Department of Foreign Affairs– Reconciliation Fund Grant Scheme

FREQUENTLY ASKED QUESTION (FAQS) when registering online and making an online application

Question: Is my project is eligible for funding from the reconciliation fund?

Answer: In order to know if your project is likely to be eligible for funding it is important to read through the Reconciliation Strategy document. All projects that are eligible for funding need to meet the aims of this document and clearly demonstrate this in their application. If you need further clarification on if your project is likely to meet these aims after reading the document you can contact a member of the team using the contact details at the bottom of this document.

*As the Reconciliation Fund has a limited amount of funding available, not all projects that are eligible for funding will be successful in their applications.

Question: I registered online in 2019 (when the previous version of the online system was launched). Do I need to re-register?

Answer: No, if you have already registered for an account on the Grant Application Portal, you do not need to register again. You can simply select "Sign In", login to your account and begin a grant application.

Question: I am trying to register as a contact person for an organisation which has already been registered on the Grant Portal by one of my colleagues, but am getting an error message.

Answer: The error message advises you to get in touch with us via the "Contact Us" tab. We can then arrange to set you up as an additional or replacement contact on your organisation's existing account.

Question: I have forgotten my password since I was last on the online system.

Answer: If you have an existing account but have forgotten your password, click on "Sign In" and then "Forgot Your Password". You will be asked to enter the email address you have registered on your account, and then click "Send". You will then be sent an email with a link to change your password.

Question: I have entered the wrong password three times and am now locked out.

Answer: The system will unlock you after 24 hours and if you have remembered your password by that stage, you can enter it. Alternatively, rather than wait 24 hours, you can click on the "Forgot Your Password" option. You will be asked to enter the email address you used to register your account, and then click "Send". You will then be sent an email with a link to allow you to change your password.

Question: I have tried on several occasions to use the "Forgot Your Password" option, but I am still receiving an error message and haven't been able to reset my password. What should I do?

Answer: If the "Forgot Your Password" option hasn't worked, it's likely that you are not entering the correct email address i.e. the one you used when you first registered on the system. If after trying alternative email address(es), you still can't reset your password, use the "Contact Us" Tab at the top of the screen to get in touch with the Reconciliation Fund team and seek advice.

Question: Will the system prompt me ahead of a time out?

Answer: No, there is no prompt. For security reasons, you will be automatically logged out of your account after 20 minutes of inactivity on the grant system. *However, please bear in mind that your own internet browser may be configured to log you out of a website after a period of inactivity shorter than 20 minutes.*

Question: Can I save my application mid page?

Answer: You can save your application as a draft at any stage, by selecting "Save and Next" at the bottom of the page. The information you enter in each Tab will only be saved to the draft if:
1. You have entered information in all of the mandatory fields, and,
2. You have clicked on the "Save and Next" button at the bottom.

Question: I have completed all the fields on a tab/page, but I receive an error message when I select "Save and Next".

Answer: It is possible that one or more of your entries slightly exceed the word/character limit for that field. Please click on the section mentioned in the error message. It will be described either using the name of the field or by the word/character limit which applies to it, but in either case, it it is a link and clicking on it will bring you directly to the field in question. If there are more than one section listed, you can click on each one in turn.

Question: Some of the organisation or personal contact information that I provided at registration has changed and I cannot edit it to make the necessary updates.

Answer: The small amount of organisation and personal contact information which you provided at registration (for example your name or contact details) cannot be edited directly by you after registration, but if you contact us using the "Contact Us" tab on the online application portal we can update the information as required.

Question: Can I print a copy of my application after I select submit?

Answer: Once you submit your application using the "Submit" button, you will receive a copy of your completed application (in *word* format) by email for your own records. You can then save or print this document as required.

FREQUENTLY ASKED QUESTION (FAQS) - General

Question: Can I submit more than one application in the same funding round?

Answer: Yes, you can submit as many applications as you wish in the same funding round.

Question: Can I make an application for funding in a new funding round if a previously funded project has not yet reached its completion date?

Answer: Yes, you can make an application for funding in a new round even if you have an ongoing project.

Question: What questions do I need to answer about my organisation and project on the application form?

Answer: A full list of questions asked on the application can be found on from page 22 on the User Guide

Question: is it absolutely essential that I submit externally audited accounts when reporting on any previously awarded grant that is over €12,500?

Answer: Externally audited accounts are required in these circumstances. If, for some reason, your organisation cannot provide them, please contact the Reconciliation Fund team for advice.

Question: Do you award core funding and/or capital funding on grants?

Answer: While most of the applications received by the Reconciliation Fund are for project-based funding, we also accept applications from organisations seeking core or capital funding. As with applications for project-based funding, where core or capital funding is being applied for, applicants will have to display how the core activities/purchases for which funding is requested will align with the funding criteria as set out in the Reconciliation Fund's Strategy Document (available on **www.dfa.ie/reconciliation**).

Question: If reports and/or accounts are outstanding for previously awarded Reconciliation Fund grants, does this hinder the assessment of a new application?

Answer: Yes, if accounts and/or reports are outstanding, we cannot proceed with assessing the new grant application. The submission date for a report/accounts is 12 months from the date of payment of the grant by D/FAT _or_ the completion date of the project – whichever is the earlier date. By "outstanding", we mean that this submission date has passed and the documentation has not been provided.

Question: If I receive a letter of offer from the Reconciliation Fund for signature –what do I need to return?

Answer: Please return the letter of acceptance which includes the signature page signed by the Treasurer and Chairperson. . It is important that all pages of the letter of acceptance are included, to make clear what terms the signatories are agreeing to.

Contact Us

Any queries/requests in relation to the Reconciliation Fund may be submitted by email through the link at the bottom of this page or by calling the Department of Foreign Affairs' switchboard on 00353 (1) 4082000 and asking for Reconciliation section in the IUKA Division.

Reconciliation Fund Team Department of Foreign Affairs

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