



AN ROINN GNÓTHAÍ EACHTRACHA AGUS TRÁDÁLA  
DEPARTMENT OF FOREIGN AFFAIRS AND TRADE

# Reconciliation Fund Online Grant Application System: User Guide

**The Reconciliation Fund**

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## Introduction

### Overview

This user guide outlines how applicants to the Reconciliation Fund can submit applications for funding through the Department of Foreign Affairs and Trade's online grant application system, also known as the Grant Application Portal.

To learn about the work carried out by the Reconciliation Fund, and funding criteria, please visit the Department's website ([www.dfa.ie/reconciliation](http://www.dfa.ie/reconciliation)).

### Navigating the Grant Application Portal

The Grant Application Portal can be accessed online using the address:

<https://onlinefunding.dfa.ie/>

Below you will see a screenshot of the Portal's homepage. On the Portal's homepage, you can:

1. View the system's Terms and Conditions of Use
2. Register for a user account
3. Access the Department of Foreign Affairs and Trade's website
4. Access Irish Aid's website
5. Access the contact information for the Department
6. Sign into your account once registered

The screenshot shows the homepage of the Grant Application Portal. At the top left is the Department of Foreign Affairs and Trade logo. The main header is dark green with white text: 'WELCOME GRANT APPLICATION PORTAL'. Below this is a navigation bar with links: Home, Register, DFA, Irish Aid, Contact Us, and Sign In. A blue horizontal line separates the header from the main content. The main content area has a white background with the text: 'Welcome to the Grant Application Portal for the Department of Foreign Affairs And Trade.' Below this is a section with two buttons: 'Register' and 'Sign In'. At the bottom, there is a section titled 'Terms and Conditions of Use' with a brief description of the system's operation.

1. Terms and Conditions of Use

2. Register

3. DFA

4. Irish Aid

5. Contact Us

6. Sign In

Welcome to the Grant Application Portal for the Department of Foreign Affairs And Trade.

Register Sign In

This Online Grant Management System is hosted and controlled by the Department of Foreign Affairs and Trade.

The Department operates on a Monday to Friday basis (excluding public and bank holidays), from 9.15 and 5.30. During these hours the system will be monitored and requests for support to reset passwords and processing requests for a user account will be processed in due course.



## Registering an Account

This section provides a step-by-step guide on how to register to use the Grant Application Portal and submit funding applications for your organisation.

You will only ever have to register once to submit applications on behalf of the organisation referred to in your registration. If you have already registered to use the Portal on behalf of this organisation in the past, you do not have to register again.

You will only have to register again if, at some point, you are registering to submit applications on behalf of another organisation.

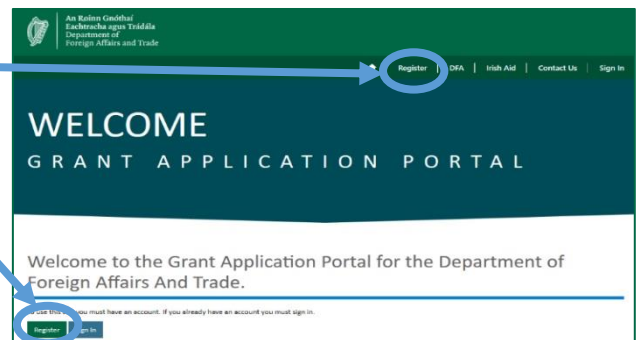
*If a colleague has previously registered to submit applications on behalf of your organisation, there is a different process for you to register as an additional or replacement Portal user for that organisation. If you attempt to register an organisation whose tax and/or charity number has already been registered on the system, you will receive a message advising you to contact us (by clicking on the “Contact Us” button on the Portal homepage) to arrange to be set up as a contact on your organisation’s existing account.*

## Registering as a New Contact

From the Portal home page, select either of the ‘**Register**’ buttons. By registering as a user, you are also agreeing to the Terms and Conditions outlined on this page.



**Please Note:** If you have already registered for an account on the Grant Portal, you do not need to register again. You can simply select ‘Sign In’ and login to your account.





Once you select the register button, you'll be brought to the **Portal Registration Form**. Here you will need to:

1. Read and agree to the Terms and Conditions by selecting the tick box.
2. Register your Organisation's Main Information (its name, charity number and/or tax reference number).



**Please Note:** You must provide either your organisation's Charity Number or Tax Number (or both) to register.

Your organisation does not need to be a registered charity to apply for funding to the Reconciliation Fund, but if it is, please include its charity number.

Your organisation's tax number will be either its UTR ("Unique Taxpayer Reference") if registered in the UK or its TRN ("Tax Reference Number") if registered in Ireland.

If you are registered in both jurisdictions for either charity status or tax purposes, you should only provide one number in each field. This should be the one from the jurisdiction in which your organisation carries out most of its business.

If your organisation does not have either a Charity or Tax Number, please contact the Reconciliation Fund Team through the "Contact Us" option on the main portal homepage and we will advise you on how to register.

The screenshot shows the 'Portal Registration Form' interface. At the top, there is a navigation bar with 'Register', 'DFA', 'Irish Aid', 'Contact Us', and 'Sign In'. The main heading is 'Portal Registration Form'. Below this, there are five sections marked with numbered callouts: 1. 'Terms and Conditions' with a confirmation statement and a tick box. 2. 'Organisation : Main Information' with input fields for 'Organisation Name', 'Charity Number', and 'Tax Number'. 3. 'Organisation : Contact Person's Details' with input fields for 'Title', 'First Name', 'Middle Name', 'Surname', 'Business Email', and 'Business Phone Number'. 4. 'Grant Information' with a dropdown menu for 'Grant Scheme' (currently set to 'Reconciliation Fund'). 5. A 'Submit' button at the bottom left.

3. Register your own information as the organisation's contact (your title, your full name, your business email address, and your business phone number). All contact with you in the future will be through the email address you enter at this point, so please ensure that it is correct.
4. Select the Grant Scheme you wish to register for from the drop down list (please select "Reconciliation Fund").
5. Hit the 'Submit' button at the end of the form.



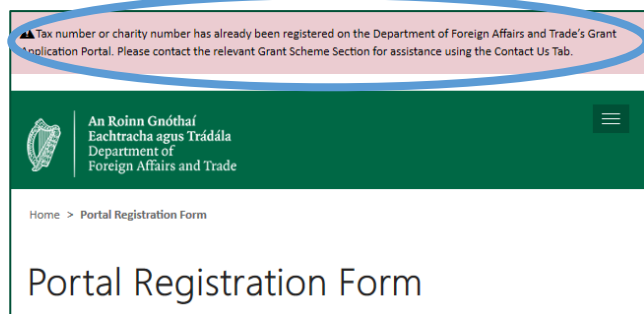
If you select 'Submit' but **have not completed the registration form correctly**, an error message will appear in a red box at the top of the screen advising you of which fields need to be reviewed.



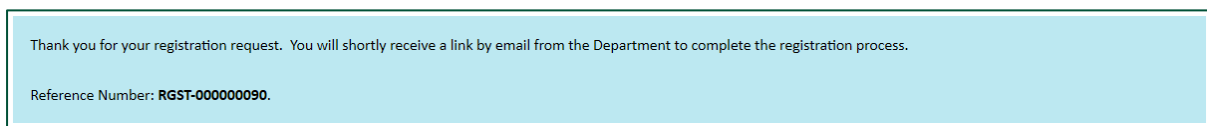
If your **email address is already registered** on the system but you attempt to register again, you will receive an error message advising you that your email address is already registered and you should select '**Sign-In**' to login to your existing account.



If you attempt to register but your **organisation's tax and/or charity number is already registered** with a different contact person, you will receive an error message advising you to '**Contact Us**' to arrange to be set up as an additional contact on your organisation's existing account.



Once you have **successfully submitted the registration form**, a message will appear (as below) advising you that **you will receive an email** with a link to complete your registration.

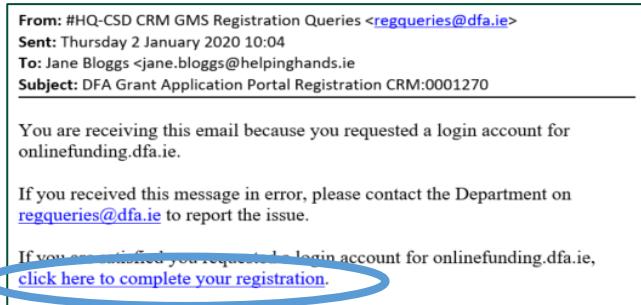


You will automatically receive an email within a short time (probably a matter of minutes unless the system is very busy) **with a link** allowing you to finish your registration and then begin submitting an application for funding. If you have not received it within an hour please check your Junk/Spam folder. If you still have not received it then please contact the Reconciliation Fund Section through the "Contact Us" tab on the online application Portal. Please note that the link allowing you to complete registration is only valid for 24 hours after it is sent to you. If you do not use it within 24 hours of receiving it, you will need to re-register as above.

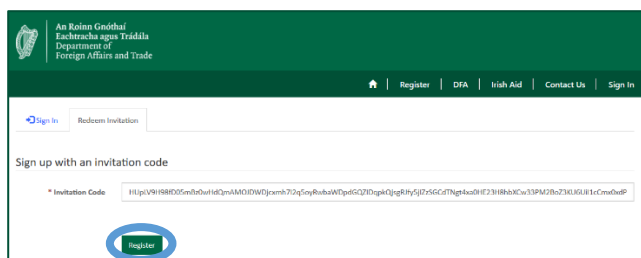


## Completing the registration process

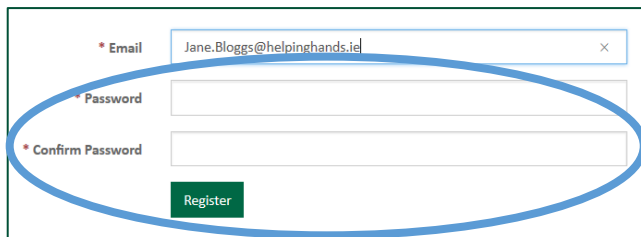
When you receive the email, click on the hyperlink in the email that says **'click here to complete your registration'**.



When you click the link which you receive by email, you will be brought to a new page, where you should select the green **'Register'** button.



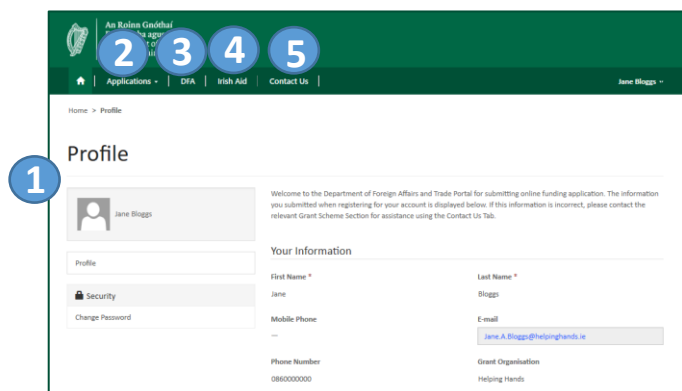
You will then be asked to **create a password**, to enter it a second time to confirm the password you have created, and select the green **'Register'** button. (Please note that the password must be



at least 8 characters long and contain a number, capital character, lower case character and a non-digit special character such as ?, !, \*. etc. Please make a careful note for future reference of the email address you used to register and the password you created.)

Now you have completed the **registration**, and will be brought to the **'Profile'** section of your account. From here you can:

1. Review your Profile
2. Access application forms
3. Access the DFA website
4. Access the Irish Aid website
5. Access our contact information



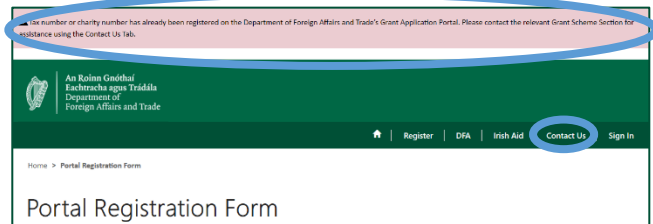
(Please note, if the information on your profile is incorrect, please contact the relevant Grant Scheme Section for assistance using the **'Contact Us'** Tab at the top of the screen.)



## Registering a new contact on an existing account

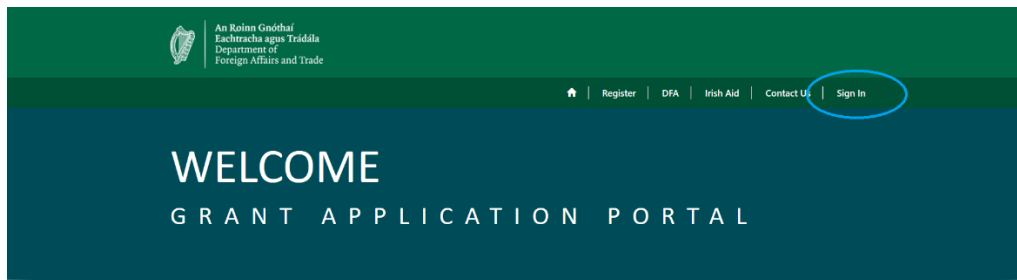
Once an organisation is registered, an account and contact are created on the grant system. If a new additional or replacement contact person needs to be set up for an organisation that is already registered **the new contact person should reach out to the relevant grant scheme to be added to the organisation's account.**

If the second contact person attempts to register for an organisation that already has an account, an error message will appear in a red box at the top of the screen advising them to contact the relevant grant scheme using the **'Contact Us'** Tab.



## Logging-In

At any subsequent time, once you have registered to use the system (even if it was for a funding round in a previous year), you can log-in by navigating to the funding portal at <https://onlinefunding.dfa.ie/> and clicking either of the **'Sign In'** buttons on the main landing page of the online application portal.



### Welcome to the Grant Application Portal for the Department of Foreign Affairs And Trade.

To use this site you must have an account. If you already have an account you must sign in.

[Register](#) [Sign In](#)

#### Terms and Conditions of Use

This Online Grant Management System is hosted and controlled by the Department of Foreign Affairs and Trade.

The Department operates on a Monday to Friday basis (excluding public and bank holidays), from 9.15 and 5.30. During these hours the system will be monitored and requests for support to reset passwords and processing requests for a user account will be processed in due course.

By registering to use the portal, you are deemed to have given consent to becoming a contact of the Department of Foreign Affairs and Trade. This service is provided in compliance with GDPR legislation. Information on the Department's GDPR policies can be found on our website - <https://www.dfa.ie/about-us/our-commitments/privacy-policy>.

The Department of Foreign Affairs and Trade reserves the right to amend the terms and conditions for using the portal at any time.



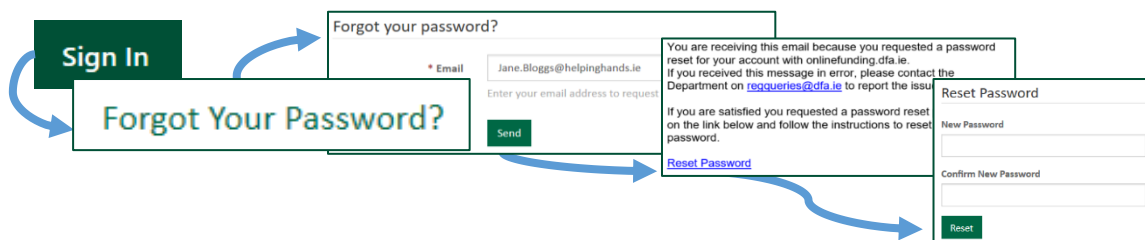


You will then be brought to a screen where you can enter the email address with which you originally registered and the most recent password you chose to use on the system.



## Forgotten Password

If you have an existing account but have forgotten your password, click on **'Sign In'**, and then press on **'Forgot Your Password?'** (as on the above screen). You'll be asked to enter the email address you have registered on your account, then click **'Send'**. You will be sent an **email with a link to change your password**.



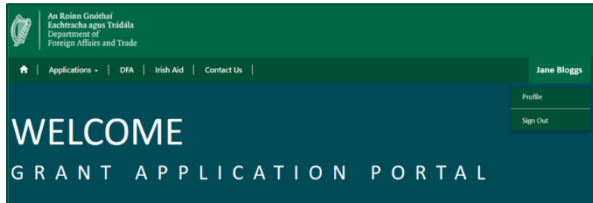
If you enter your password incorrectly 3 times, you'll be locked out of your account for 24 hours. You can then either wait 24 hours and then enter the correct password (if you remember it by then), or alternatively you can click on **"Forgot Your Password?"** and choose a new one. However, for security reasons, you'll only be able to do this if you have access to the email address you originally used for registering.

If the problem is that you're not even sure that the email address you've entered now is the one you registered with, clicking on **"Forget Your Password?"** won't solve the issue, so you should stop and look for assistance by clicking the **"Contact Us"** button at the top of the screen.




## Changing your Password

If you would like to change your password, you may do so at any time. After signing-in to your user account on the Portal, click on your name on the top right corner.



This will allow you to access your **'Profile'** page, an example of which you can see below.

### Profile

 Jane Bloggs

Profile

Security

Change Password

Welcome to the Department of Foreign Affairs and Trade Portal for submitting online funding application. The information you submitted when registering for your account is displayed below. If this information is incorrect, please contact the relevant Grant Scheme Section for assistance using the Contact Us Tab.

#### Your Information

<b>First Name *</b>	Jane	<b>Last Name *</b>	Bloggs
<b>Mobile Phone</b>	0861234567	<b>E-mail</b>	<a href="mailto:Jane.Bloggs@helpinghands.ie">Jane.Bloggs@helpinghands.ie</a>
<b>Phone Number</b>	01-1234567	<b>Grant Organisation</b>	Helping Hands

To change your password, click on the **'Change password'** button on the left hand side. You must then enter your old password and the new password which you wish to use, re-entering the new password a second time to confirm. Then click on the option **'Change Password'** and you will receive confirmation on-screen once you have successfully changed the password.



## Applying for a Reconciliation Fund Grant

This section offers step-by-step guidance on what information you'll need before you begin your application; how to start an application; navigating through an application; saving, accessing and deleting draft applications; and how to submit your completed application.

### Before you start

The application is broken into different sections called 'Tabs'. You will be able to save your application up to the last completed Tab at any stage.

For security reasons, you will be automatically logged out of your account after 20 minutes of inactivity on the grant system. (Please bear in mind that your own internet browser may be setup to log you out of any website after a shorter period of time, if you are not active on that website).

The application consists of a number of questions about your organisation and the project which you are seeking funding for. A number of questions are mandatory and marked by a red asterisk and must be completed. You will need to answer the mandatory question on each tab before you can proceed to the next.

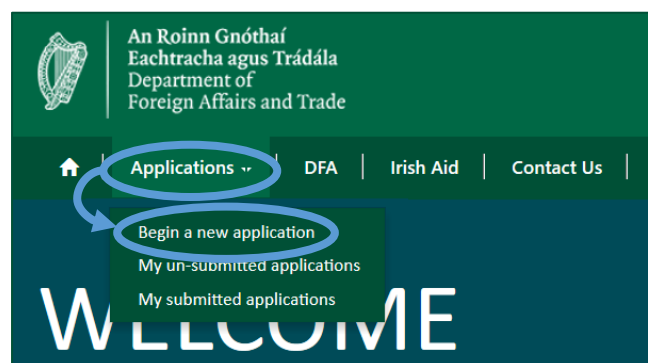
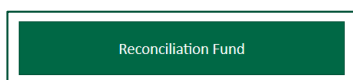
Even where fields are not mandatory, please provide the information requested if it applies to your organisation: this will assist in giving your application the fullest consideration possible.

Before you begin your application, we recommend that you have a copy of all of the answers which you are planning to submit to ensure a smooth application process. You can find a full list of the questions which will appear in the online application process at the end of this User Guide at Appendix 1.

### Starting an application

When logged in to your account, click on '**Applications**' at the top of the screen, and then select '**Begin a new application**'.

You'll be presented with a screen listing funding schemes currently accepting applications. Select '**Reconciliation Fund**'.



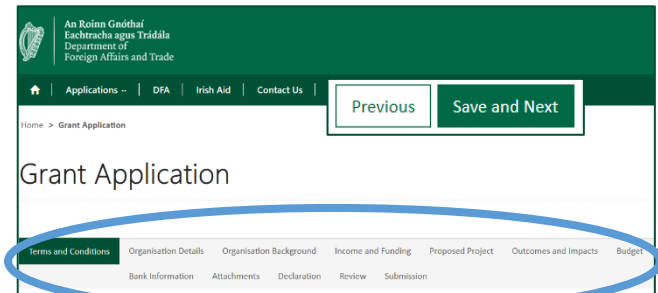
**You will now have created a new application which you can begin filling in.**



The first part of the application which you will see are the Terms and Conditions. In order to proceed with an application, you will have to accept these Terms and Conditions by selecting 'Yes' and then pressing the green 'Save and Next' button underneath.

## Navigating and Saving an application

At the top of the application is a bar showing which Tab within the application form you are at any time. As you progress through the application, the Tab you are on at any given stage will be highlighted green within this bar. At the top and bottom of all Tabs (except the first and last) are green buttons marked 'Previous' and 'Save and Next'. You can use these buttons to move through the Tabs.



**How to Save an Application:** On each Tab throughout the form, you will be able to save the answers you have entered so far as a draft. You can do this by pressing the 'Save and Next' button at the bottom of the page. However, 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** (those marked with a red asterisk), and,
2. you have clicked on the 'Save and Next' button at the bottom.

If you otherwise leave (by pressing the 'Previous' button, for example) the Tab before completing all mandatory fields and saving (or if you are timed out due to prolonged inactivity), any information which you have entered on this Tab will be lost.

You will be able to enter a small number of characters in a mandatory field in order to Save the other information on a page. However, if you do this, please ensure that you return and enter the correct information for this field before your submit your final application.

## Timing Out

It is important to note that if you leave your computer for a significant amount of time (or just don't press any key) while you have an application open on the screen, it is likely that – for security reasons - you will "Time Out" of the Portal and will no longer be logged in, leaving you unable to proceed with an application unless you log in again.

The Grant Application Portal is set up to time a user out if there is 20 minutes of inactivity, i.e. 20 minutes without typing in any information. However, it is possible that your own

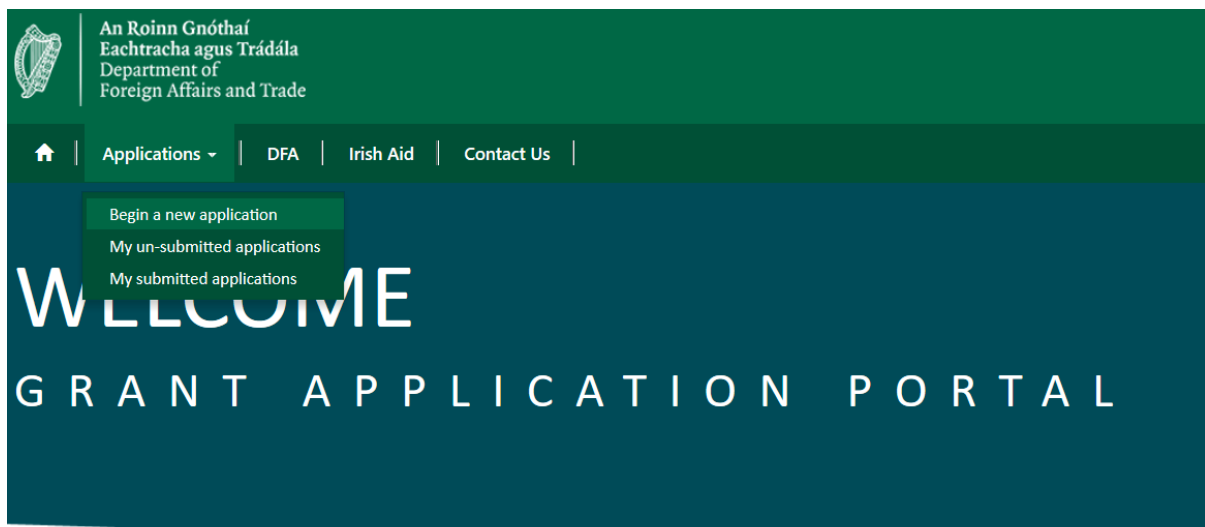


internet browser may be set up to log you out of the system after a shorter period of inactivity. This is only liable to affect the answers entered on the Tab on which you had been working at the time - the answers on previously completed and saved Tabs should not be affected at all by being timed out.

If you are going to be inactive on the screen for any length of time, it is recommended that you should make sure there is information in each mandatory field on the Tab and click **'Save and Next'** before signing out.

## Returning to a saved/draft application

When you log back in after having been away from the Portal **'Applications'** and then on **'My un-submitted applications'**.



Welcome to the Grant Application Portal for the Department of Foreign Affairs And Trade.

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When you do so, you will be shown a list of all of your un-submitted draft applications (as below). You will be able to work on any un-submitted application by clicking on its **'Application ID'** on the left.

My un-submitted applications						
Application ID ↑	Grant Scheme Type	Project Title	Portal Application Status	Organisation	Created By	Created On
<a href="#">REFUND-00000245</a>	Reconciliation Fund	Resolution Office	Un-Submitted	Helping Hands	Jane Bloggs	17/01/2020
<a href="#">REFUND-00000246</a>	Reconciliation Fund	Relations Project	Un-Submitted	Helping Hands	Jane Bloggs	17/01/2020

## Deleting a draft application

If you wish to delete a draft application, go to **'My un-submitted applications'** and simply select the arrow to the right of the application you wish to delete, then select the **'Delete'** button.

My un-submitted applications						
Application ID ↑	Grant Scheme Type	Project Title	Portal Application Status	Organisation	Created By	Created On
<a href="#">REFUND-00000245</a>	Reconciliation Fund	Resolution Office	Un-Submitted	Helping Hands	Jane Bloggs	17/01/2020
<a href="#">REFUND-00000246</a>	Reconciliation Fund	Relations Project	Un-Submitted	Helping Hands	Jane Bloggs	17/01/2020

**Please Note:** Un-submitted applications will be automatically deleted 10 days after the closing date for applications.

## Entering answers to your application

### 'Organisation Background' and 'Organisation Details' Tabs

After you have accepted the Terms and Conditions at the beginning of your application form, the first Tabs which you will encounter are the **'Organisation Background'** and **'Organisation Details'** Tabs. (See example on next page).

Both these Tabs request information about your organisation, including some basic details such as addresses, internet and social media sites, the names of officers and board members, and so on.

There are also six questions which require more detail, providing us with information about what the aims and objectives of your organisation are, who generally participates in organisation's activities, how your organisation's finances are controlled, etc.

If you have previously submitted an application through the online Portal, in order to make things a little easier for you, some of the information which you have submitted about your organisation in your last application (for example the address, names of officers, and details



of the board of management) will be retained by the system and will be “pre-populated” into your new application form. **However, it is important that you check this information to make sure it is still accurate and correct.** If it is not, you should edit this information. This edited information will then be submitted as part of this application.

An Roinn Gnóthaí  
Eachtracha agus Trádála  
Department of  
Foreign Affairs and Trade

Home | 
 Applications ▾ | 
 DFA | 
 Irish Aid | 
 Contact Us | 
 Jean Smith ▾

Home > Grant Application

## Grant Application

Terms and Conditions ✓
Organisation Details ✓
Organisation Background
Income and Funding
Proposed Project
Outcomes and Impacts
Budget

Bank Information
Attachments
Declaration
Review
Submission

**Important message for applicants:**

Please note that the information you enter on this TAB will be saved only if (1) you have entered some text in *all* of the mandatory fields **and** (2) you have clicked on the “Save and Next” button. If you opt to leave the TAB before completing all mandatory fields and saving (or if you are timed out due to inactivity), any information that you did enter on this TAB will be lost.

Please also be aware that clicking on “Previous” will NOT save the information you have entered on the current TAB.

Previous
Save and Next

### Organisation Background

Organisation's Legal Status, Charity Number (if applicable), and Year of Establishment

**Legal Status \***

**Charity Number**

**Tax Number**

**Year Organisation was Established \***

If the Organisation is or was at any stage affiliated to another organisation, please list the name(s).

No more than 600 characters (approximately 100 words) \*



### 'Income and Funding' Tab

The next Tab requires you to submit information about your organisation's income and funding, including what your organisation's annual income has been over the past three years, what funding you have applied for, as well as information on the most recent grants that your organisation has received from the Reconciliation Fund (if applicable), including whether all previous Reconciliation Fund grants have been spent in full.

You will see that, when entering financial information on the system, in many cases you will have to press the green '**Create**' button under each heading to insert information on an individual year's income or an individual grant. As you can see in the below picture, a new window will then open and you can enter the relevant information and press the '**Submit**' button to add it to your draft application and you will be brought back to the 'Income and Funding' Tab.

The screenshot shows a 'Create' modal window titled 'Organisation: Income and Funding'. The window contains the following text and form fields:

What was the Organisation's total annual income in each of the last three years, as per the Organisation's annual accounts? Please also specify the currency. (Please ensure that you create a separate entry for each grant).

Year \*

Income \*

Currency \*

Submit

The background shows a 'Previous' button and a 'Create' button. Below the modal, there is a question: 'Have all of the previously awarded Reconciliation Fund grants been spent in full?' with a dropdown menu showing 'No'.

When you are satisfied that the 'Income and Funding' Tab has all the information you need, you can click on the '**Save and Next**' button to save that information and move on to the next tab.





### 'Proposed Project' Tab

This Tab deals with the details of the project itself, the background situation explaining why the project is needed, what specific activities will take place as part of the project, and who will take part in or benefit from the project. It is important to provide as much detail as possible in this tab, for example rather than refer to workshops taking place, give details of how many will take place, when and where they will take place, who will participate, what themes/topics will be covered, who will facilitate etc.

### 'Outcomes and Impacts' Tab

This Tab provides an important opportunity for you to display what the outcomes and impacts of your project will be, and how it will tackle the problem or situation which you outlined in the 'Proposed Project' Tab. You will also be asked to explain how your project is eligible for funding from the Reconciliation Fund by displaying how it contributes to the objectives of the Reconciliation Fund. In this question, you should consult the Reconciliation Fund's Strategy Document which is available through our website ([www.dfa.ie/reconciliation](http://www.dfa.ie/reconciliation)).

### 'Budget' Tab

Under the 'Budget' Tab you will need to provide specific details about the cost of the project which you are proposing. You will be asked to state:

- how much the overall project will cost;
- how much the Reconciliation Fund is asked to contribute (we can consider either full or partial funding of a project);
- what other sources of funding you have in place or are hoping to secure for the project;
- and, a detailed budget for the project, broken down into separate expenditure categories such as transport, facilitation fees for a specific element of the project, hospitality, venue hire, and so on.

This should be as detailed as possible and the costs should mirror the description of project activities under provided under that tab. You may also submit an additional spreadsheet through the 'Attachments' Tab if necessary to provide further clarity on the cost breakdown.

As with the previous 'Income and Funding' Tab, when entering financial information on this Tab you will need to press the green '**Create**' button under each heading to insert information on an individual year's income or an individual grant.



As you can see in the above picture, a new window will then open and you can enter the relevant information and press the **'Submit'** button to add it to your draft application and you will be brought back to the **'Budget'** Tab.

### 'Bank Details' Tab

In order to ensure that, where a grant is approved, that payment can be made as speedily as possible, it is necessary for applicants to provide us with their bank details through this Tab. There are a number of questions here, but only a small amount are mandatory (marked by a red asterisk). You should only fill in the other details if they are relevant to your bank details (i.e. if your bank account has an intermediary bank or if your bank is outside the UK or Ireland).



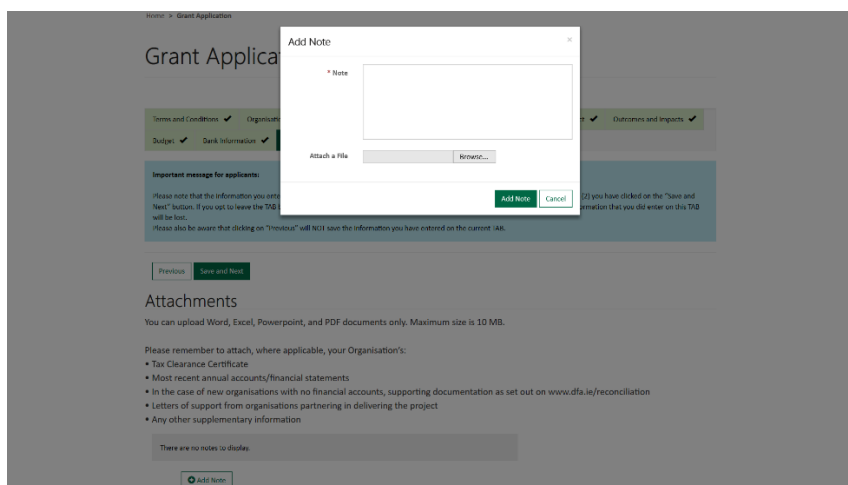
### 'Attachments' Tab

Coming to the end of the application form, you can attach any documents or supplementary information to your application on this Tab. There are a number of documents which you may need or wish to submit at this point, some of which are listed on this Tab.

There are two sets of documents in particular which you may need to submit at this point:

- All applicants must provide a copy of their organisation's most recent annual accounts/financial statements, or (if your organisation is newly formed) a declaration of no income/expenditure signed by the Treasurer and another Board or Committee member (on headed official paper if available), along with evidence of a bank account, e.g. copies of a bank statement.
- If you are applying for €10,000 or more (or if the amount requested for the proposed project, combined with any Reconciliation Fund grants already approved for your organisation within the current calendar year, amount to €10,000 or more) you will be required to provide a valid Tax Clearance Certificate. A Tax Clearance Certificate is issued by the Irish Revenue Commissioners and is required to process a payment from any Irish Government Department, regardless of where in the world the payee is located. Obtaining a resident or non-resident tax clearance certificate is a very straightforward process which can be completed by email. Details on how to obtain a Tax Clearance Certificate can be found online through the Revenue Commissioners' website: <http://www.revenue.ie/en/business/running/tax-clearance.html>. The Revenue Commissioners will issue a tax clearance certificate, and it is this certificate which should be submitted with the application.

To attach a document, press the **'Add Note'** button at the bottom of this page (see below image). A window will then open. By pressing **'Browse'** you can locate the desired file on your computer and you should add a brief description in the **'Note'** box. You can then press **'Add Note'** to add it to your application.



Files must be no larger than 10 megabytes and only PDF, Word, Excel and Powerpoint files can be uploaded.



### 'Declaration' Tab

This Tab is a final declaration confirming that the information in the application is accurate and up to date, etc.

### 'Review' Tab

The 'Review' Tab presents you with all the information you have provided throughout the form. You can scroll down this page and review all questions and your answers from the previous nine tabs. If you see that you have left anything out, or made any mistakes, you can't change it here but you can navigate back and make whatever edits you need on the relevant tab.

### 'Submission' Tab

The screenshot shows the 'Submission' tab selected in a navigation bar. The navigation bar includes the Department of Foreign Affairs and Trade logo and name, a home icon, and links for Applications, DFA, Irish Aid, and Contact Us. The user's name, Jean Smith, is displayed in the top right. Below the navigation bar, the breadcrumb 'Home > Grant Application' is visible. The main heading is 'Grant Application'. A progress bar shows the following steps: Terms and Conditions ✓, Organisation Details ✓, Organisation Background ✓, Income and Funding ✓, Proposed Project ✓, Outcomes and Impacts ✓, Budget ✓, Bank Information ✓, Attachments ✓, Declaration ✓, Review ✓, and Submission (highlighted in dark green). Below the progress bar, the heading 'Submission' is followed by a paragraph: 'Please note that once you have submitted your application (by clicking below on Submit Form), you will no longer have access to your application through the online system. However, once submitted, a copy of your application (in word format) will be automatically emailed to you for your records.' At the bottom, there are three buttons: 'Submit Form', 'Previous', and 'Save as Draft'.

The final tab allows you to submit your application. If you do not feel that your application is ready, you can still click the '**Save as Draft**' button and return to carry out further edits later.

Once you are ready, just press '**Submit Form**' and your application will be submitted to the Reconciliation Fund for assessment. You will then be informed of a final decision in due course.

Once you have submitted your application, you will also be emailed with a word document version of it for your own records. This will ensure you have an exact copy of what you submitted to us. Once your application is submitted, you will no longer be able to view the questions and answers through the application portal: you should make sure you keep the emailed version, which generally goes out within 30 or 40 minutes of submitting. If you do



not receive this email, please check your Junk/Spam folder. If you still have not received it, you should contact the Reconciliation Fund Team using the **'Contact Us'** Tab at the top of the Portal screen.

Reconciliation Fund Team,  
Department of Foreign Affairs and Trade,  
February 2020.



## **Appendix: Full List of Application Questions**

The grant process involves a once-off registration stage for an individual user (the contact person who is applying on behalf of the organisation), followed by the main application stage.

### **1. Registration stage**

During registration stage, applicants are required to accept general Terms and Conditions which apply to the D/FAT Grant Application Portal and provide some brief initial information about their organisation and themselves, as follows:

#### **Terms and Conditions**

*I confirm that I have the authority to submit an application on behalf of the organisation for which I am applying. The Department of Foreign Affairs and Trade is not liable for any costs associated with submitting my application and I understand that successful submission of an application does not guarantee that my organisation will be awarded funding. The Department of Foreign Affairs and Trade reserves the right to amend the Terms and Conditions of this service at any time.*

**Comment: Applicant must tick yes here in order to proceed.**

#### **Organisation: Main Information**

- Organisation Name
- Organisation's Charity Number
- Organisation's Tax Number

*\*Either your organisation's charity number or tax number must be supplied. If your organisation has neither, use the Contact Us button at the top of the screen to get assistance with your registration.*

#### **Organisation: Contact Person's Details**

- Title



- First Name
- Middle Name
- Surname
- Business Email
- Business Phone Number

### Grant Information

- Grant Scheme - Please choose “Reconciliation Fund” in this field
- 

## **2. Application Stage**

Once the initial registration stage has been completed and you are set up on the system with a user name and password, you can proceed to the application stage, but you are advised to gather together all of the information you will need, before you begin the application. In order to help you establish what information will be required, below you will find an outline of the questions you will be asked to complete, tab by tab, showing the particular fields that you will see on each tab when you go on line.

### Tab - Terms and Conditions (of the Reconciliation Fund Grant Scheme)

In order to proceed with your application, the below terms and conditions must be accepted and adhered to:

1. I confirm that I have been authorised by the organisation I represent to make an application to the Department of Foreign Affairs and Trade’s Reconciliation Fund for financial support.
2. I confirm that, where a project involves or is likely to involve contact with children, the organisation has proper procedures in place in to prevent harm to a child and also to respond to child protection concerns, consistent with relevant child protection legislation, including the Children First Act 2015 where applicable.
3. I confirm that I will provide a copy of my organisation’s most recent annual accounts/financial statements, or (if my organisation is newly formed) a declaration of no income/expenditure signed by the Treasurer and another Board or Committee member (on headed official paper if available), along with evidence of a bank account,



e.g. copies of bank statement. If I am not in a position to upload these through the “Attachments” section of this online application form, I will forward them directly to the Reconciliation Fund at the earliest opportunity after applying.

4. I confirm that, where a grant of €10,000 or more is being applied for, a valid tax clearance certificate will be attached to this application, or I will apply for one immediately and furnish it to the Reconciliation Fund at the earliest opportunity. (A tax clearance certificate is issued by the Revenue Commissioners, and is required to process a payment from any Government Department, regardless of where in the world a payee is located. Obtaining a resident or non-resident tax clearance certificate is straightforward process. The Revenue Commissioners will issue a tax clearance certificate, which should then be submitted. More information is available at [www.revenue.ie/en/starting-a-business/tax-clearance/index.aspx](http://www.revenue.ie/en/starting-a-business/tax-clearance/index.aspx)).
5. I understand that, where previous Reconciliation Fund grants have been awarded to my organisation, my application will not be considered unless all outstanding final reports and financial accounts have been submitted to the Reconciliation Fund in respect of each grant. (Such reports should be submitted through your usual contact at the Reconciliation Fund and not by attachment to this application form).
6. I understand that after submitting my application, I will receive a word version of it by email from the Department of Foreign Affairs and Trade, for my records, and that this will provide the only way of accessing my application once it has been submitted.

***Comment: The “Yes” response must be selected by applicants if they wish to proceed with an application.***

#### **Tab - Organisation Details**

- Organisation’s Main Address
- Organisation’s Address for Postal Correspondence (if different)
- General Email Address for Organisation
- Website Address for Organisation
- Social Media of Organisation (Facebook, Twitter, etc.)
- Job Title of Organisation’s Contact Person
- Alternative Work Number of Organisation’s Contact Person

#### **Tab - Organisation Background**





- Legal Status
- Charity Number
- Tax Number
- Year Organisation was Established
- If the Organisation is or was at any stage affiliated to another organisation, please list the name(s). *No more than 600 Characters (approximately 100 words).*
- Are the Organisation's premises owned, leased, etc.?
- Chairperson's details (Title, Name, Surname)
- Treasurer's details (Title, Name, Surname)
- CEO's details (Title, Name, Surname)
- Please list the names and job titles of all other office holders and members of the Board (or governing body) of the Organisation.
- Please outline the responsibilities of the Organisation's Board of Management (or governing body). How often does it meet? How does it oversee the management of the Organisation by the CEO or equivalent? Outline the relevant reporting structures in place. *No more than 1,600 characters (approximately 250 words).*
- Number of Full Time Staff
- Number of Part Time Staff
- Number of Volunteers
- Please outline the purpose/aims/objectives of the Organisation. If the Organisation has a written Strategy Document, please note its Title, Date, and Duration. *No more than 1,600 characters (approximately 250 words).*
- Please briefly outline the programmes, projects, and activities carried out by the Organisation to achieve these objectives. *No more than 2,500 characters (approximately 400 words).*
- Please provide information about those who avail of the Organisation's programmes and activities, including (where available) information on the background of participants (e.g. age, gender, geographical area, community). *No more than 1,600 characters (approximately 250 words).*
- Please outline the Organisation's strategy for ensuring its financial sustainability over the next 3 years. *No more than 2,500 characters (approximately 400 words).*
- How are the organisation's finances managed? Who is responsible for Finance? What financial controls does the organisation have in place? *No more than 2,000 characters (approximately 300 words).*



### Tab - Income and Funding

- What was the Organisation's total annual income in each of the last three years, as per the Organisation's annual accounts? Please also specify the currency. (Please ensure that you create a separate entry for each grant).
  - *The table for this question is laid out as below.*

Year	Income	Currency
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- Has the Organisation previously received funding from the Reconciliation Fund? If so, please list the details of the last 5 grants. (Please ensure that you create a separate entry for each grant).
  - *The table for this question is laid out as below.*

Date Grant Received	Amount Received (Euro)	Final Report and Financial Accounts Submitted? (Drop Down Options: Yes; No)
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- Have all of the previously awarded Reconciliation Fund grants been spent in full?
- If not, how much is unspent and why? (in Euros)
- What other sources of funding has the Organisation applied for or received in the last 12 months? In each case, please state whether the applications were successful or not. (Please ensure that you create a separate entry for each grant).
  - *The table for this question is laid out as below.*

Date Applied For	Amount sought/awarded	Currency	Status	Funding Body	Programme/Activity Funded
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### Tab - Proposed Project

- Project Title
- Please provide a short summary of the project (100 words max). This may be used in our publicity material if your application is successful. *No more than 600 characters (approximately 100 words).*



- Please give a clear outline of the issue or background situation to be addressed by the project. How has the organisation identified this need and how is it qualified to address it? *No more than 4,800 characters (approximately 800 words).*
- Describe the project and the activities to be carried out. Include a description of all components of the project. *No more than 4,800 characters (approximately 800 words).*
- Please include how participants will be chosen and provide information on their background (e.g. age, gender, geographical area, community). *No more than 2,500 characters (approximately 400 words).*
- Number of Participants
- Timescale of Project (include proposed start and end dates)
- Location(s) of Project
- Please list any other groups or organisations which would be involved in the delivery of this project. A letter of commitment from each group should be uploaded under the “Attachments” tab later in this application.

#### Tab - Outcomes and Impacts

- How will the project be monitored and evaluated? *No more than 3,000 characters (approximately 500 words)*
- What are the immediate and direct results of the project expected to be? e.g. number of participants/staff trained, tension eased, activities carried out, policies implemented, etc. *No more than 4,800 characters (approximately 800 words).*
- In the long term, how will the project impact on the broader issues which you identified in the background situation question under the Proposed Project tab above? e.g. barriers broken down, relationship built, etc. *No more than 4,800 characters (approximately 800 words).*
- How will the project contribute to the objectives of the Reconciliation Fund? *No more than 4,800 characters (approximately 800 words).*
  - Comment: Responses here should draw on the funding criteria laid out in the Reconciliation Fund Strategy, outlining in particular how the project adheres to the main thematic funding pillars.

#### Tab - Budget

- Total cost of the planned project (in Euro)
- Amount Sought from Reconciliation Fund (in Euro)
- Please outline any additional sources of funding applied for in order to finance the project, the amount of this funding and the status of the funding. *The table for this*



question is laid out as below. Please ensure that you create a separate entry for each grant.

Funding Body	Amount sought/awarded	Currency	Status
--------------	-----------------------	----------	--------

- Please provide a detailed budget breakdown for the project, showing how all funds would be spent. Please create a separate entry for each category of expenditure. *The table for this question is laid out as below.*

Category of Expenditure	Total Euro cost within overall project	Contribution sought in Euro from Reconciliation Fund (€)
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### Tab - Bank Information

- Bank Name
- Bank Address
- Currency
- Account Name
- Account Number
- BIC Code
- IBAN
- Is this account SEPA reachable
- ABA Routing Code (Payments to USA only)
- National Sort Code
- Country Code ISO
  - Note: Of the above fields, the following are mandatory: Bank Name; Bank Address; Currency, Account Name; Account Number; BIC Code; IBAN.

Please supply your intermediary bank details if necessary

- Bank Name
- Bank City
- Swift Code
- ABA Routing Code (USA)

### Tab – Attachments

In this section you can upload Word, Excel, Powerpoint, and PDF documents only. Maximum size is 10 MB per document

Where applicable, you must submit:



- Letters of Support from organisations partnering in delivering the project
- Tax Clearance Certificate
- Organisation's most recent annual accounts/financial statements

In the case of new organisations with no financial accounts, supporting documentation requirements are set out in the User Guide above.

### Tab – Declaration

*I declare that all of the information in this application is accurate and up to date at the time of application. I confirm that the Organisation meets all legal and statutory obligations required in order to pursue the projects or activities for which funding is sought. I understand that I must submit any outstanding documentation/confirmation to the Reconciliation Fund in order for my application to be considered.*

- The “Yes” button must be selected in order to proceed to completion.

### NOTE:

The above sets out all of the information you will need to provide during the online application process. The remaining two tabs (Review and Submission) on the online portal do not seek any additional information.

We hope that you find this helpful as you prepare to go online and make your application.

Reconciliation Fund Team  
Department of Foreign Affairs and Trade  
February 2020