

How to Apply:

The Community Foundation has a new database and application and monitoring system.

To apply applicants will be asked to log in to a new fundseeker portal which will store applications and monitoring reports. You will login to see any submitted applications, and any monitoring reports required here. All our funds will use this new system for applications and monitoring.

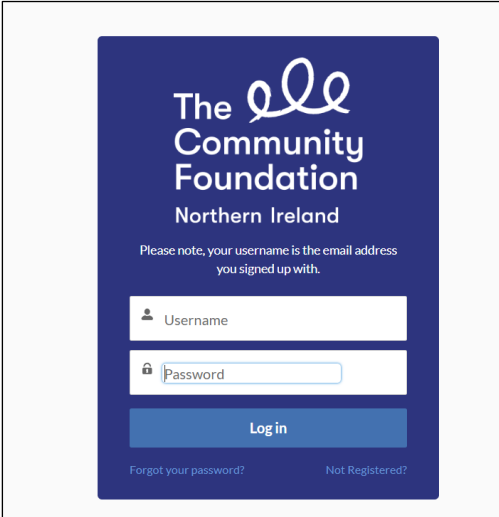
Ready to apply to a Community Benefit Fund:

Visit our website: <https://communityfoundationni.org/achieving-impact/available-grants/>

Select Fund you would like to apply to

Click the apply now button at the bottom of the fund page

The screen below will appear



The screenshot shows a login form for The Community Foundation Northern Ireland. The form is set against a dark blue background with white text. At the top, the logo 'The Community Foundation Northern Ireland' is displayed, with 'elle' in a script font above 'Community Foundation'. Below the logo, a note states: 'Please note, your username is the email address you signed up with.' The form contains two input fields: 'Username' with a person icon and 'Password' with a lock icon. A blue 'Log in' button is positioned below the fields. At the bottom of the form, there are two links: 'Forgot your password?' and 'Not Registered?'.

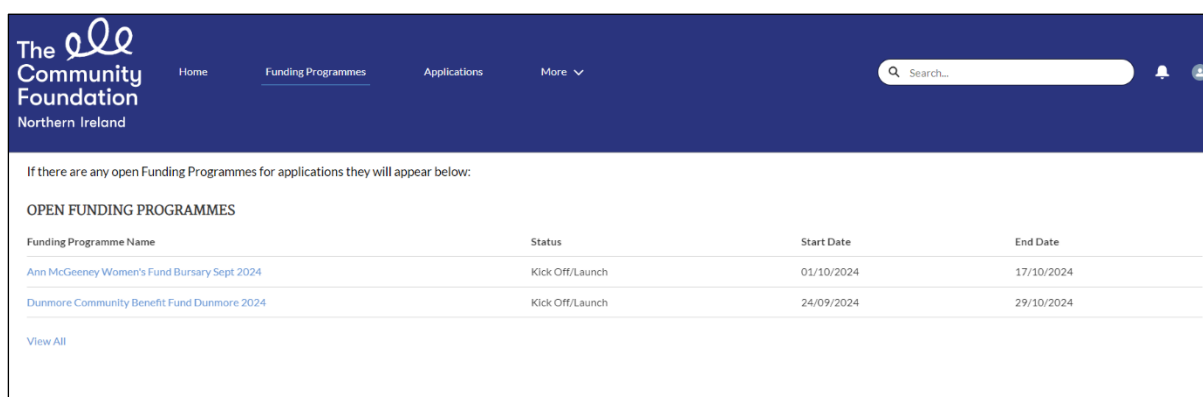
Click **not registered** to register with the portal

You will receive a link to the email address used to set a password to the portal

Once this has been set up this will automatically log you into the portal to apply for funding

Click on **funding programmes**

A list of Funds open for application will appear as below



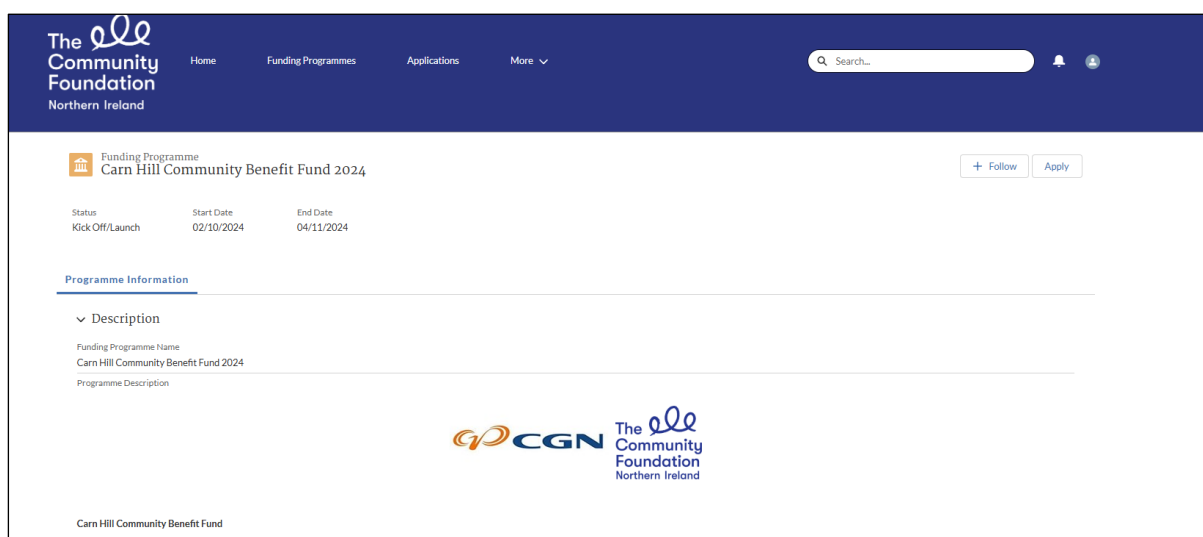
The screenshot shows the website header with the logo and navigation menu. Below the header, a message states: "If there are any open Funding Programmes for applications they will appear below:". Underneath, a section titled "OPEN FUNDING PROGRAMMES" contains a table with the following data:

| Funding Programme Name | Status | Start Date | End Date |
|---|-----------------|------------|------------|
| Ann McGeeney Women's Fund Bursary Sept 2024 | Kick Off/Launch | 01/10/2024 | 17/10/2024 |
| Dunmore Community Benefit Fund Dunmore 2024 | Kick Off/Launch | 24/09/2024 | 29/10/2024 |

A "View All" link is located below the table.

Click on the funding programme you would like to apply to

Then select **apply** at the **right** hand of the screen



The screenshot shows the details page for the "Carn Hill Community Benefit Fund 2024". At the top right, there are "+ Follow" and "Apply" buttons. Below the title, the status is "Kick Off/Launch", the start date is "02/10/2024", and the end date is "04/11/2024". A section titled "Programme Information" is expanded to show the "Description" section, which includes the funding programme name and a placeholder for the programme description. At the bottom, there are logos for CGN and The Community Foundation Northern Ireland.

Unfortunately, at this stage you are unable to save for later, the application must be completed and submitted in one go so please be mindful of this and give yourself time to complete your application.

To help with this, the questions which we require you to complete as part of your application are:

1. Please tell us what you plan to do, highlighting how the funding requested will enable you to do this.
2. Please explain how you have identified the need of this project, highlighting any consultation / research / engagement with target beneficiaries

3. Please explain to us how your project meets this fund's criteria and priorities.
4. Please tell us about the impact and benefits your project will have and how you will measure this impact and judge its success.
5. Please tell us about your previous project management experience, highlighting how this will help you deliver this project successfully.

We advise that you consider completing these questions on a word document and copy and paste them into your online application.

The details that you registered with will populate onto the next page you view.

Click **next** at the bottom right of the page

Complete the rest of the application as below:


Your details:

The screenshot shows the 'Your details' section of an online application form. The header includes the logo for 'The Community Foundation Northern Ireland' and navigation links for 'Home', 'Funding Programmes', 'Applications', and 'More'. A search bar and notification icons are also present. The form itself is titled 'Your details' and contains the following fields:

- Name:** Dawn Weir
- Email:** dawnweir2011@gmail.com
- Phone:** 07588442278
- Secondary contact number:** (empty field)
- Job Title:** (empty field)
- Your Address:**
 - Country:** GB
 - Street:** 53 Forthaven Lane
 - City:** Ballyclare
 - State/Province:** County Antrim
 - Zip/Postal Code:** BT39 9GU

A blue 'Next' button is located at the bottom right of the form.

Organisation details:

The  Northern Ireland

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Search...

Name of your Organisation

*Telephone
0

*Organisation Email
0

Website

Address of your Organisation

Country
Northern Ireland

Street

City State/Province
--None--

Zip/Postal Code


Facebook

Twitter

Organisation Start Date: Please let us know the month and year that your organisation was set up or formally established.

Start Month Start Year
--None-- --None--

Legal status:

The  Northern Ireland

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Legal Status:

Please provide details of your legal status and relevant registration numbers

*What type of organisation are you?

- Central Government
- Charitable Incorporated Organisations
- Children's Centre
- Community Amateur Sports Club (CASc)
- Community Benefit Society
- Community Interest Company
- Company limited by guarantee
- Company limited by share
- Constituted Voluntary Organisation
- Co-operative
- Excepted Charities
- Exempt Charities
- Faith-based organisation
- Further or Higher Education institute
- Housing Association
- Industrial and Provident Society
- Local Authority
- Local Authority Trading Company
- Private Limited Company
- Registered Charity
- Registered Charity and Company Limited by Guarantee
- Registered Society
- Schools and Pre-Schools
- Statutory Organisation
- Unincorporated Club or Association

Charity Commission Number

Are you part of a larger regional or national organisation?
--None--

* Income during your last accounting year/financial year or last 12 months

Staffing and Volunteers:

Please let us know how many full and part time staff your organisation employs. If applicable let us know how many members and volunteers your organisation has.

Full time staff / workers Part time staff / workers

Management committee Volunteers and helpers (under 25 years old) excluding management committee

Members (excluding management committee) Volunteers (excluding management committee)

Please detail the Chairperson's name, home address, telephone number and personal email address.

Please detail the names of all members of your management committee and indicate the roles of Vice-Chair, Secretary and Treasurer.

* Bank Account Details: Please provide the names and addresses of all authorised signatories on your bank account, please indicate if any signatories are related. Bank accounts should have at least two unrelated signatories and preferably three.


* Name on Bank Account * Sort Code



* Bank/Building Society * Bank Account Number

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Aims and objectives of your organisation:


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Please describe briefly the overall aims and objectives of your organisation and the activities or services your organisation provides

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Application details:

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Application 0 - Launch Flow



Please complete your application details below:


Please enter a project name if you have one 

Please confirm the ward the beneficiaries on this project will come from

3 of 3 Items • 0 Items selected

| Type | Geographical Area Name |
|--|-------------------------|
| <input type="checkbox"/> Local Authority | Antrim and Newtownabbey |
| <input type="checkbox"/> Local Authority | Mid and East Antrim |
| <input type="checkbox"/> Local Authority | Mid and East Antrim |

* Project/Funding Start Date  * Project/Funding End Date 

Which areas will the beneficiaries come from?
 Please provide a postcode which represents the geographical area you will benefit. 

* Please tell us what you plan to do, highlighting how the funding requested will enable you to do this.

* Please explain how you have identified the need of this project, highlighting any consultation / research / engagement with target beneficiaries.

Outcomes:

Please select your outcomes – choose one primary and one secondary outcome which reflects what you want to achieve through this funding.

The screenshot shows the 'Outcomes' selection page. The header includes the logo for 'The Community Foundation Northern Ireland' and navigation links for 'Home', 'Funding Programmes', 'Applications', and 'More'. A search bar and user profile icons are also present. The main content area explains the purpose of outcomes and provides two dropdown menus. The 'Choose Primary Outcome' dropdown is set to 'Improved access to services and support', and the 'Choose Secondary Outcome' dropdown is set to 'Improved mental health and wellbeing'. 'Previous' and 'Next' buttons are located at the bottom right of the form.

Indicators:

When you click onto the next page you will see a list of the relevant indicators that reflects the outcome of the grant award if you are successful. Please add a number in the count column which represents the number of people who will benefit and provide any other details relating to your project.

The screenshot shows the 'Indicators' page. The header is identical to the previous page. The main content area explains the purpose of indicators and provides a table of 10 indicators. The table has four columns: 'Outcome Name', 'Indicator Question', 'Count', and 'Add details here'. The 'Count' column for the first indicator is pre-filled with '100'. Below the table, there is a text box for providing additional details.

| | Outcome Name | Indicator Question | Count | Add details here |
|----|---|---|-------|------------------|
| 1 | Improved access to services and support | Number of people using community facilities | 100 | |
| 2 | Improved access to services and support | Number of people reporting increased knowledge of their rights and the law | | |
| 3 | Improved access to services and support | Number of people reporting that the community facilities were improved | | |
| 4 | Improved access to services and support | Number of people reporting that they feel able to enforce their rights | | |
| 5 | Improved access to services and support | Number of people supported to achieve independent living | | |
| 6 | Improved access to services and support | Number of new community facilities created | | |
| 7 | Improved access to services and support | Number of new staff employed as a direct result of the grant | | |
| 8 | Improved access to services and support | Number of people accessing advocacy services | | |
| 9 | Improved access to services and support | Number of people attending activity sessions | | |
| 10 | Improved access to services and support | Number of people for whom the treatment/programme was successful or likely to be successful | | |

Beneficiary information:

The Community Foundation Northern Ireland

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* How many people will directly benefit from this funding?

100

Beneficiaries

* Primary Beneficiary - Select a single option to represent the primary beneficiary group for this grant

Long-term unemployed

Ethnic Groups

* Primary Ethnic Group - select a single option to represent the primary ethnic group for this grant

Caribbean

Activity

* Primary Activity - select the means of delivery of this project

Partnership/collaboration

Issues

* Primary Issue - select a single option to represent the primary issue that will be addressed by this grant

Employment and labour

Age Groups

* Please indicate the primary age group that will benefit from this grant

Seniors (55+)

Project budget:

The Community Foundation Northern Ireland

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Search...

This section asks you to provide details regarding the amount of money you are applying for and what type of items you will be spending it on.

* What is the total cost of the project

£1,000.00

* How much has been raised so far?

£0.00

Are you seeking other funding for this project?

No

Please detail the individual cost of each element of your project e.g Staff, volunteers etc

The combination of all the individual costs requested will provide us with the total value you are requesting for this project

Staff Costs

* Project Staff Cost

£1,000.00

* Requested Staff Cost

£1,000.00

* Staff Cost Breakdown

hhhh

Volunteer Costs

* Project Volunteer Cost

£0.00

* Requested Volunteer Cost

£0.00

* Volunteer Cost Breakdown

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Supporting documents:

The screenshot shows the 'Supporting Documents' section of the application portal. It includes a navigation bar with 'Home', 'Funding Programmes', 'Applications', and 'More'. A search bar is located in the top right. The main content area is titled 'Supporting Documents' and contains instructions for document uploads. It lists several required documents: Equality Policy, Governing Document, Adult safeguarding policy, Child protection policy, and Recent accounts. Each document has a corresponding 'Upload Files' button and an 'Or drop files' option. The instructions specify that all documents must be in the name of the applicant organisation and provide details on what to upload if the applicant has not applied in the last twelve months.

Please complete declaration and agree to Terms and Conditions

The screenshot shows the 'Application 0 - Launch Flow' section of the application portal. It includes the same navigation bar and search bar as the previous screenshot. The main content area is titled 'Application 0 - Launch Flow' and contains a declaration form. The form includes a 'Declaration Name' field with the value 'd', a 'Declaration Position' field, and a checkbox for confirming the information. Below this is the 'Terms and Conditions' section, which includes a checkbox for agreeing to the conditions. At the bottom of the form, there are 'Save for Later', 'Previous', and 'Next' buttons.

Then submit application by pressing **next**.

You will then receive the message below

Click the link to view your application.

Thank you for your application.

We will review and be in touch in due course.

Please [click this link](#) to see the completed application.