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



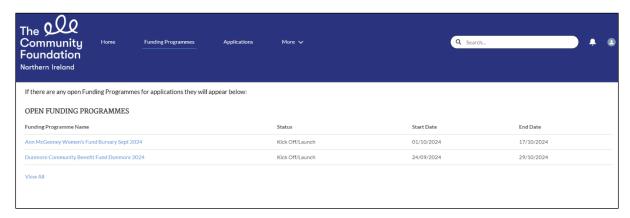
Click **not registered** to register with the portal

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



Click on the funding programme you would like to apply to.

When the programme information page opens, select **apply** at the **right** hand of the screen.

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.

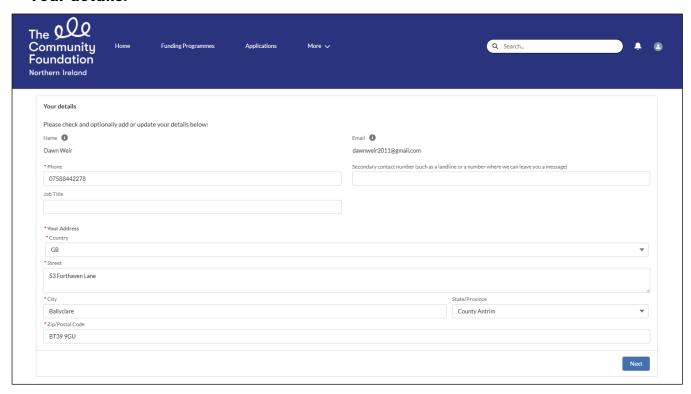
We advise that you consider completing these questions on a word document and copy and paste them into your online application.

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

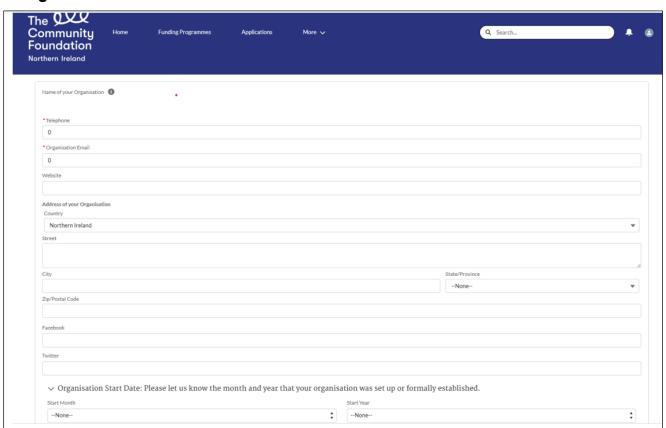
Click **next** at the bottom right of the page

Complete the rest of the application as below:

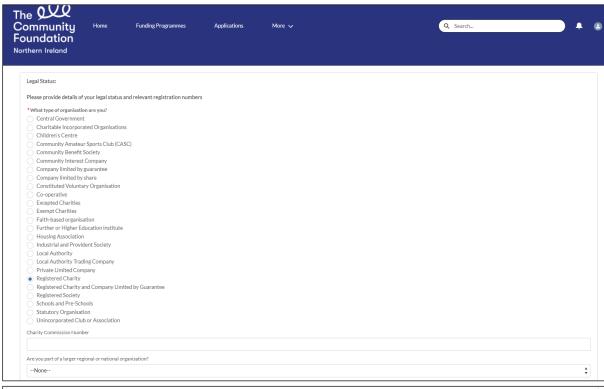
Your details:

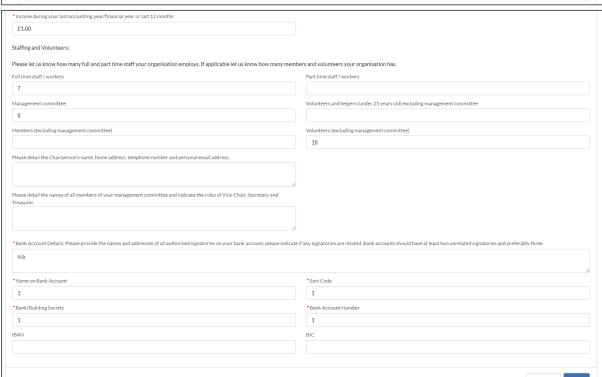


Organisation details:



Legal status:

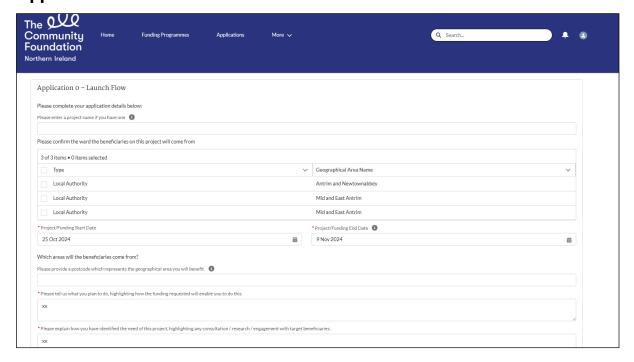




Aims and objectives of your organisation:

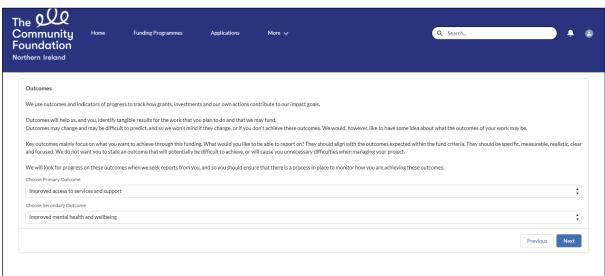


Application details:



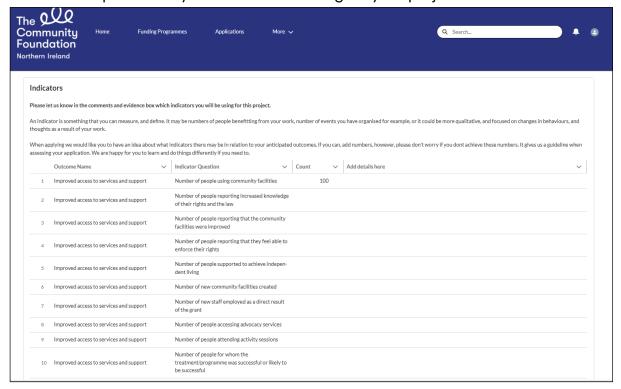
Outcomes:

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

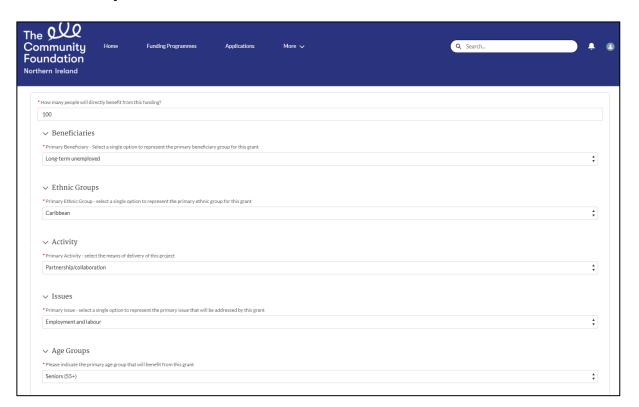


Indicators:

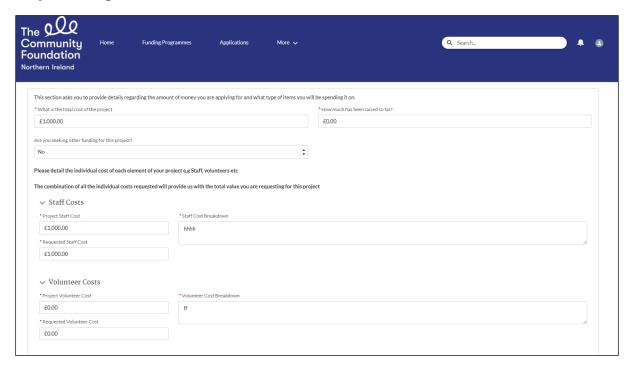
When you click onto the next page you will see a list of the relevant indicators that reflects the outcome of the grant award if you are successful. Please add a number in the count column which represents the number of people who will benefit and provide any other details relating to your project.



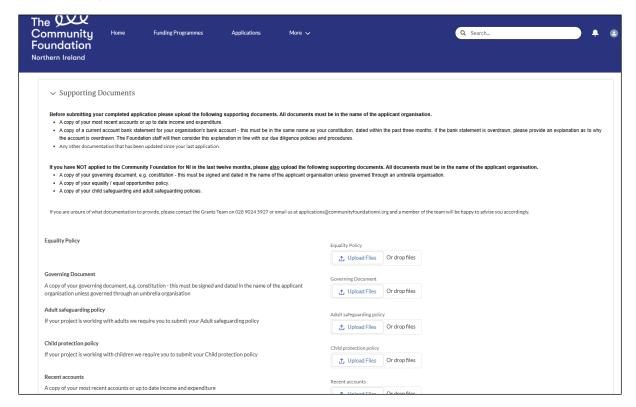
Beneficiary information:



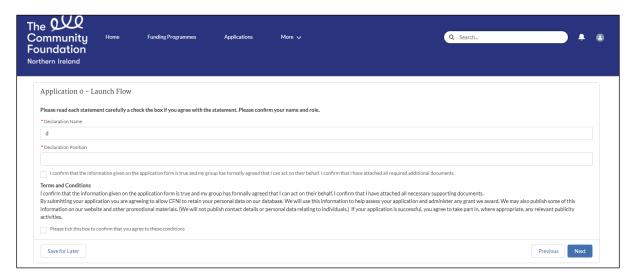
Project budget:



Supporting documents:



Please complete declaration and agree to Terms and Conditions



Then submit application by pressing **next.**

You will then receive the message below

Click the link to view your application.

