

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



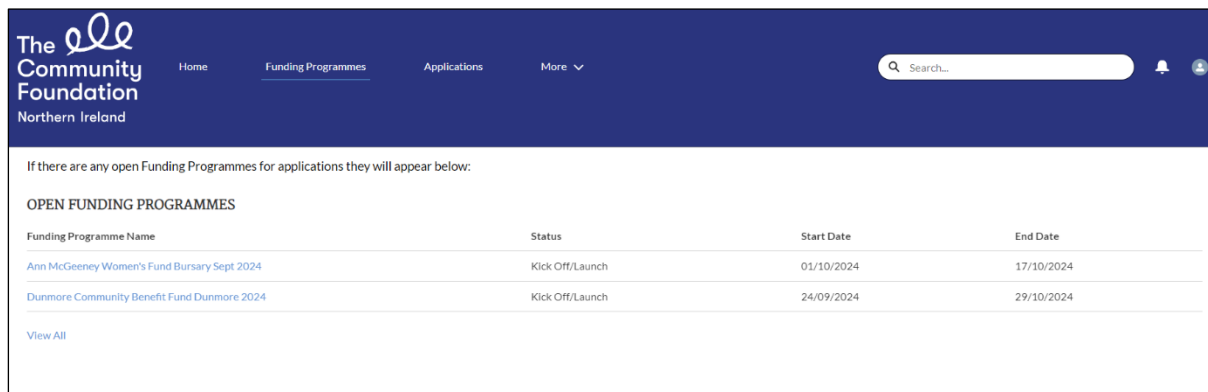
Click **not registered** to register with the portal

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



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

[View All](#)

Click on the funding programme you would like to apply to

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

There is an option to save any application you're drafting and return to it when you're ready. To do this please click bottom left to "save for later" – you will be asked a reason for pausing – you can just ignore this and click ok. Please do not log out of the portal, just close your browser tab otherwise your information may be lost.

To go back to the application you've started please go into the portal again with your username and password and go to the relevant funding programme. Click **resume/apply**. Your application should resume where you left off. Please remember to save any work done on the application before closing the portal window.

Once you've fully completed the application click submit.

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.

Organisation details:

The Community Foundation
Northern Ireland

[Home](#)[Funding Programmes](#)[Applications](#)[More ▾](#)

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Name of your Organisation ⓘ

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* Telephone

* Organisation Email

Website

Address of your OrganisationCountry

Street

CityState/Province

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 MonthStart Year



Legal status:



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Northern Ireland

[Home](#)
[Funding Programmes](#)
[Applications](#)
[More ▾](#)

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?

Outcomes:

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

The Community Foundation

Northern Ireland

Home

Funding Programmes

Applications

More ▾

Search...

Outcomes

We use outcomes and indicators of progress to track how grants, investments and our own actions contribute to our impact goals.

Outcomes will help us, and you, identify tangible results for the work that you plan to do and that we may fund. Outcomes may change and may be difficult to predict, and so we won't mind if they change, or if you don't achieve these outcomes. We would, however, like to have some idea about what the outcomes of your work may be.

Key outcomes mainly focus on what you want to achieve through this funding. What would you like to be able to report on? They should align with the outcomes expected within the fund criteria. They should be specific, measurable, realistic, clear and focused. We do not want you to state an outcome that will potentially be difficult to achieve, or will cause you unnecessary difficulties when managing your project.

We will look for progress on these outcomes when we seek reports from you, and so you should ensure that there is a process in place to monitor how you are achieving these outcomes.

Choose Primary Outcome

Improved access to services and support

▴

▾

Choose Secondary Outcome

Improved mental health and wellbeing

▴


▾

Previous

Next

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 Community Foundation

Northern Ireland

[Home](#)
[Funding Programmes](#)
[Applications](#)
[More ▾](#)



Indicators

Please let us know in the comments and evidence box which indicators you will be using for this project.

An indicator is something that you can measure, and define. It may be numbers of people benefitting from your work, number of events you have organised for example, or it could be more qualitative, and focused on changes in behaviours, and thoughts as a result of your work.

When applying we would like you to have an idea about what indicators there may be in relation to your anticipated outcomes. If you can, add numbers, however, please don't worry if you don't achieve these numbers. It gives us a guideline when assessing your application. We are happy for you to learn and do things differently if you need to.

	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		

Supporting documents:

- [Home](#)
- [Funding Programmes](#)
- [Applications](#)
- [More ▾](#)

Supporting Documents

Before submitting your completed application please upload the following supporting documents. All documents must be in the name of the applicant organisation.

- A copy of your most recent accounts or up to date income and expenditure.
- A copy of a current account bank statement for your organisation's bank account - this must be in the same name as your constitution, dated within the past three months. If the bank statement is overdrawn, please provide an explanation as to why the account is overdrawn. The Foundation staff will then consider this explanation in line with our due diligence policies and procedures.
- Any other documentation that has been updated since your last application.

If you have NOT applied to the Community Foundation for NI in the last twelve months, please also upload the following supporting documents. All documents must be in the name of the applicant organisation.

- A copy of your governing document, e.g. constitution - this must be signed and dated in the name of the applicant organisation unless governed through an umbrella organisation.
- A copy of your equality / equal opportunities policy.
- A copy of your child safeguarding and adult safeguarding policies.

If you are unsure of what documentation to provide, please contact the Grants Team on 028 9024 5927 or email us at applications@communityfoundationni.org and a member of the team will be happy to advise you accordingly.

<p>Equality Policy</p> <p>Governing Document</p> <p>A copy of your governing document, e.g. constitution - this must be signed and dated in the name of the applicant organisation unless governed through an umbrella organisation</p> <p>Adult safeguarding policy</p> <p>If your project is working with adults we require you to submit your Adult safeguarding policy</p> <p>Child protection policy</p> <p>If your project is working with children we require you to submit your Child protection policy</p> <p>Recent accounts</p> <p>A copy of your most recent accounts or up to date income and expenditure</p>	<p>Equality Policy</p> <div> Upload Files Or drop files </div> <p>Governing Document</p> <div> Upload Files Or drop files </div> <p>Adult safeguarding policy</p> <div> Upload Files Or drop files </div> <p>Child protection policy</p> <div> Upload Files Or drop files </div> <p>Recent accounts</p> <div> Upload Files Or drop files </div>
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Please complete declaration and agree to Terms and Conditions

The Community Foundation

Northern Ireland

Home

Funding Programmes

Applications

More ▾

Search...

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Application 0 - Launch Flow

Please read each statement carefully a check the box if you agree with the statement. Please confirm your name and role.

* Declaration Name

d

* Declaration Position

☐ I confirm that the information given on the application form is true and my group has formally agreed that I can act on their behalf. I confirm that I have attached all required additional documents.

Terms and Conditions

I confirm that the information given on the application form is true and my group has formally agreed that I can act on their behalf. I confirm that I have attached all necessary supporting documents.

By submitting your application you are agreeing to allow CFNI to retain your personal data on our database. We will use this information to help assess your application and administer any grant we award. We may also publish some of this information on our website and other promotional materials. (We will not publish contact details or personal data relating to individuals.) If your application is successful, you agree to take part in, where appropriate, any relevant publicity activities.

☐ Please tick this box to confirm that you agree to these conditions

Save for Later

PreviousNext

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.