



THE IRELAND FUNDS

Guide to the Online Portal

Heart of the Community Fund 2025

Round 1 Northern Ireland

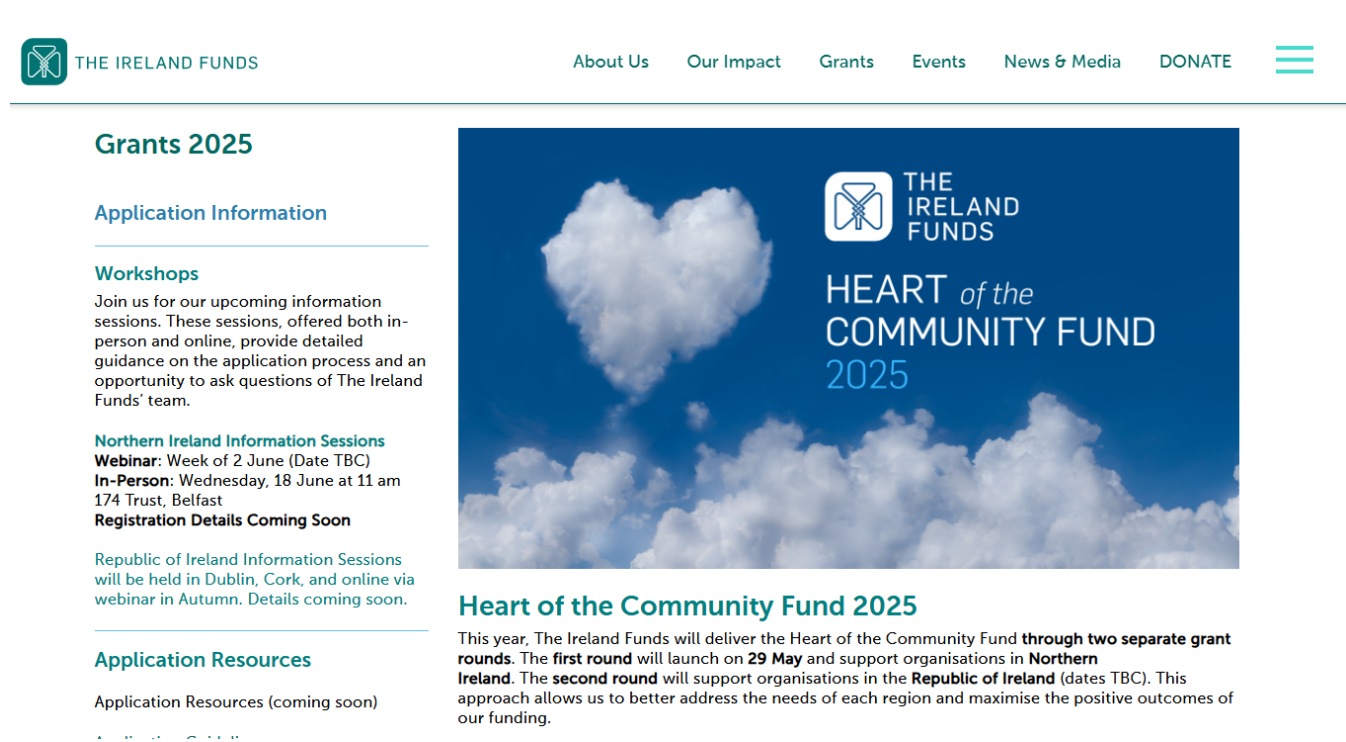
**Apply Online: irelandfunds.org/grants
29th May – 27th June 2025**

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.

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



The screenshot shows the website header with the logo and navigation links: About Us, Our Impact, Grants, Events, News & Media, DONATE, and a menu icon. The main content area is titled 'Grants 2025' and includes sections for 'Application Information', 'Workshops', 'Northern Ireland Information Sessions', and 'Application Resources'. A large banner image features a heart-shaped cloud and the text 'THE IRELAND FUNDS HEART of the COMMUNITY FUND 2025'. Below the banner is a section titled 'Heart of the Community Fund 2025' with a detailed description of the grant rounds.

Grants 2025

Application Information

Workshops
Join us for our upcoming information sessions. These sessions, offered both in-person and online, provide detailed guidance on the application process and an opportunity to ask questions of The Ireland Funds' team.

Northern Ireland Information Sessions
Webinar: Week of 2 June (Date TBC)
In-Person: Wednesday, 18 June at 11 am
174 Trust, Belfast
Registration Details Coming Soon

Republic of Ireland Information Sessions will be held in Dublin, Cork, and online via webinar in Autumn. Details coming soon.

Application Resources

Application Resources (coming soon)

Heart of the Community Fund 2025
This year, The Ireland Funds will deliver the Heart of the Community Fund through two separate grant rounds. The **first round** will launch on **29 May** and support organisations in **Northern Ireland**. The **second round** will support organisations in the **Republic of Ireland** (dates TBC). This approach allows us to better address the needs of each region and maximise the positive outcomes of our funding.

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.

Due to expected high volume of enquiries, 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.

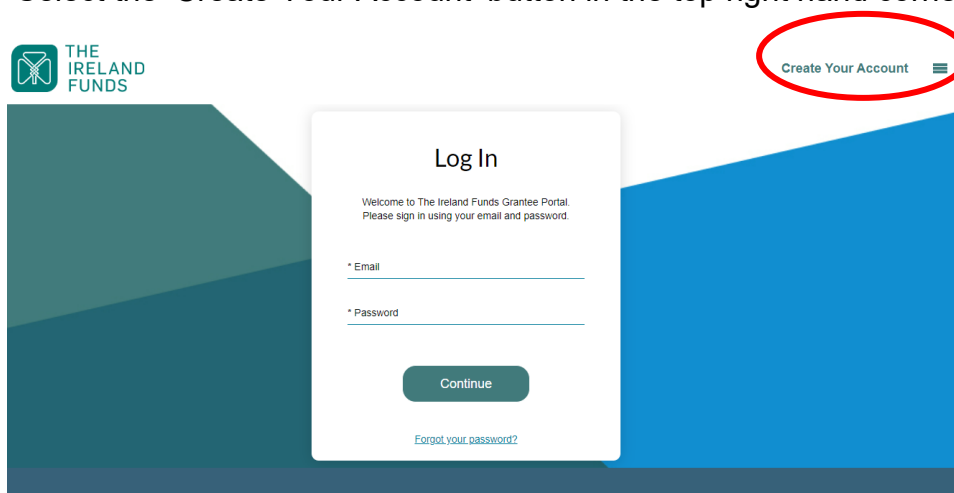
1.1. How to create an account on the portal

The Ireland Funds online portal was started in late 2022, so any organisation that did not apply for Heart of the Community Fund in 2022-2024 will need to create an account.

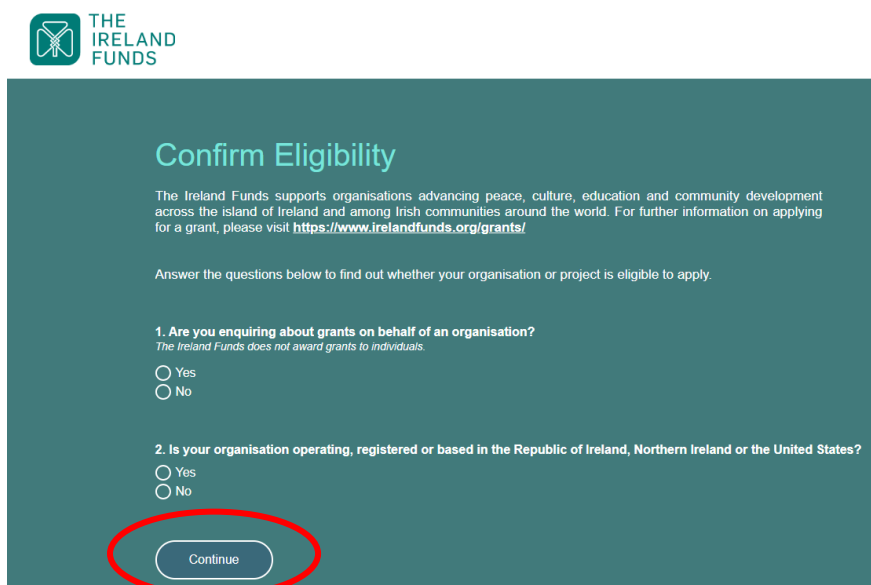
If you created an account for Heart of the Community Fund in a previous year, please skip to step 13, 'Log into the Grants Portal'.

Guidance for New Applicant Organisation i.e. did not apply previously to a 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.

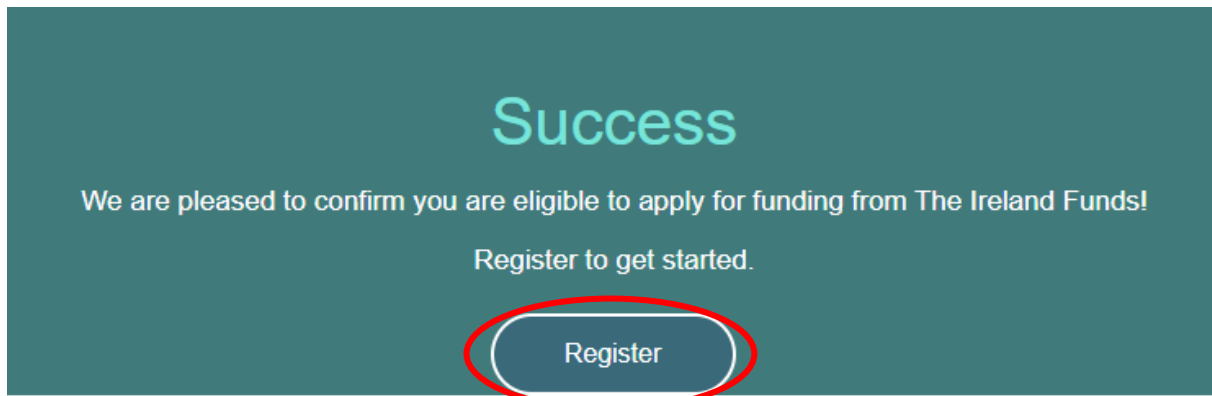


3. The below page will appear requesting you to confirm your eligibility. Select your answers and click 'Continue'.

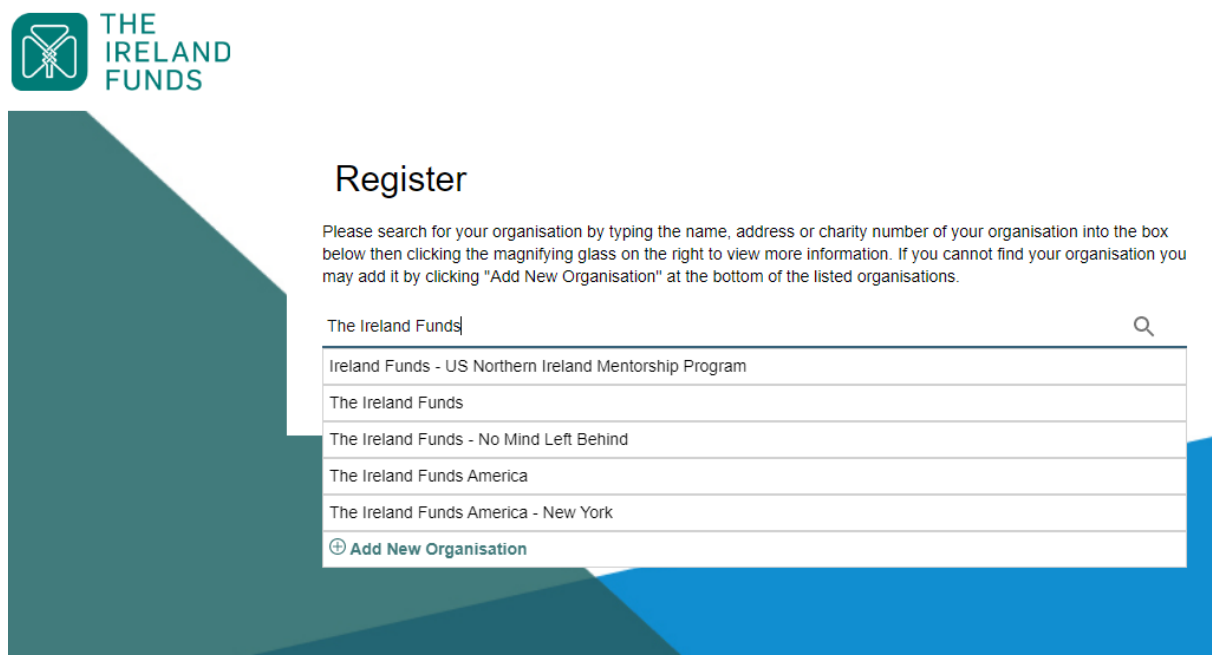
A screenshot of the 'Confirm Eligibility' page. The page has a dark teal background and features the Ireland Funds logo in the top left corner. The main heading is 'Confirm Eligibility' in a light teal color. Below the heading is a paragraph of text explaining the purpose of the portal and providing a link to the grants page. The text reads: '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/>'. Below this is a sub-heading 'Answer the questions below to find out whether your organisation or project is eligible to apply.' followed by two questions. Question 1 is '1. Are you enquiring about grants on behalf of an organisation?' with a sub-note 'The Ireland Funds does not award grants to individuals.' and radio buttons for 'Yes' and 'No'. Question 2 is '2. Is your organisation operating, registered or based in the Republic of Ireland, Northern Ireland or the United States?' with radio buttons for 'Yes' and 'No'. At the bottom of the form, the 'Continue' button is circled in red.

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

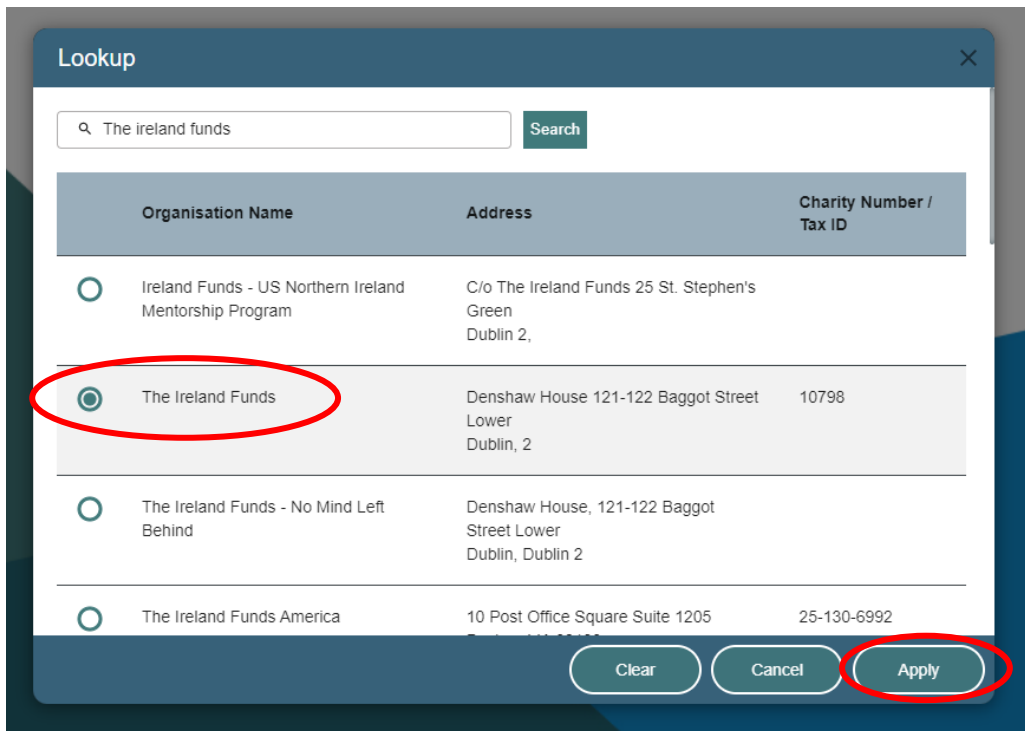


5. Type your organisation name into the search bar. It may appear in the top five results below the search bar, in which case you can select it from there.

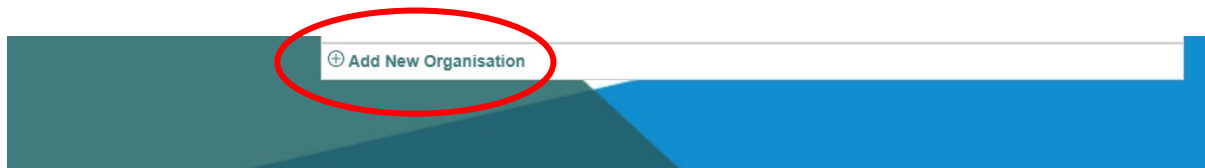


6. If it does not appear in the top search results, click the magnifying glass to bring up the longer list of results. If you find your organisation in this list, please click the radio button and then 'Apply'.

Due to expected high volume of enquiries, all initial inquiries will be dealt with through email. Please contact us at grantsinfo@irelandfunds.org 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. 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

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- 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.

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	

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. 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 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'.

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

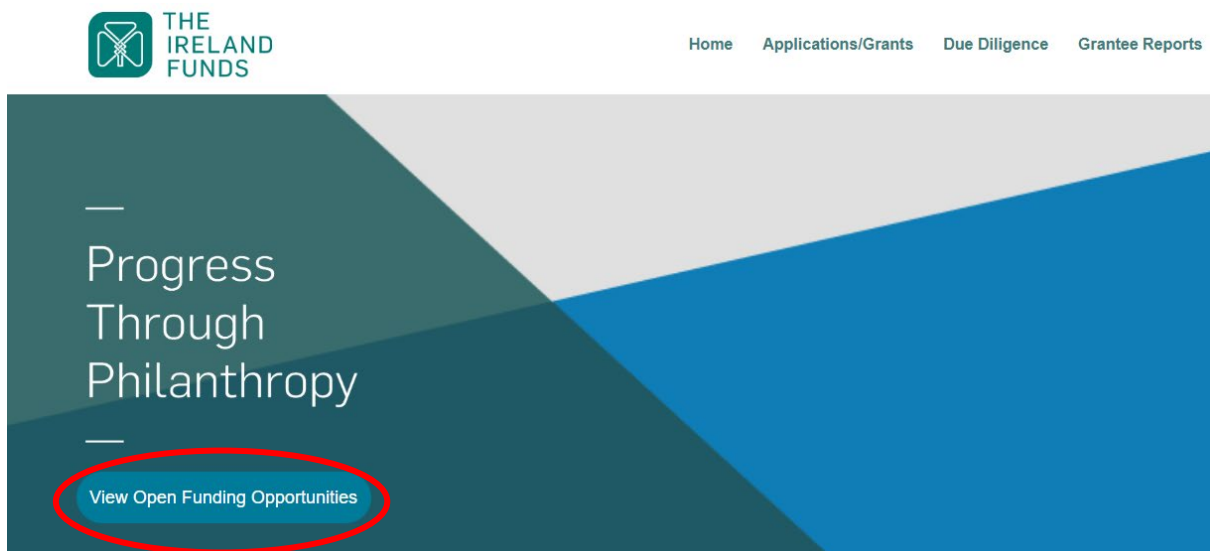
[Forgot your password?](#)

Progress Through Philanthropy

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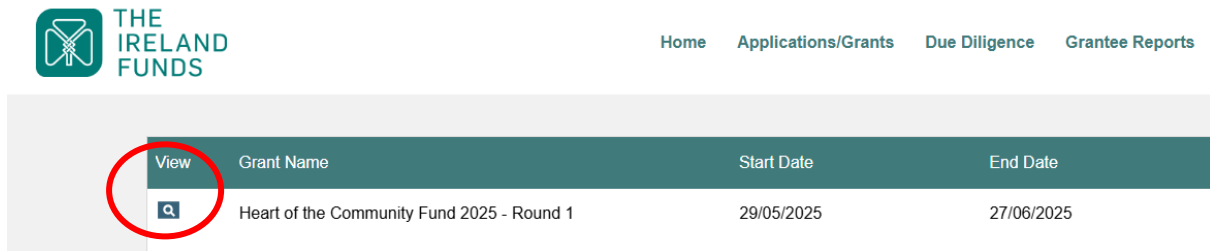
2. Start Your Application to Heart of the Community Fund


1. Once you 'Log In', you will be directed to the homepage of The Ireland Funds grantee portal.
2. Click 'View Open Funding Opportunities' to view the grant round that is currently open.



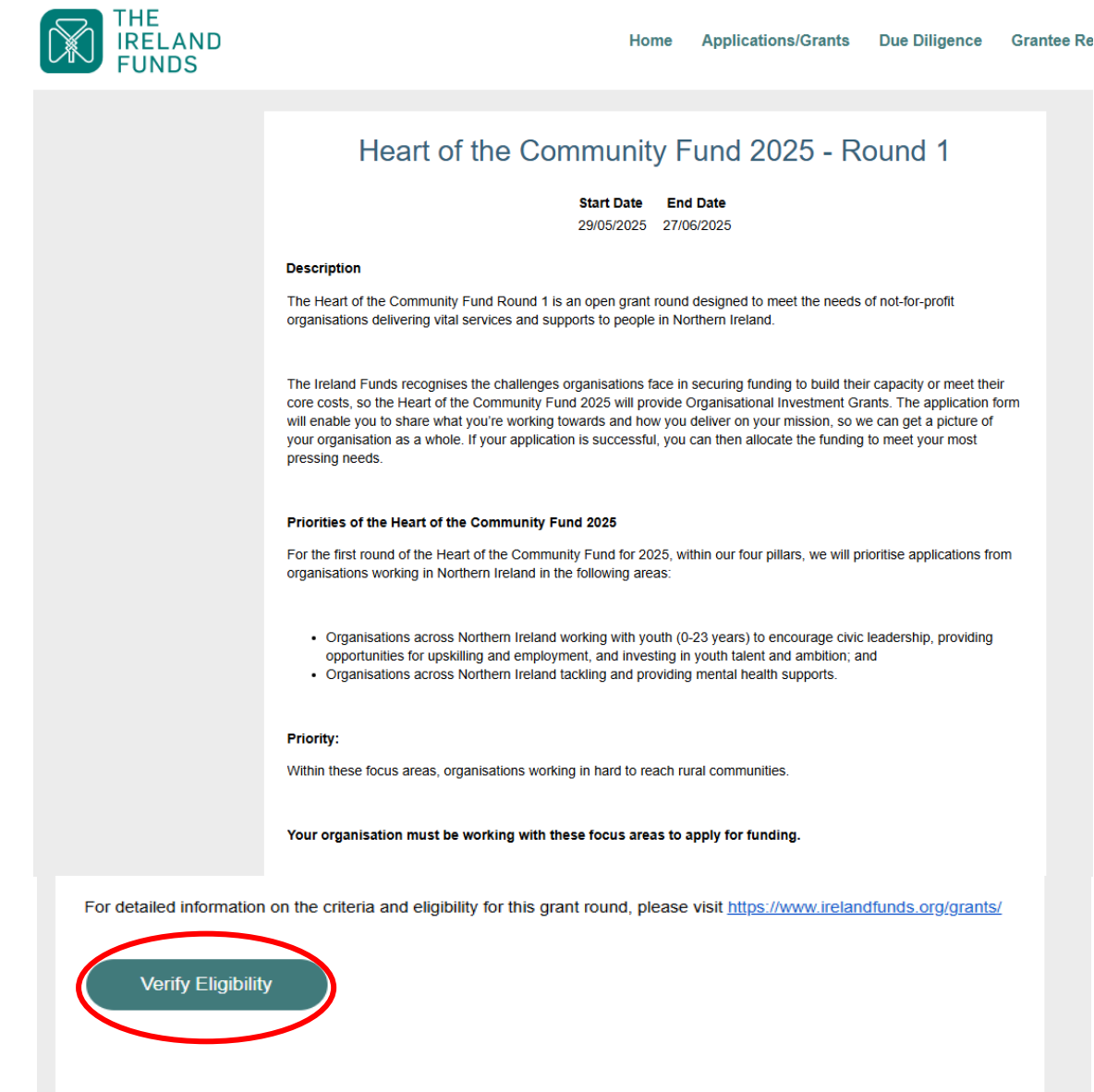
Due to expected high volume of enquiries, all initial inquiries will be dealt with through email. Please contact us at grantsinfo@irelandfunds.org and we will get back to you as soon as possible.

3. Click the magnifying glass next to 'Heart of the Community Fund 2025 – Round 1' to view the grant opportunity.



View	Grant Name	Start Date	End Date
	Heart of the Community Fund 2025 - Round 1	29/05/2025	27/06/2025

4. 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.**



Heart of the Community Fund 2025 - Round 1

Start Date **End Date**
29/05/2025 27/06/2025

Description

The Heart of the Community Fund Round 1 is an open grant round designed to meet the needs of not-for-profit organisations delivering vital services and supports to people in Northern 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 2025 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.

Priorities of the Heart of the Community Fund 2025

For the first round of the Heart of the Community Fund for 2025, within our four pillars, we will prioritise applications from organisations working in Northern Ireland in the following areas:

- Organisations across Northern Ireland working with youth (0-23 years) to encourage civic leadership, providing opportunities for upskilling and employment, and investing in youth talent and ambition; and
- Organisations across Northern Ireland tackling and providing mental health supports.

Priority:

Within these focus areas, organisations working in hard to reach rural communities.

Your organisation must be working with these focus areas to apply for funding.

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

Verify Eligibility

Due to expected high volume of enquiries, 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. 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.



Eligibility to Apply to the Ireland Funds

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.

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 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**

Organisation Structure

* Please select from our Pillars below the one that your organisation primarily aligns with. ▼

* What is your organisation's legal status?

is mandatory

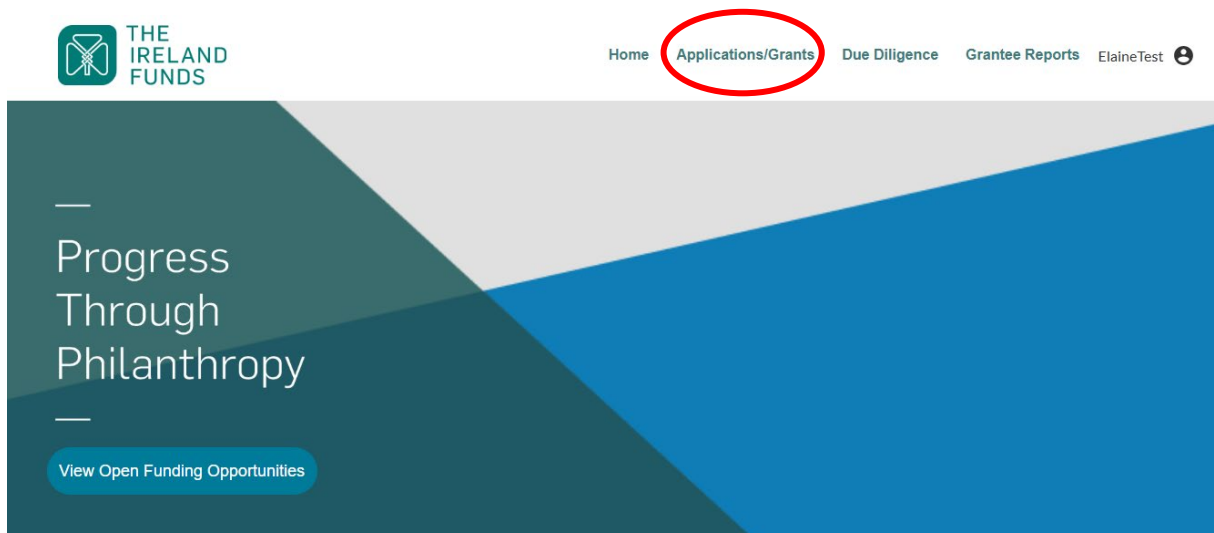
In order to apply for funding in this grant round, the applicant organisation must have a Governing Document (i.e. Memorandum & Articles of Association; Trust Deed; Constitution)

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

Save & Next

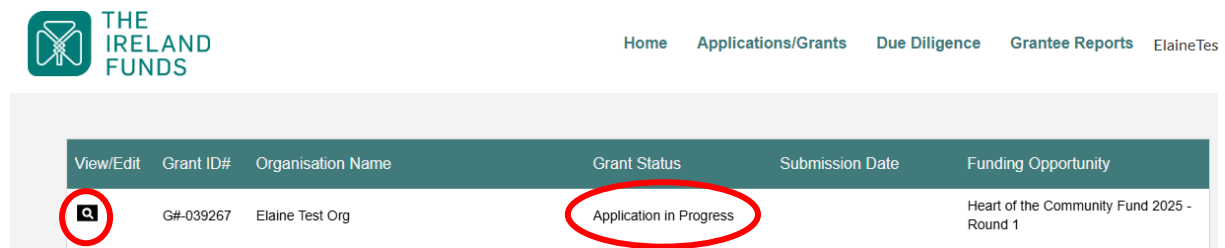
ii. I have logged into the portal to continue completing an application that I have already started but I can't find my application?


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 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.



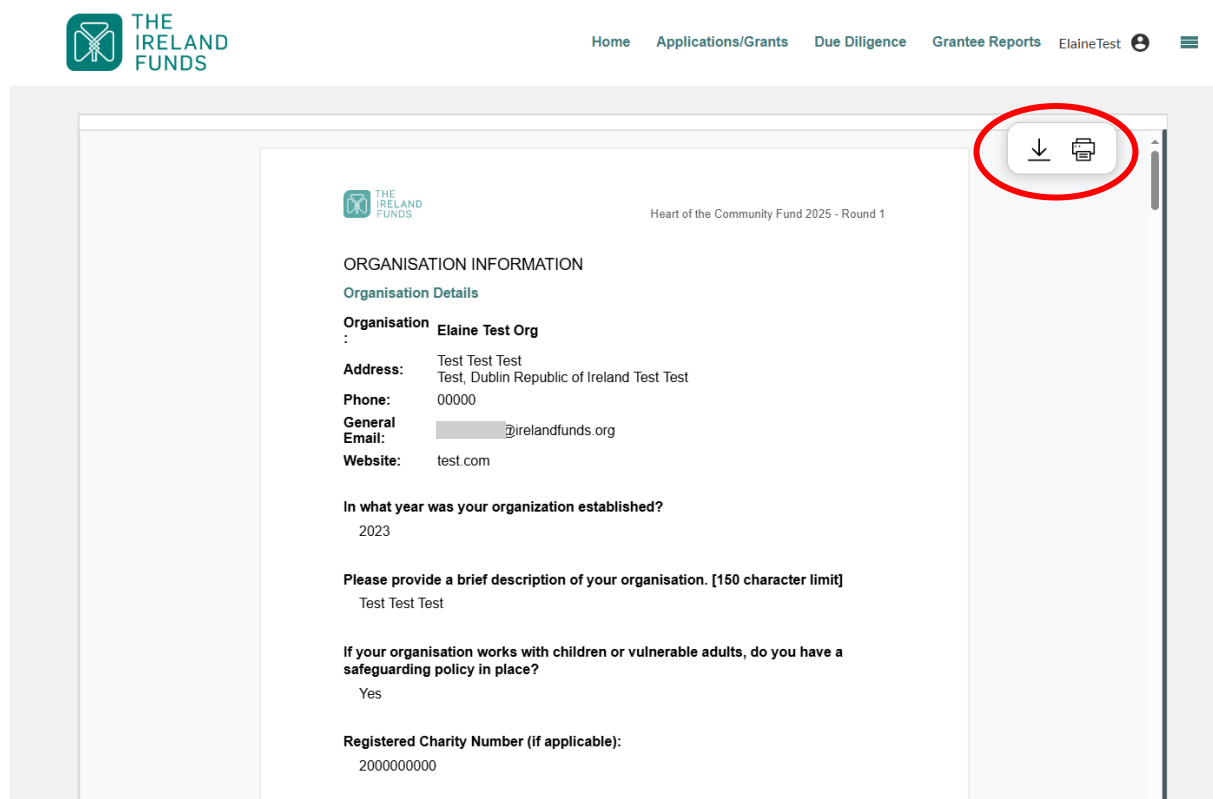
View/Edit	Grant ID#	Organisation Name	Grant Status	Submission Date	Funding Opportunity
	G#-039267	Elaine Test Org	Application in Progress		Heart of the Community Fund 2025 - Round 1

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 IRELAND FUNDS

Heart of the Community Fund 2025 - Round 1

ORGANISATION INFORMATION

Organisation Details

Organisation: Elaine Test Org

Address: Test Test Test
Test, Dublin Republic of Ireland Test Test

Phone: 00000

General Email: @irelandfunds.org


Website: test.com

In what year was your organization established?
2023

Please provide a brief description of your organisation. [150 character limit]
Test Test Test

If your organisation works with children or vulnerable adults, do you have a safeguarding policy in place?
Yes

Registered Charity Number (if applicable):
2000000000



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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 have submitted an application.

Please check your spam/junk/quarantine for this email if you have not received it.

Example of the confirmation email:

Application Submitted to Heart of the Community Fund 2025 - Open

noreply@salesforce.com on behalf of The Ireland Funds Grants Team <grantsinfo@irelandfunds.org>
To: You



You have successfully submitted your application to Heart of the Community Fund 2025 - Open.

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

We will be in contact to notify you of the outcome of your application.

Many thanks,
The Ireland Funds

You can also check the status of the application in the Applications/Grants tab in the grants portal:



Home Applications/Grants Due Diligence Grantee Reports Elaine Test

View/Edit	Grant ID#	Organisation Name	Grant Status	Submission Date	Funding Opportunity
	G#-039267	Elaine Test Org	Application Submitted	28/05/2025	Heart of the Community Fund 2025 - Round 1

vi. I haven't received a confirmation email

This email will come from grantsinfo@irelandfunds.org (via 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 and we will get back to you as soon as possible.

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