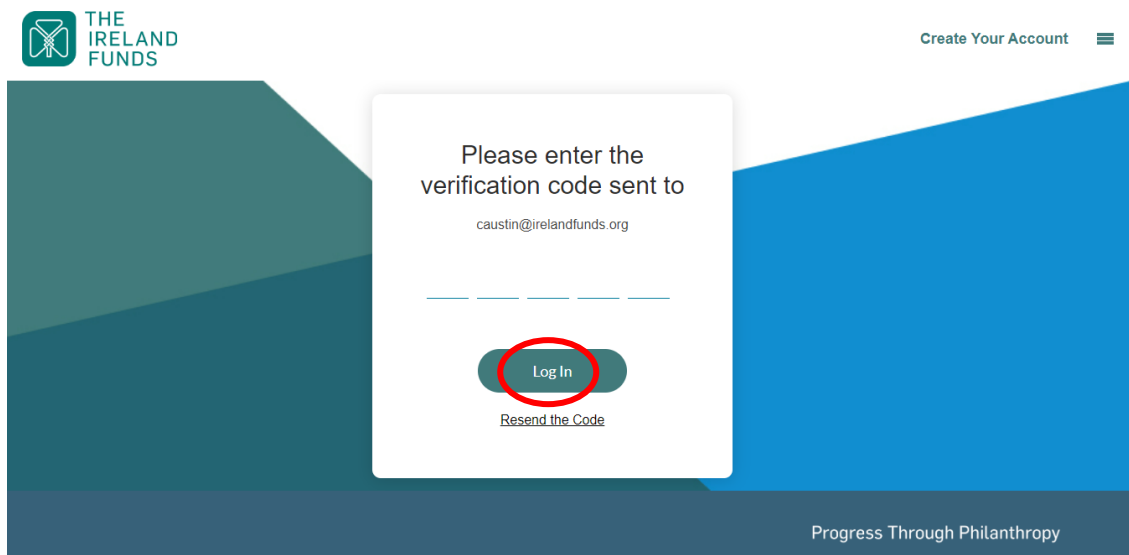
11. Once you submit, you will be directed to a confirmation page.
12. Form Titan will automatically generate an email with a link for you to verify your email address and finalise the account set-up. This email will be sent from the following address: [noreply@formtitan.com](mailto:noreply@formtitan.com). Click the link in the email to verify and return to the log-in page.
- 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. Enter the email address and password you used for your account and click 'Continue'.



The screenshot shows the 'Log In' page of The Ireland Funds Grantee Portal. The page has a dark teal header with the logo on the left and 'Create Your Account' with a menu icon on the right. The main content area has a white background with the title 'Log In' and a welcome message: 'Welcome to The Ireland Funds Grantee Portal. Please sign in using your email and password.' Below this are two input fields: '\* Email' and '\* Password'. A green 'Continue' button is highlighted with a red circle. Below the button is a link for 'Forgot your password?'. The footer 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 folder, 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.

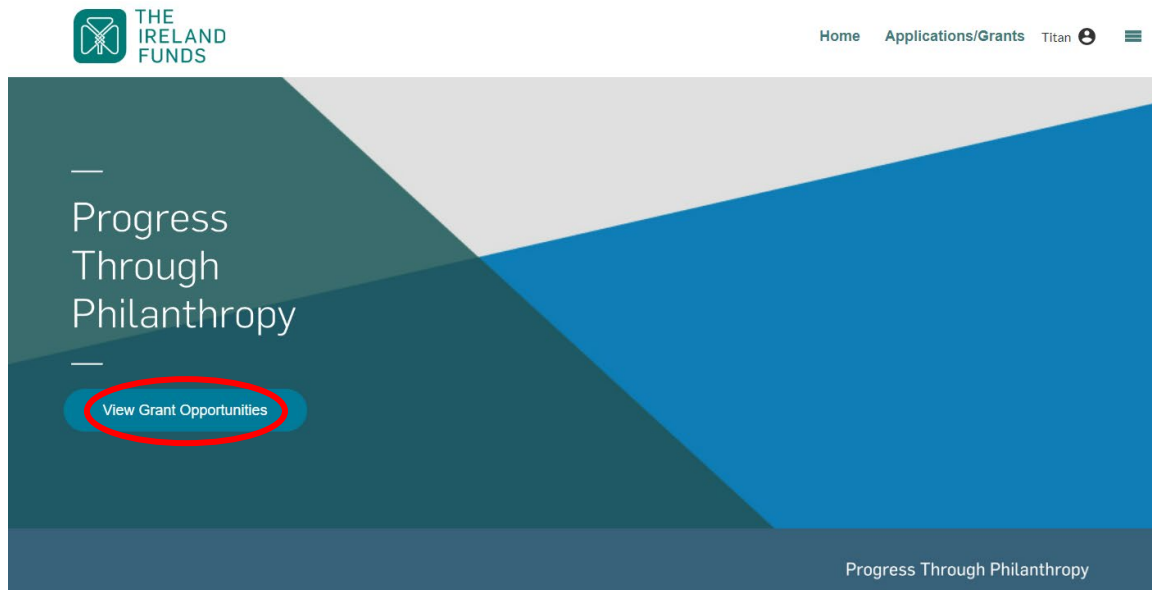


The screenshot shows the verification code entry page of The Ireland Funds Grantee Portal. The page has a dark teal header with the logo on the left and 'Create Your Account' with a menu icon on the right. The main content area has a white background with the title 'Please enter the verification code sent to' and the email address 'caustin@irelandfunds.org'. Below this is a five-digit code input field. A green 'Log In' button is highlighted with a red circle. Below the button is a link for 'Resend the Code'. The footer contains the text 'Progress Through Philanthropy'.

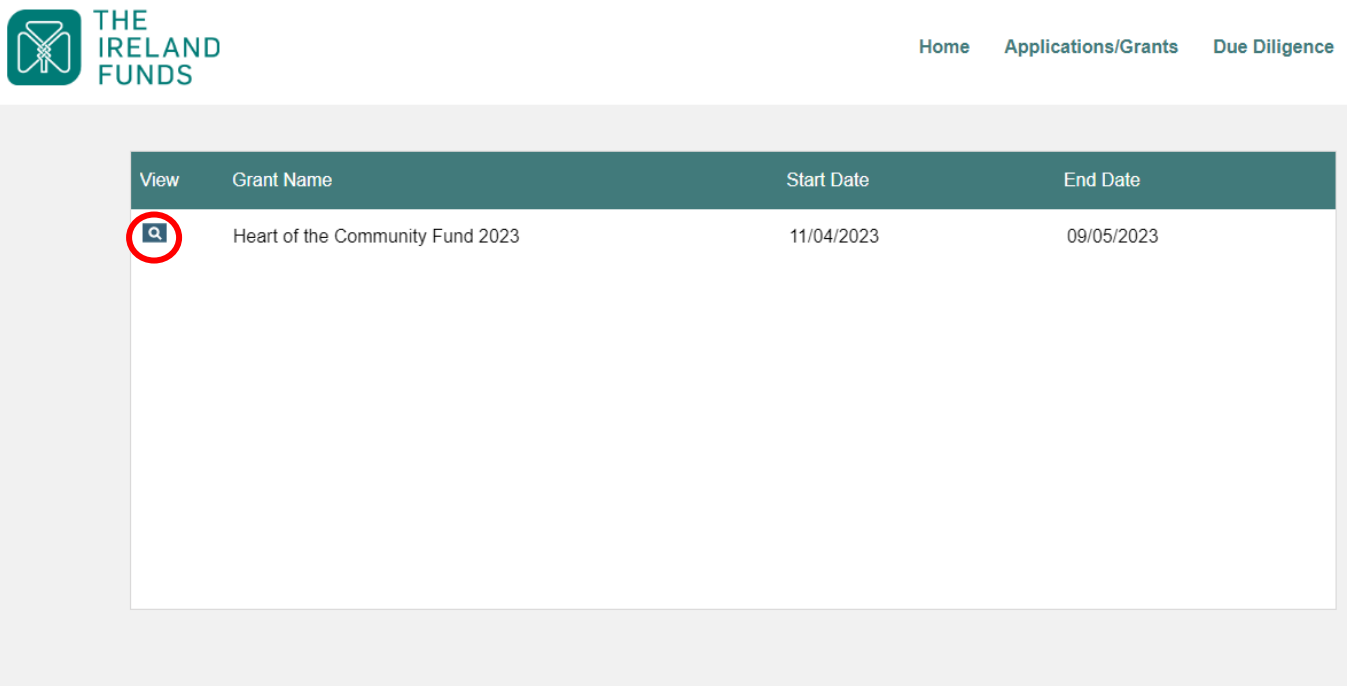
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### 3. How to start your application to the Heart of the Community Fund

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.



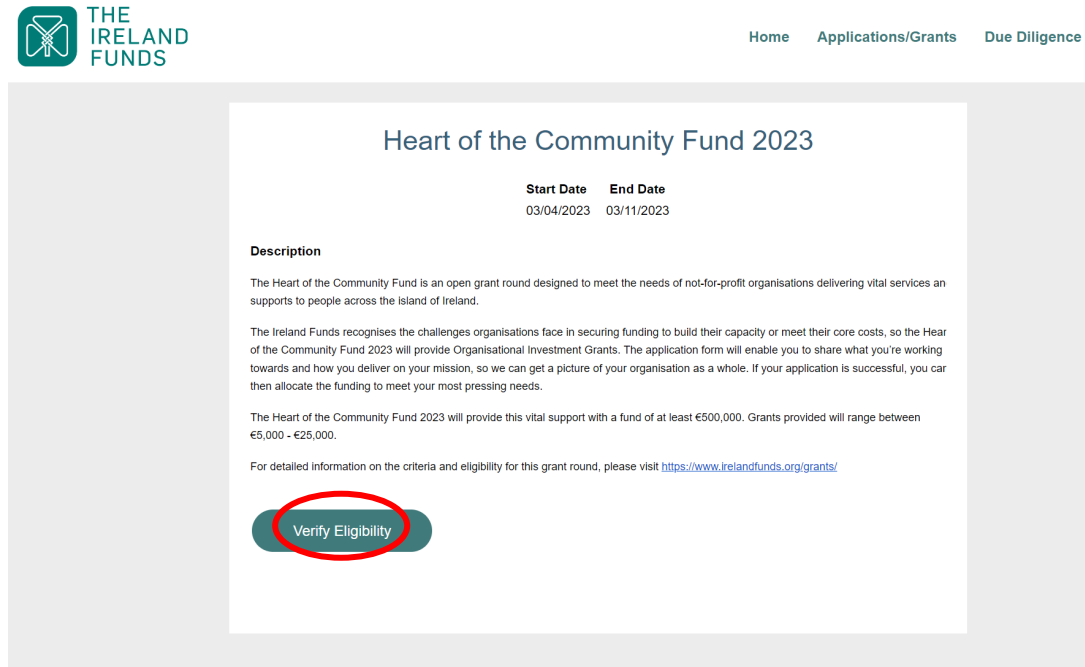
2. The next page will display all currently open grant rounds. Click the magnifying glass next to 'Heart of the Community Fund 2023' to view the grant opportunity. **Note: the start and end dates in this screen shot are not correct as this guide was created while the system was still in a test environment.**



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- 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 Due Diligence

## Heart of the Community Fund 2023

Start Date	End Date
03/04/2023	03/11/2023

**Description**

The Heart of the Community Fund is an open grant round designed to meet the needs of not-for-profit organisations delivering vital services and supports to people across the island of Ireland.

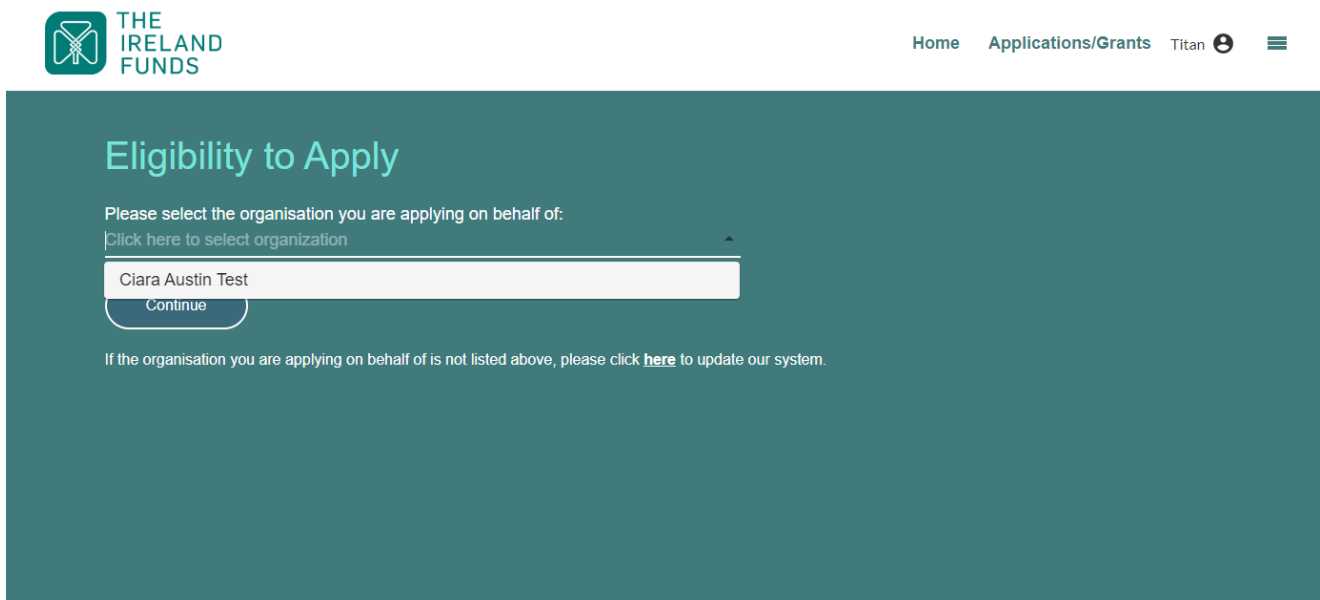
The Ireland Funds recognises the challenges organisations face in securing funding to build their capacity or meet their core costs, so the Heart of the Community Fund 2023 will provide Organisational Investment Grants. The application form will enable you to share what you're working towards and how you deliver on your mission, so we can get a picture of your organisation as a whole. If your application is successful, you can then allocate the funding to meet your most pressing needs.

The Heart of the Community Fund 2023 will provide this vital support with a fund of at least €500,000. Grants provided will range between €5,000 - €25,000.

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

**Verify Eligibility**

- 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.

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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. 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

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

- ☐ Yes  
☐ No

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

- Individuals, bursaries, or scholarships
- Medical expenses
- Animal welfare activities
- Commemorative structures
- Advancement of religion/faith or religious beliefs
- Political activities and promotion of individual political candidates

- ☐ Yes  
☐ No

5. 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

6. 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

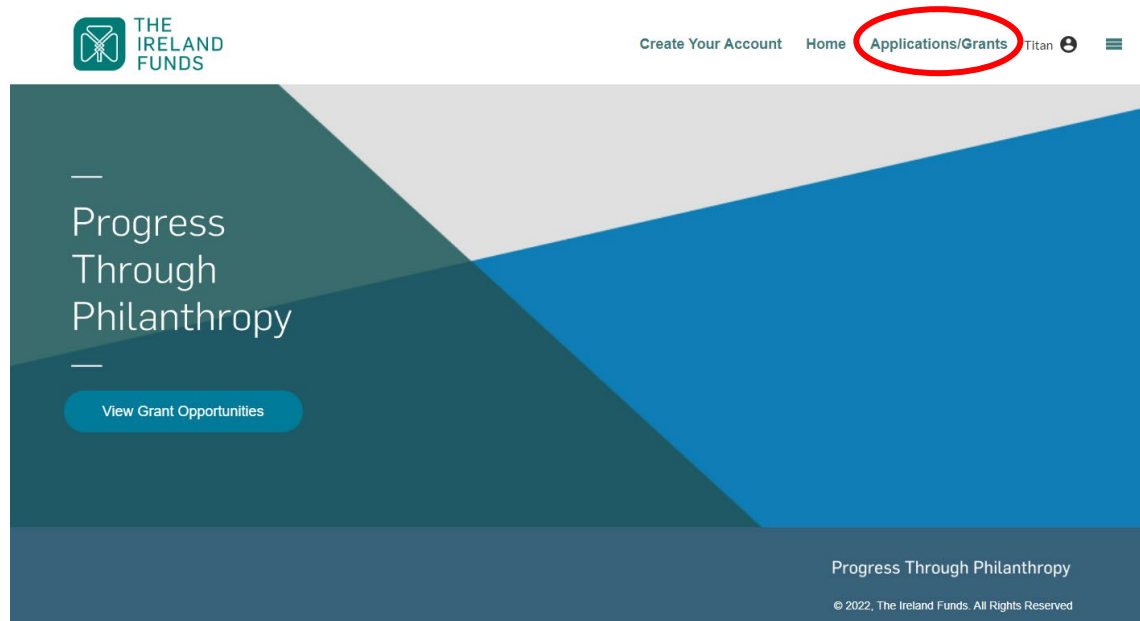
View	File Name	Upload Date	Delete
No Files			

Save & Next

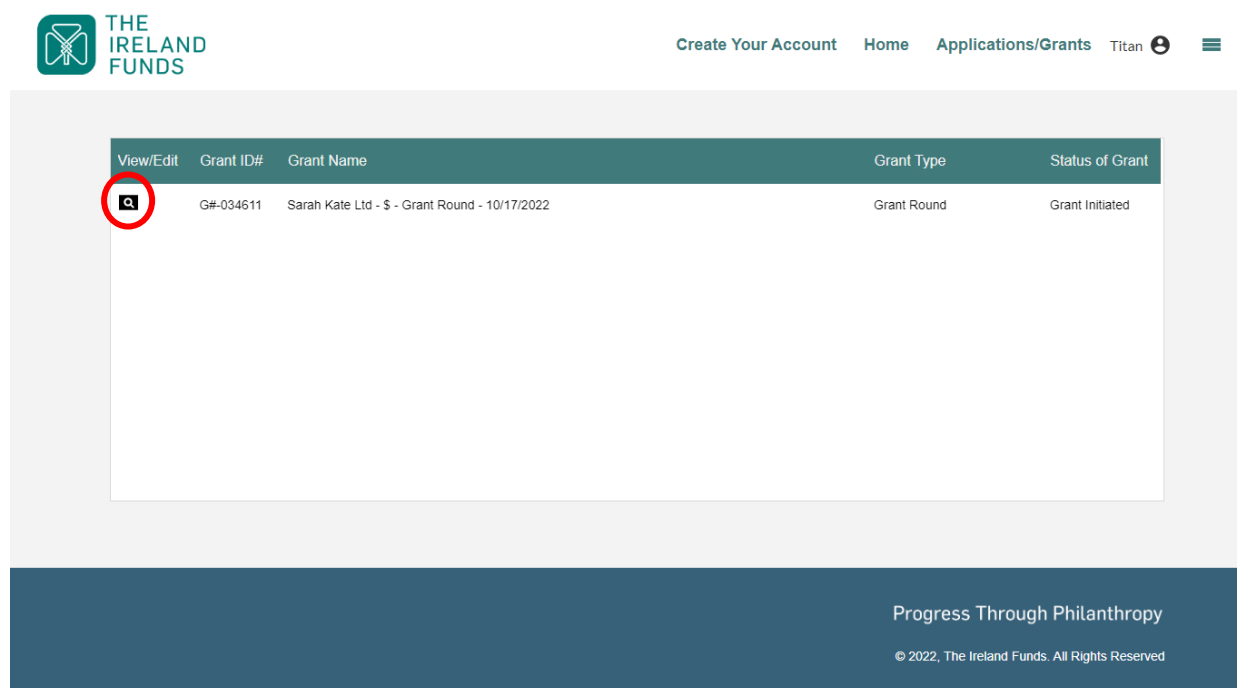
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- I have logged into the portal to continue completing an application that I have already started but I can't find my application?

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.



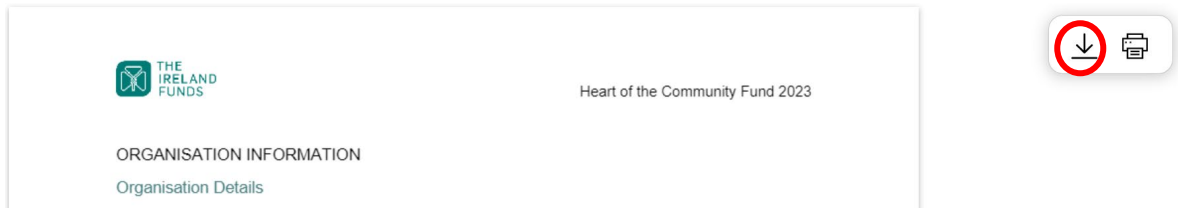
- Can I edit an application after it is submitted?

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.

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- **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](mailto: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.