



THE IRELAND FUNDS

# Guide to the Online Portal

## Heart of the Community Fund 2024

Apply Online: [irelandfunds.org/grants](https://irelandfunds.org/grants)

15 April – 3 May 2024

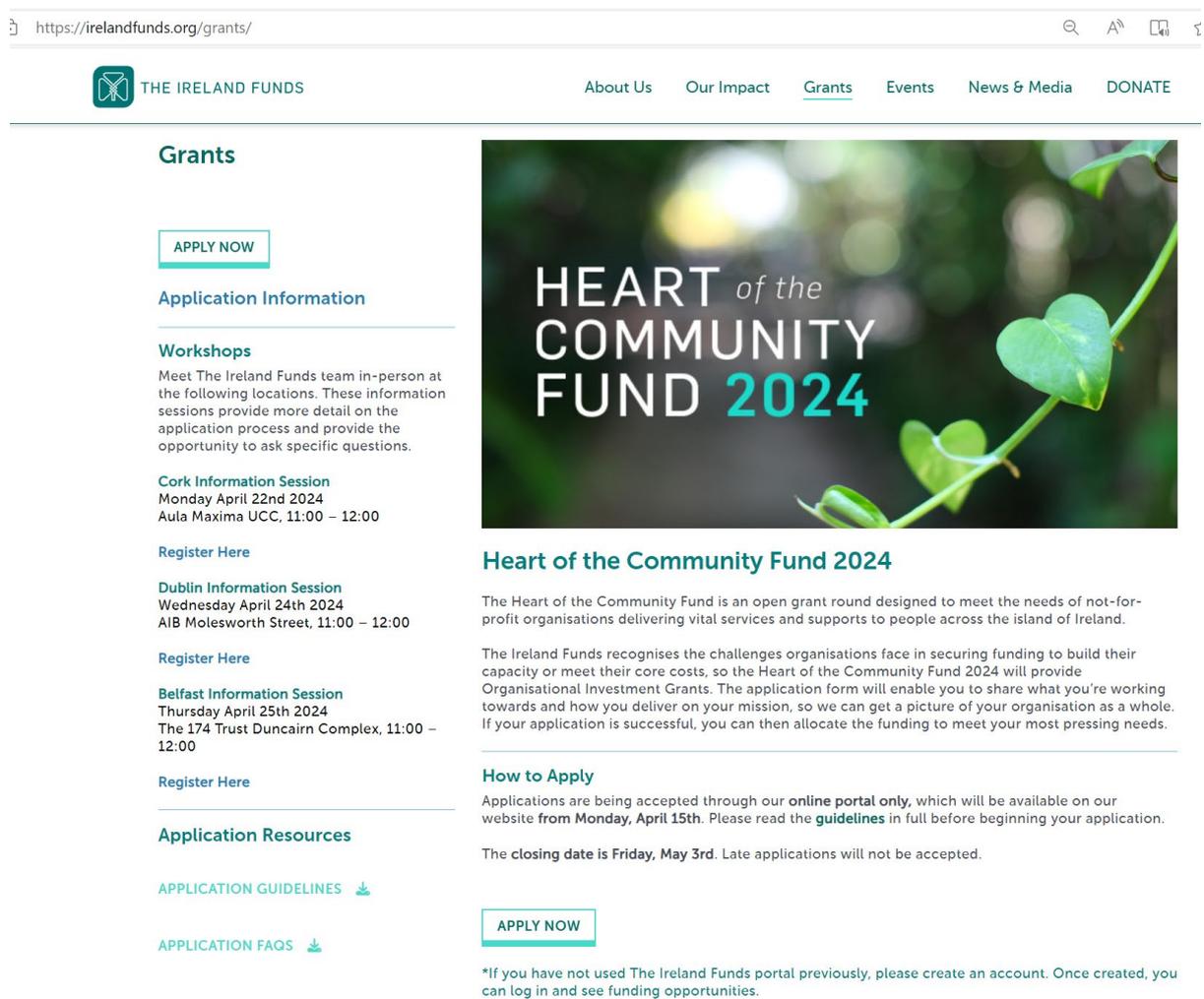
# 1. How to access the grant application portal

The Grants page on The Ireland Funds website <https://irelandfunds.org/grants> is where you will find all information, guidelines and additional materials relating to the Heart of the Community Fund, along with a link to the online grants portal.

When you have read the [application guidelines](#) and have confirmed that your organisation is eligible to apply to the Heart of the Community grant round, the first step is to access the grant application.

The Ireland Funds uses 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.

Scroll to the section 'How to Apply' and click 'Apply Now' to visit our grant application portal.



The screenshot shows the 'Grants' page on the Ireland Funds website. The page features a navigation menu with 'About Us', 'Our Impact', 'Grants', 'Events', 'News & Media', and 'DONATE'. The main content area is titled 'Grants' and includes a prominent 'APPLY NOW' button. Below this, there are sections for 'Application Information', 'Workshops', and 'Application Resources'. The 'Workshops' section lists three information sessions: Cork (Monday, April 22nd, 11:00-12:00), Dublin (Wednesday, April 24th, 11:00-12:00), and Belfast (Thursday, April 25th, 11:00-12:00). The 'Application Resources' section includes links for 'APPLICATION GUIDELINES' and 'APPLICATION FAQs'. A large banner image for the 'HEART of the COMMUNITY FUND 2024' is displayed, featuring a heart-shaped leaf. Below the banner, the text describes the fund as an open grant round for not-for-profit organisations and provides details on how to apply, including the closing date of Friday, May 3rd.

<https://irelandfunds.org/grants/>

THE IRELAND FUNDS

About Us Our Impact Grants Events News & Media DONATE

## Grants

[APPLY NOW](#)

### Application Information

#### Workshops

Meet The Ireland Funds team in-person at the following locations. These information sessions provide more detail on the application process and provide the opportunity to ask specific questions.

**Cork Information Session**  
Monday April 22nd 2024  
Aula Maxima UCC, 11:00 – 12:00

[Register Here](#)

**Dublin Information Session**  
Wednesday April 24th 2024  
AIB Molesworth Street, 11:00 – 12:00

[Register Here](#)

**Belfast Information Session**  
Thursday April 25th 2024  
The 174 Trust Duncairn Complex, 11:00 – 12:00

[Register Here](#)

### Application Resources

[APPLICATION GUIDELINES](#) 

[APPLICATION FAQs](#) 



## Heart of the Community Fund 2024

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 2024 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.

### How to Apply

Applications are being accepted through our **online portal only**, which will be available on our website from **Monday, April 15th**. Please read the **guidelines** in full before beginning your application.

The closing date is **Friday, May 3rd**. Late applications will not be accepted.

[APPLY NOW](#)

\*If you have not used The Ireland Funds portal previously, please create an account. Once created, you can log in and see funding opportunities.

Due to expected high volume of enquiries, 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.

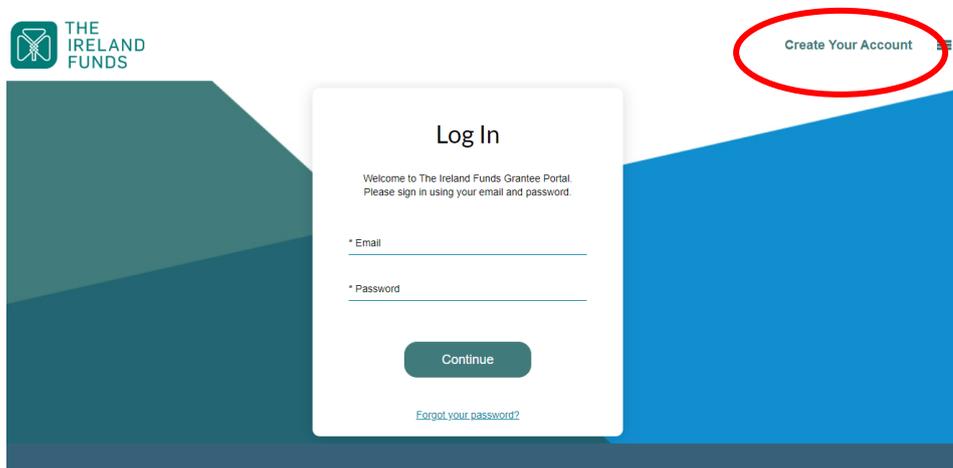
## 1.1. How to create an account on the portal

The Ireland Funds online portal was started in late 2022, so any organisation that did not apply for Heart of the Community Fund 2022 and/or 2023 will need to create an account.

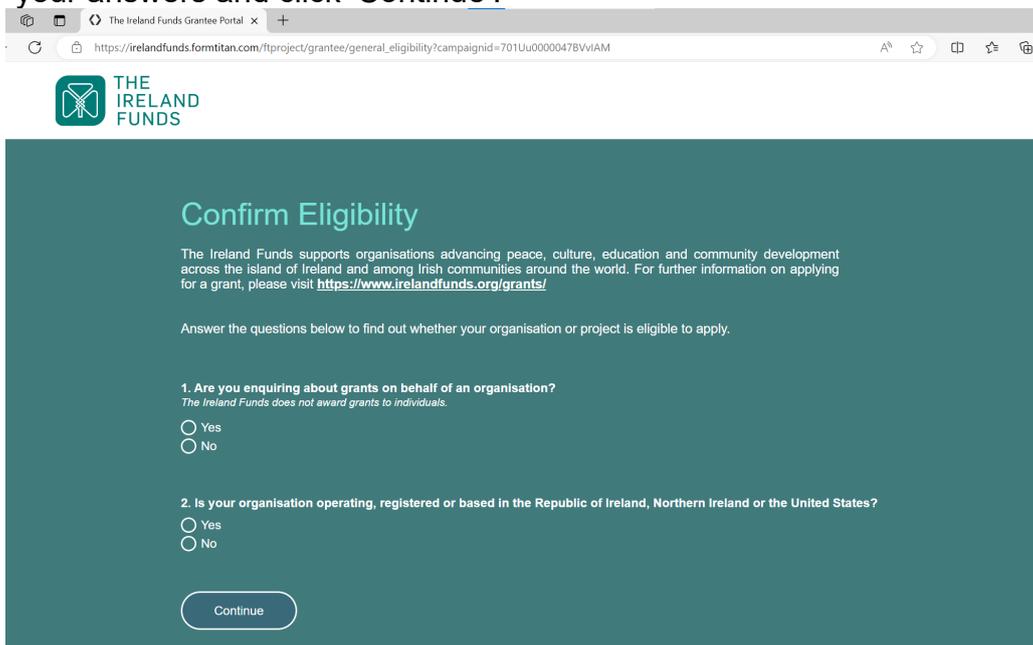
**If you created an account for Heart of the Community Fund 2022 or 2023, please skip to step 13, 'Log into the Grants Portal'.**

### Guidance for New Applicant Organisation i.e. did not apply to 2022 or 2023 grant round

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'.



**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.

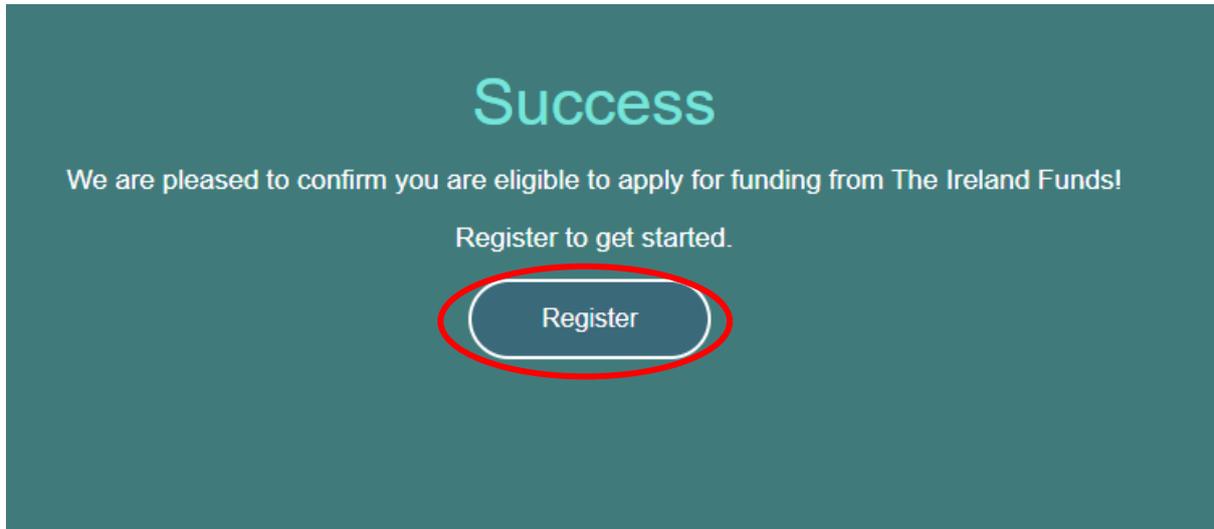
Yes  
 No

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

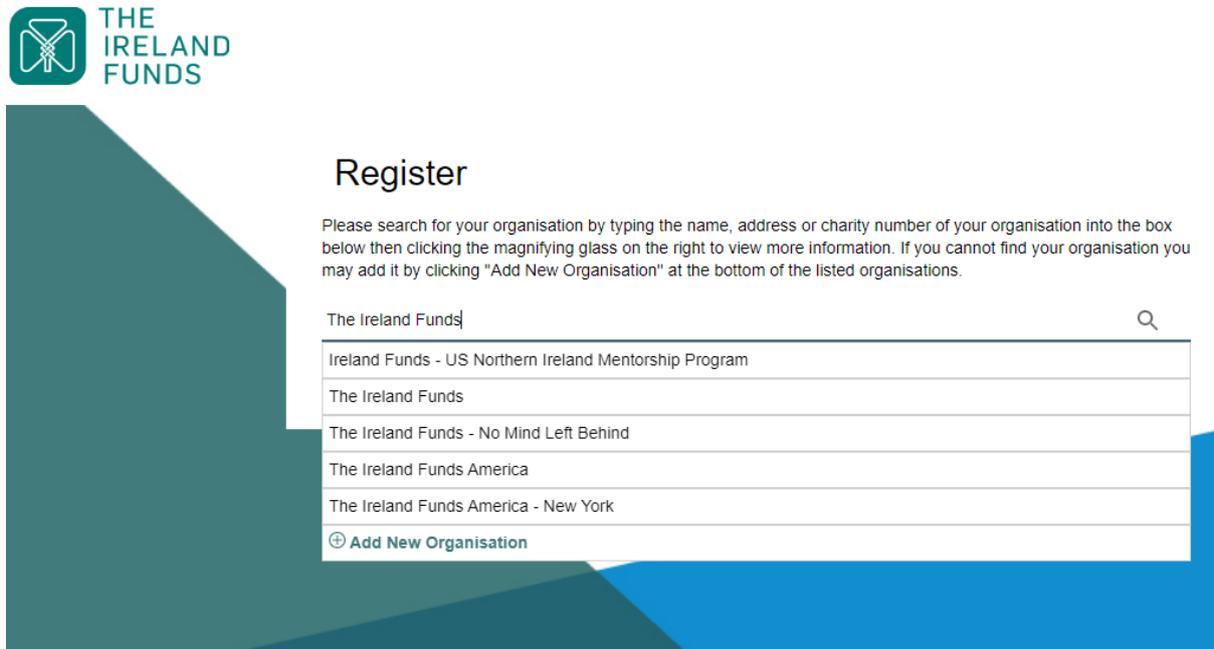
Yes  
 No

Due to expected high volume of enquiries, 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.

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

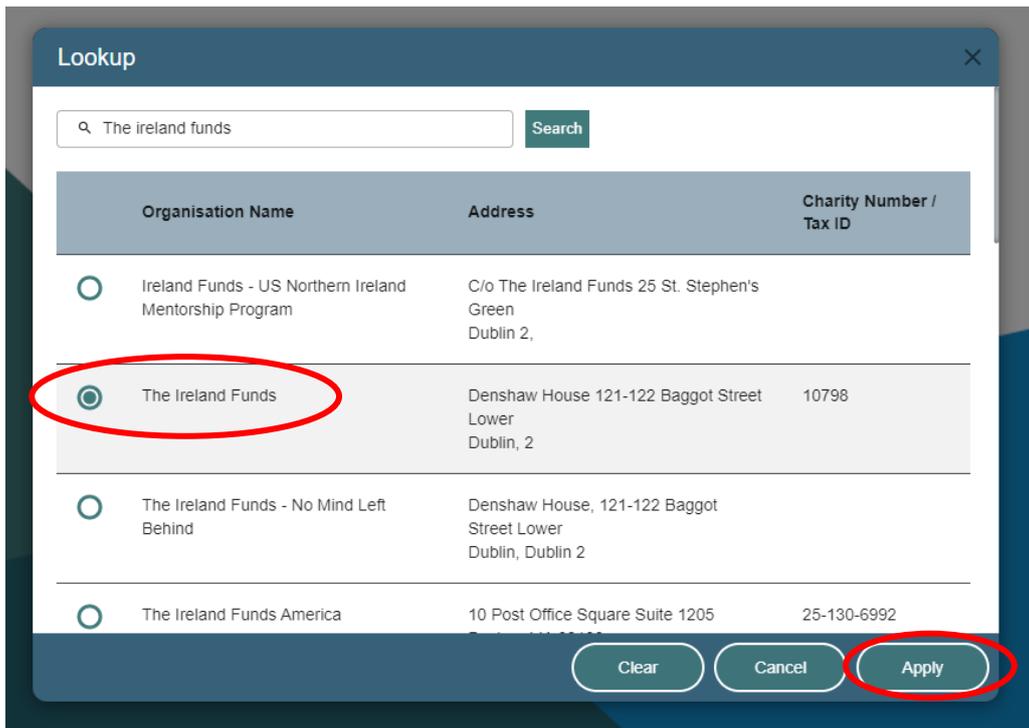


5. Type your organisation name into the search bar. It may appear in the top five results below the search bar, in which case you can select it from there.



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'.

Due to expected high volume of enquiries, 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.



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'.on Register page



8. An information box will pop up for you to add your organisation's details into. Fill out the required details and click 'Submit'.

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

Due to expected high volume of enquiries, 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.

- 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.
- 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
* Password	* Confirm Password
* Security Question	

is mandatory

is mandatory

**Submit**

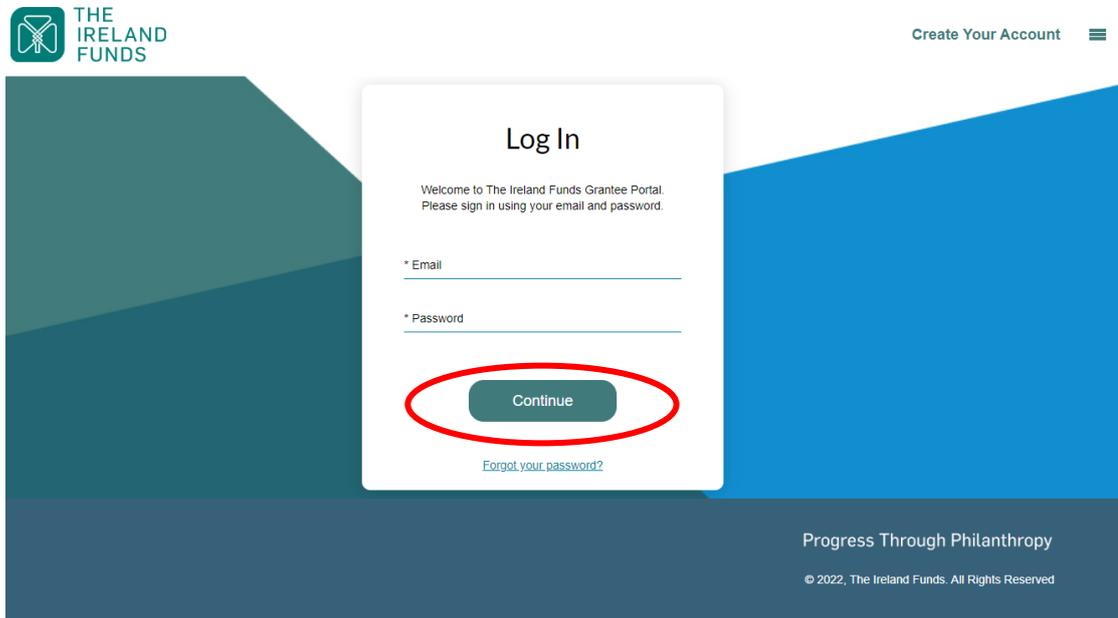
- Once you submit, you will be directed to a confirmation page.
- Form Titan will automatically generate an email with a link for you to verify your email address and finalise the account set-up. This email will be sent from the following address: [noreply@formtitan.com](mailto:noreply@formtitan.com).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

**You should now be able to log into the grants portal. Proceed to step 13.**

Due to expected high volume of enquiries, 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.

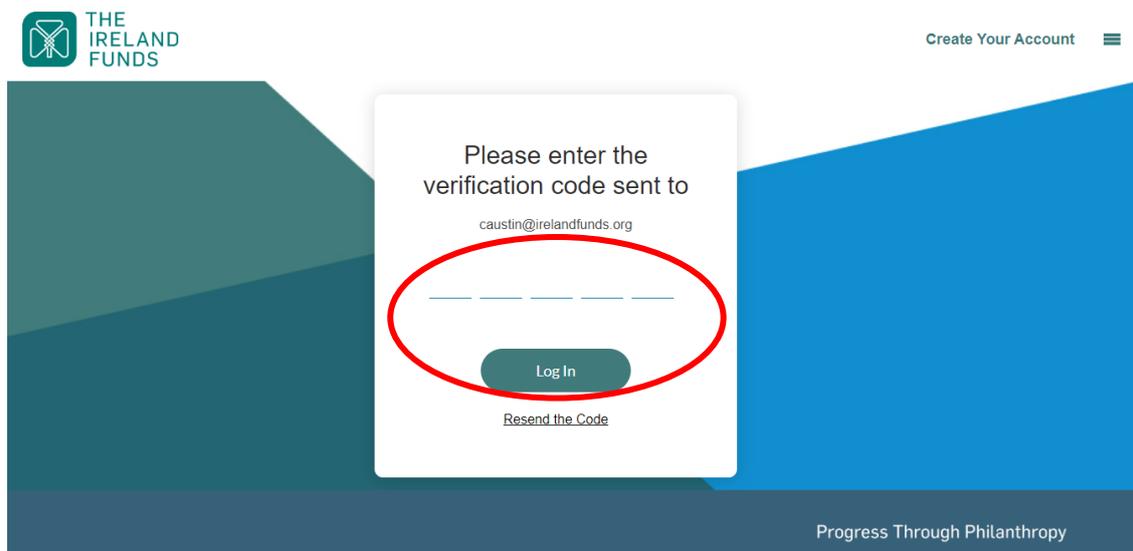
Log into the Grants Portal <https://irelandfunds.formtitan.com/ftproject/grantee/>

13. Enter the email address and password you used for your account and click 'Continue'.



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'.

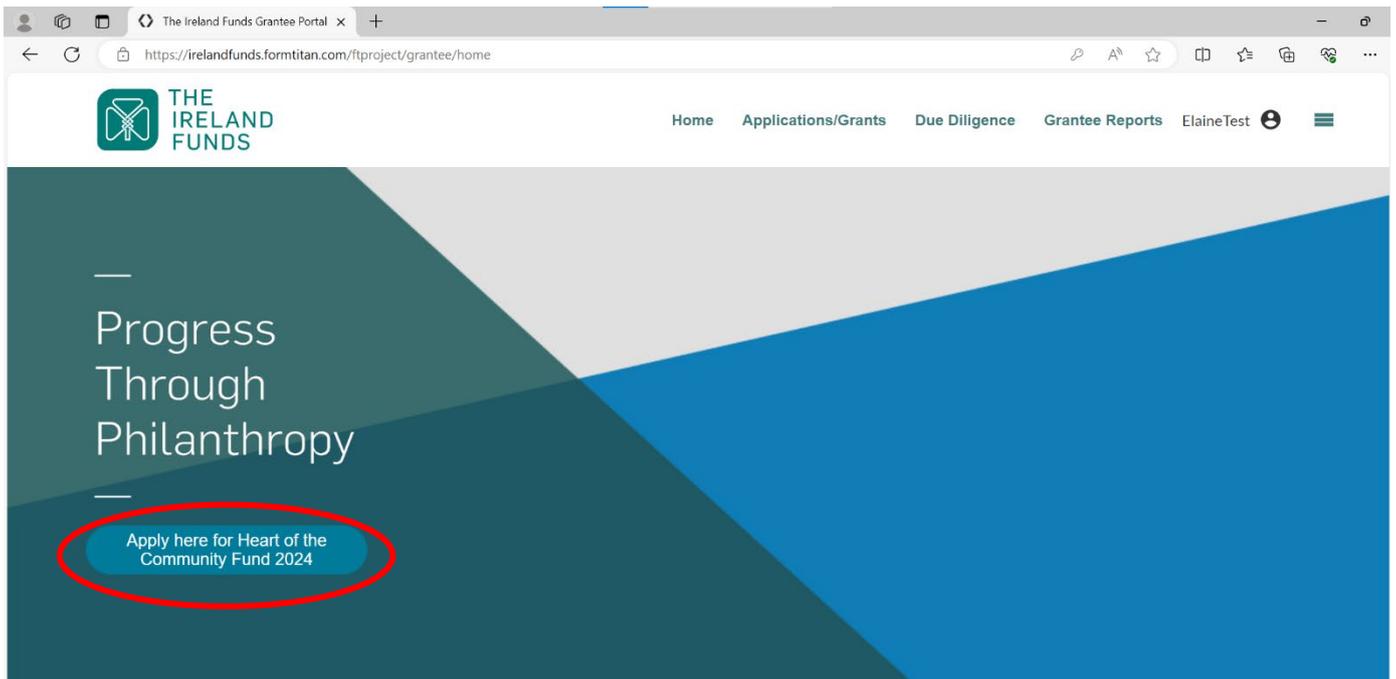
Please note that a verification code is generated and required each time you log in to the portal.



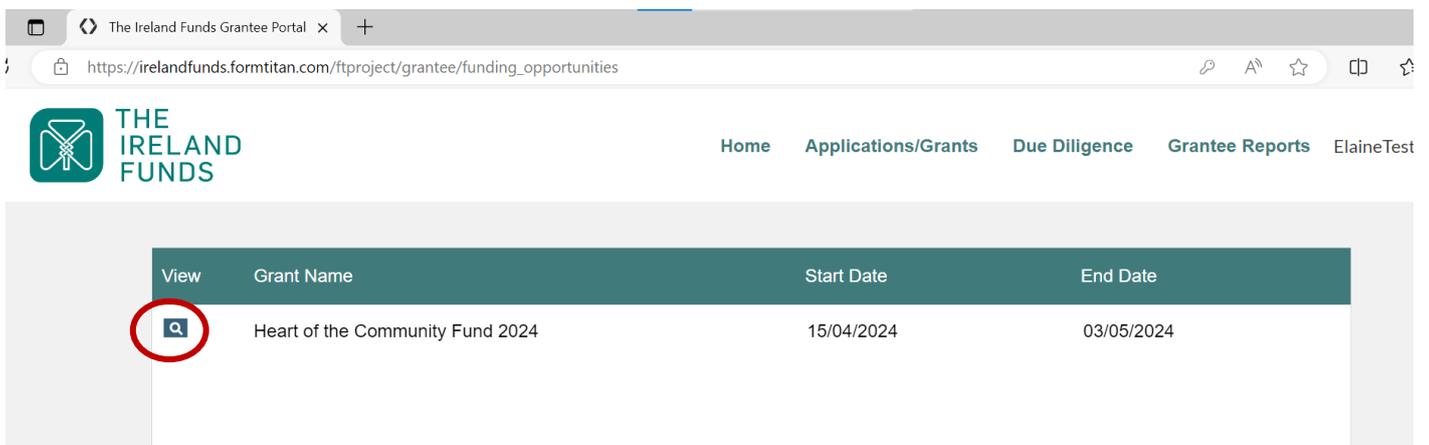
Due to expected high volume of enquiries, all initial inquiries will be dealt with through email. Please contact us at [grantsinfo@irelandfunds.org](mailto:grantsinfo@irelandfunds.org) and we will get back to you as soon as possible.

## 2. Start Your Application to 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.
2. Click 'Apply here for Heart of the Community Fund 2024' to view the grant round that is currently open.



3. Click the magnifying glass next to 'Heart of the Community Fund 2024' to view the grant opportunity.



Due to expected high volume of enquiries, 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.

- 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.**

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Home Applications/Grants Due Diligence Grantee Reports ElaineTest

## Heart of the Community Fund 2024

**Start Date** 15/04/2024 **End Date** 03/05/2024

**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 2024 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.

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 Due Diligence Grantee Reports ElaineTest

## Eligibility to Apply

Please select the organisation you are applying on behalf of:  
Elaine Test Org

**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, 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.

6. Answer the eligibility to apply questions and click 'Continue'.

The Ireland Funds Grantee Portal x +

https://irelandfunds.formtitan.com/ftproject/grantee/hcf\_eligibility?campaignid=701Uu0000047BVvIAM

## 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 €/ $\pounds$ 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. Where is your organisation located?  
 Northern Ireland  
 Republic of Ireland
6. Is your organisation a registered charity?  
 Yes  
 No
7. Does your organisation have a Governing Document and recent Financial Statements?  
 Yes  
 No

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

 THE IRELAND FUNDS

Home Applications/Grants Titan  

## Success!

We are pleased to confirm you are eligible to apply for this grant round.  
Click the button below to start your application.

Due to expected high volume of enquiries, 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.

### 3. Frequently Asked Questions

#### i. 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 blank**

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

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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 ▼

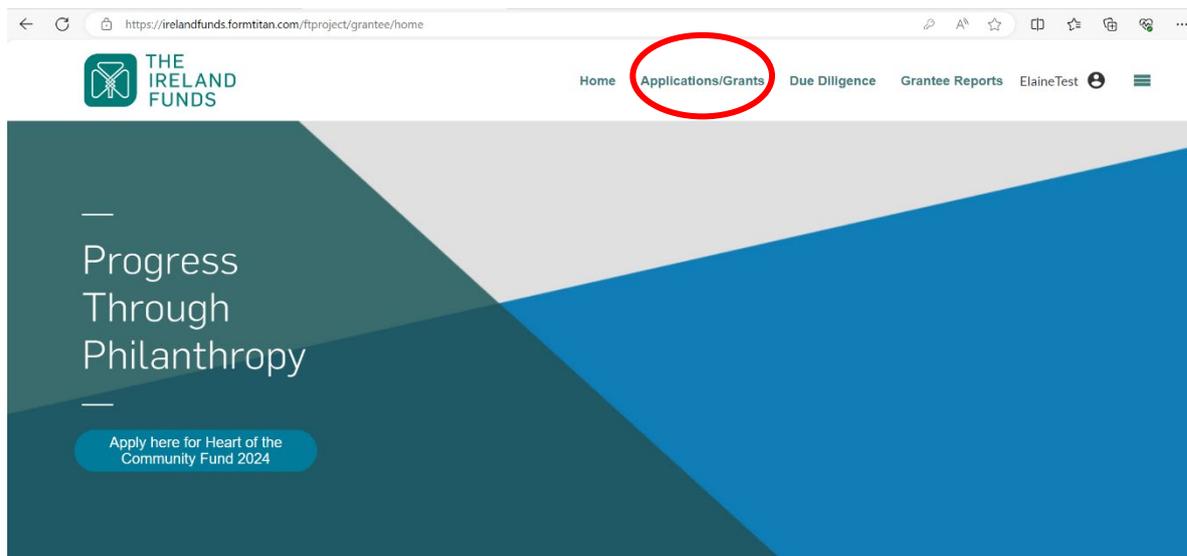
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View	File Name	Upload Date	Delete
No Files			

[Save & Next](#)

#### ii. 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' tab at the top of the page.



Due to expected high volume of enquiries, 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.

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.



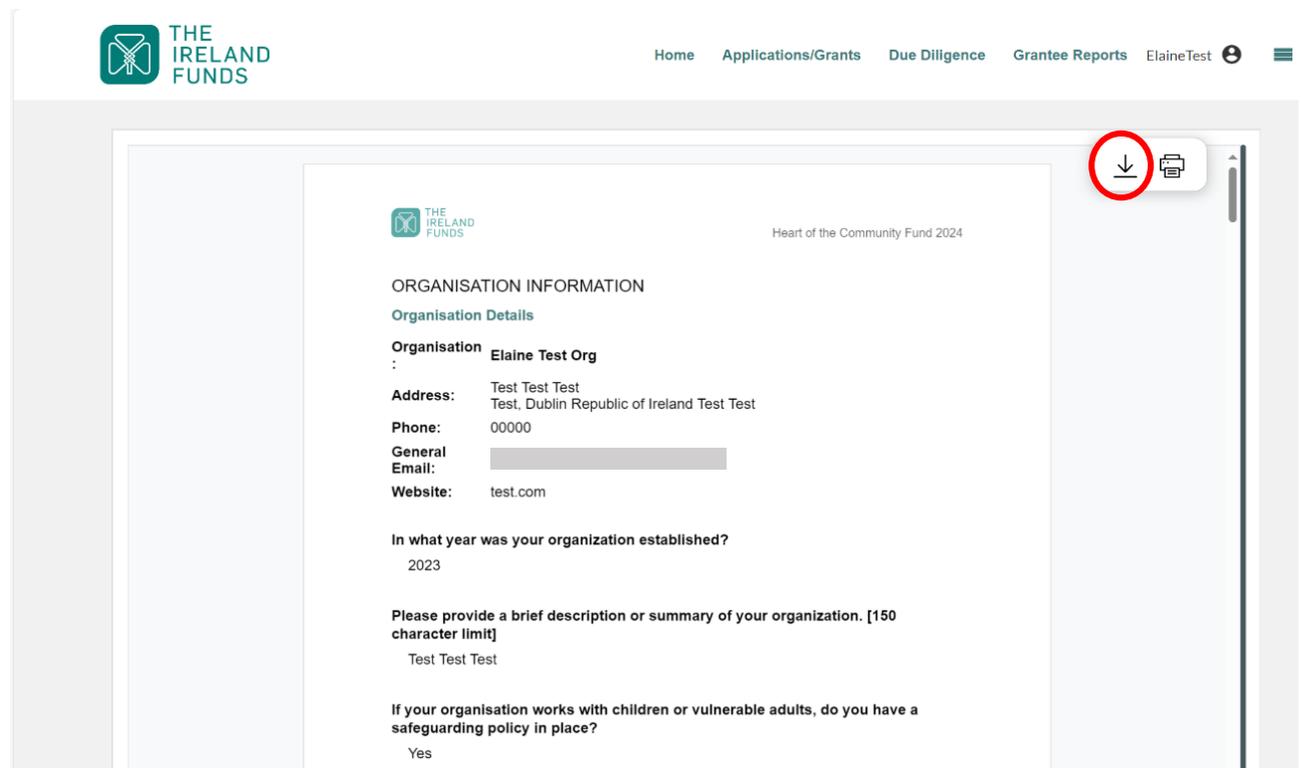
View/Edit	Grant ID#	Organisation Name	Grant Status	Submission Date	Funding Opportunity
	G#-037066	Elaine Test Org			
	G#-037182	Elaine Test Org	Application in Progress	15/04/2024	Heart of the Community Fund 2024

### iii. Can I edit an application after it is submitted?

No, you will not be able to edit an application after it is submitted. We encourage you to review the application carefully before submitting to ensure that there are no errors or omissions.

### iv. How do I save a copy of my completed application after submitting?

We recommend you download a copy of the completed application once it has been submitted. This can be done by clicking the download button:



The screenshot shows the application details page for 'Heart of the Community Fund 2024'. The page includes the Ireland Funds logo and navigation links. The main content area displays 'ORGANISATION INFORMATION' for 'Elaine Test Org'. The details include: Organisation: Elaine Test Org; Address: Test Test Test, Test, Dublin Republic of Ireland Test Test; Phone: 00000; General Email: [redacted]; Website: test.com. Below this, it asks 'In what year was your organization established?' with the answer '2023'. It also asks for a brief description of the organization, with the answer 'Test Test Test'. Finally, it asks 'If your organisation works with children or vulnerable adults, do you have a safeguarding policy in place?' with the answer 'Yes'. In the top right corner of the application details area, there is a download button (a square icon with a downward arrow) and a print button (a printer icon), both of which are circled in red.

Due to expected high volume of enquiries, 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.

## v. How do I know if my application has been successfully submitted?

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

Example of the confirmation email:

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Application Submitted to Heart of the Community Fund 2024

 noreply@salesforce.com on behalf of The Ireland Funds Grants Team <grantsinfo@irelandfunds.org> (noreply@salesforce.com via 76led34emwdq.a-a9uor)

To 

 We could not verify the identity of the sender. Click here to learn more.  
The actual sender of this message is different than the normal sender. Click here to learn more.



You have successfully submitted your application to Heart of the Community Fund 2024.

We appreciate the time and effort it takes to submit a great grant application – thank you!

We will be in contact by mid-July to notify you of the outcome of your application.

Many thanks,

The Ireland Funds

## vi. I haven't received a confirmation email

This email will come from [grantsinfo@irelandfunds.org](mailto:grantsinfo@irelandfunds.org) (via [noreply@salesforce.com](mailto:noreply@salesforce.com))

Depending on your email provider, these emails can be marked as Junk/Spam so we always recommend checking these folders if you are not receiving emails at any stage of the process.

## Contact Email for Further Questions or Portal Issues

If you have any further questions or issues not covered in this portal guidance, please email [grantsinfo@irelandfunds.org](mailto:grantsinfo@irelandfunds.org) and we will get back to you as soon as possible.

Due to expected high volume of enquiries, 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.