How to Apply:

The Community Foundation has introduced a new online database for applications and monitoring. All funding applications and monitoring reports will now be managed through our Fundseeker Portal.
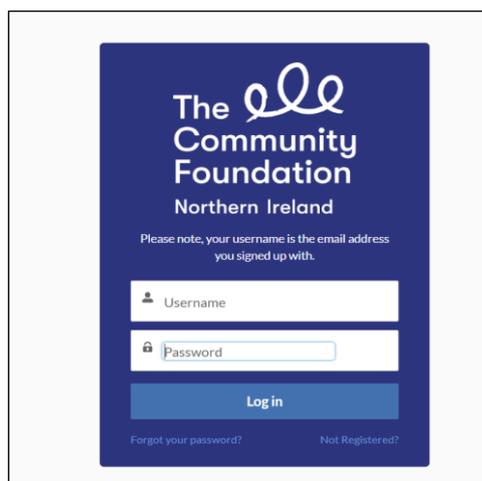
Through this portal, you can:
- Submit and track applications
- Complete monitoring reports – this section is currently in development
- Access a record of your organisation's previous submissions
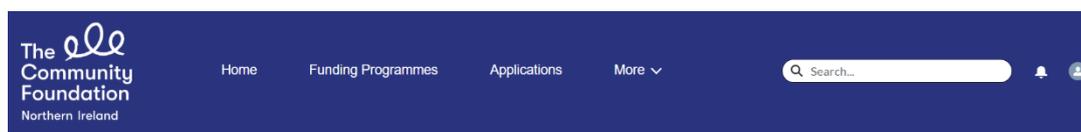
Ready to apply to a Fund:

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

- Select the 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 create your account

- You will receive an email with a link to set your password

- Once registered, you will be logged into the portal and can begin your application

- From the portal homepage, click on '**Funding Programme**
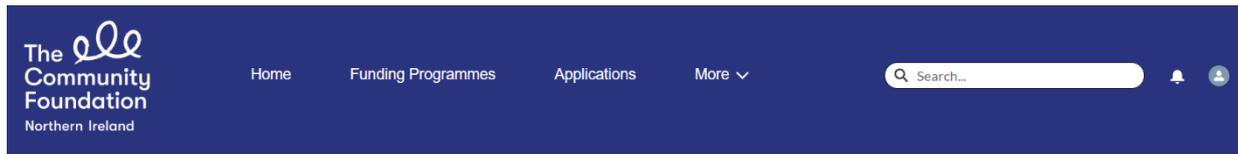
A list of funds open for application will appear as below

If there are any Funding Programmes that are open for application they will appear below.

OPEN FUNDING PROGRAMMES

Programme or Round Name	Status	Start Date	End Date
Carn Hill Community Benefit Fund 2025	Open	23/09/2025	23/10/2025
Cloonty Community Benefit Fund 2025	Open	23/09/2025	23/10/2025

Select your chosen funding programme and click **'Apply Here'** beside 'Programme Details'

The application is divided into sections, making it easier to complete in stages. Use the menu on the right-hand side to move through the sections

Preliminary Information

Enter your organisation's details (address, contacts, management committee, etc.). Once saved, you will only need to update these if changes occur in the future.

About Your Project

This section can be saved and completed later. Questions may vary by fund, so please read carefully. Only mark as complete when you are satisfied with your answers, **you cannot edit afterwards.**

Please enter a project name if you have one ⓘ

Project/Funding Start Date

Project/Funding End Date ⓘ

☐ Is this new work? ⓘ

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.

Please explain to us how your project meets this fund's criteria and priorities.

Please tell us about the impact and benefits your project will have, and how you will measure this impact and judge its success.

Please tell us about your previous project management experience, highlighting how this will help you deliver this project successfully.

When you are happy you have answered all questions fully, please use the checkbox below.

If you would like to return to this section later, please leave this unticked.

☐ Mark as Complete

Previous   Save Changes

What Geographical Areas

Enter your local authority and postcode. **This section must be completed in one go and cannot be edited later.**

What Geographical Areas

Please confirm which areas the beneficiaries will come from.

Please select which areas by ticking the boxes on the right-hand side of the table below.

1 of 1 item • 0 items selected

☐ Type	⌄	Geographical Area Name	⌄
☐ Local Authority		Causeway Coast and Glens	

Please provide a postcode which represents the geographical area you will benefit. ⓘ

Previous   Save Geographical Areas

Choose Targets

This section must be completed in one go and cannot be amended after you save. Please do not click through this section to see what comes next as the system will automatically save even if you haven't input any information.

Outcomes:

Please select your outcomes. Choose one primary and one secondary outcome (if applicable) 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 your project. Please add a number in the count column which represents the number of people who will benefit and provide any other comments relating to your project in the 'Add details here' box

Who Will Benefit

This section must be completed in one go and cannot be amended after you save.

Who It Will Benefit

How many people will directly benefit from this funding?

[|]

How many people will indirectly benefit from this funding?

[ ]

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

[--None-- ▲▼]

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

[--None-- ▲▼]

Primary Activity - select the means of delivery of this project

[--None-- ▲▼]

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

[--None-- ▲▼]

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

[--None-- ▲▼]

Please indicate the primary gender that will benefit from this grant

[--None-- ▲▼]

Please indicate the primary sexual identity that will benefit from this grant

[--None-- ▲▼]

Please indicate the primary religion that will benefit from this grant

[--None-- ▲▼]

Religion - Other

[ ]

Please indicate the primary nationality that will benefit from this grant

[--None-- ▲▼]

Nationality - Other

[ ]

[Previous] [Add Beneficiary Info]

What It Will Cost

This section must be completed in one go and cannot be amended after you save. Have your project budget ready before starting. Ensure the amount requested matches the total project cost at the bottom of this section.

∨ Total Costs

Total Amount Requested

*

[£2,000.00]

Upload Required Documents

All supporting documentation should be uploaded along with your application. If this is not possible then please ensure that the documentation is emailed to applications@communityfoundationni.org before the fund closing date. **Please note that failure to provide the correct documentation may result in your application being made ineligible, especially if a fund is oversubscribed.**

Submitting Your Application

Once all sections are complete, click 'Submit Application' at the bottom of the screen. You can then view and download your submission in the 'My Applications' section of the portal. Applications are no longer emailed as they are stored securely within the portal.

To access your application, log into the portal:
https://cfnorthernireland.my.site.com/fundseekerportal/login

Submit Your Application   Status: Available for submission

Please read and agree to the terms and conditions.

(Less than 5 minutes.)   [Submit Application]

Tip: Take time to read the guidance for each stage of the application form carefully. Only mark a section as complete once you're confident your answers are accurate, as you won't be able to make changes afterwards.

If you have any questions regarding the application process, please contact the grants team on 028 9024 5927 or email applications@communityfoundationni.org.