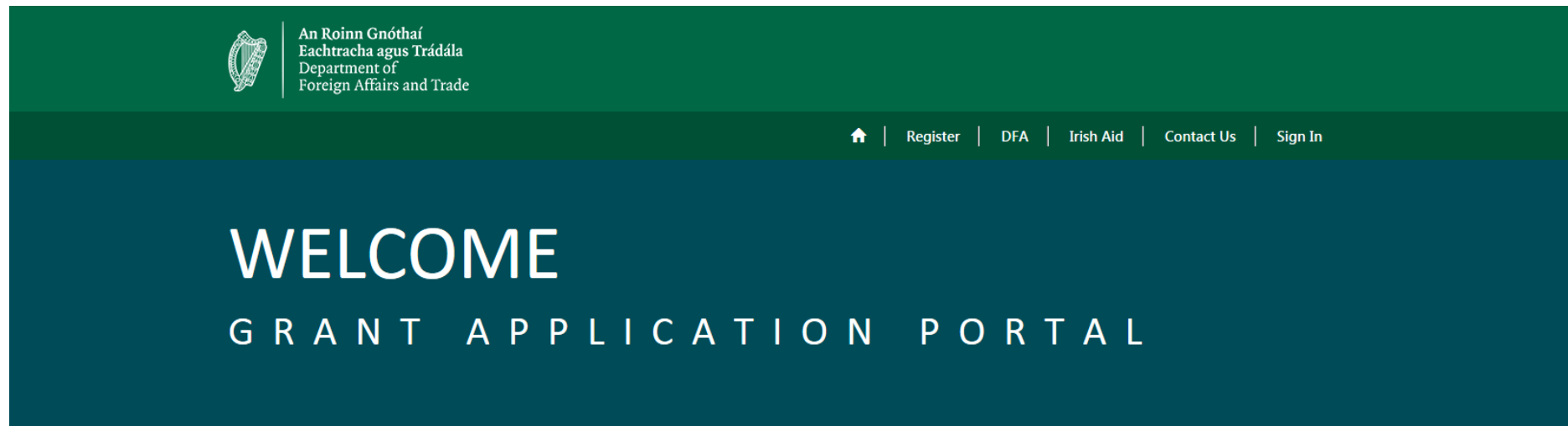


# DFAT User Guide for Grant Applications



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## Introduction

Welcome to this user guide on how to use the online grant application portal for the Department of Foreign Affairs and Trade. This guide will walk you through the steps to register to have an account on the system and then submit applications for the different funding schemes the Department supports.

This system is being implemented on a phased basis for all grants administered by the Department of Foreign Affairs and Trade, with the Reconciliation Fund being the first grant scheme to go live.

### **Key messages about time limits and saving data while using the new on-line system:**

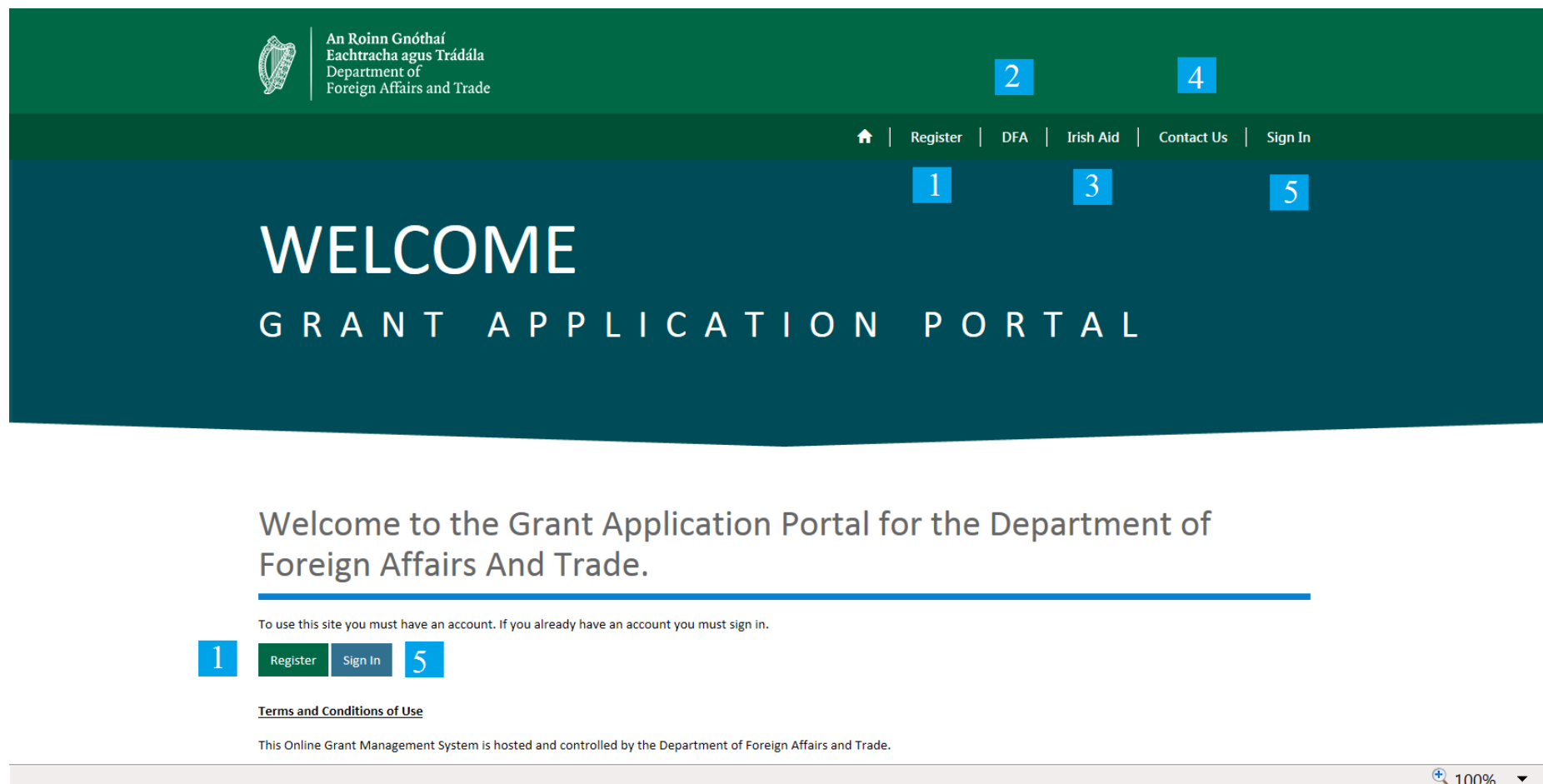
1. Before you apply for a grant, you have to become a registered user of the Grant Application Portal. Appendix 1 lists the categories of information you will be asked to provide during the initial registration process. We recommend that you review this list and arrange to have the required information to hand before you begin to enter data on the portal.
2. During this initial stage where you register to become a user of the Portal, your information can only save to the system once you have clicked submit at the end of the registration request. Therefore, to ensure that any data you enter here is not lost, **we strongly recommend that you complete this initial registration process in one sitting. You will have a maximum of 3 hours to complete the process** before you are timed out (with loss of data entered). The system is designed to retain your information on screen for that 3 hour period, but depending on how your own device is set up, if you pause and leave the device during that time, you run the risk of being timed out by your device, losing the data you have input and having to start the registration process again. The best way to ensure no loss of information is to complete the registration process in one sitting and before the 3 hours elapse
3. During the application stage (following registration as a user), information has to be entered in a series of tabs. You can sign in and out and complete this process in stages, but if you do not complete the Tab you're on and click **Next** at the bottom of the screen, the data you entered under that tab will not have saved when you sign back in. If you pause during the application process but do not sign out, you will be automatically timed out of the Portal after 20 minutes of inactivity. Again, if you are timed out without having clicked Next on the current tab, data you entered on that tab will be lost.

## Home Screen

The address for the website is <https://onlinefunding.dfa.ie/>

You will be brought to the below home screen with the following features:

- Link to Register for an account (1)
- Link to DFAT website (2)
- Link to Irish Aid website (3)
- Link to contact information for the Department (4)
- Link to sign into the site once you have an account (5)



## Registering for an account

In order to apply for grant, you must have an account. By clicking “Register”, you will be presented with the following screen:



[Home](#) > [Portal Registration Form](#)

## Portal Registration Form

### 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.

I have read and agree to the Terms and Conditions \* ☐

### Organisation : Main Information

Organisation Name \*

To complete this section:

1. Accept the terms and conditions
2. Complete the fields in the form, giving details about your organisation and your contact details
3. Once the form is complete, click “Submit” at the end of the page

If you have not completed the form correctly you will be presented with an error message at the top of the screen telling you which fields need to be reviewed – as below

⚠ You cannot proceed without agreeing to the Terms and Conditions.



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



[Register](#)

[DFA](#)

[Irish Aid](#)

[Contact Us](#)

[Sign In](#)

[Home](#) > [Portal Registration Form](#)

## Portal Registration Form

### Terms and Conditions

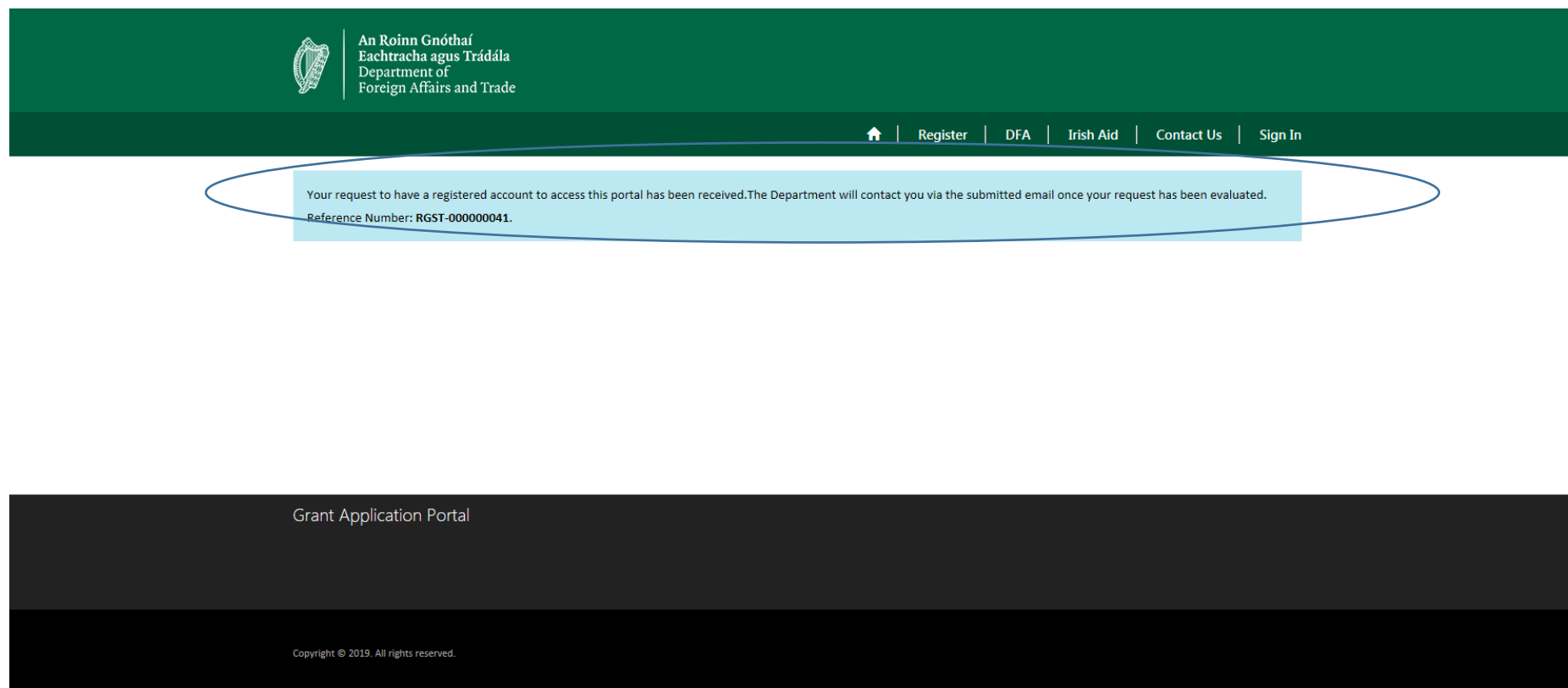
I confirm that I have the authority to submit an application on behalf of the organisation for which I am applying. The Department of Foreign Affairs and Trade is not liable for any costs associated with submitting my application and I understand that successful submission of an application does not 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.

I have read and agree to the Terms and Conditions \* ☐

### Organisation : Main Information

Organisation Name \*

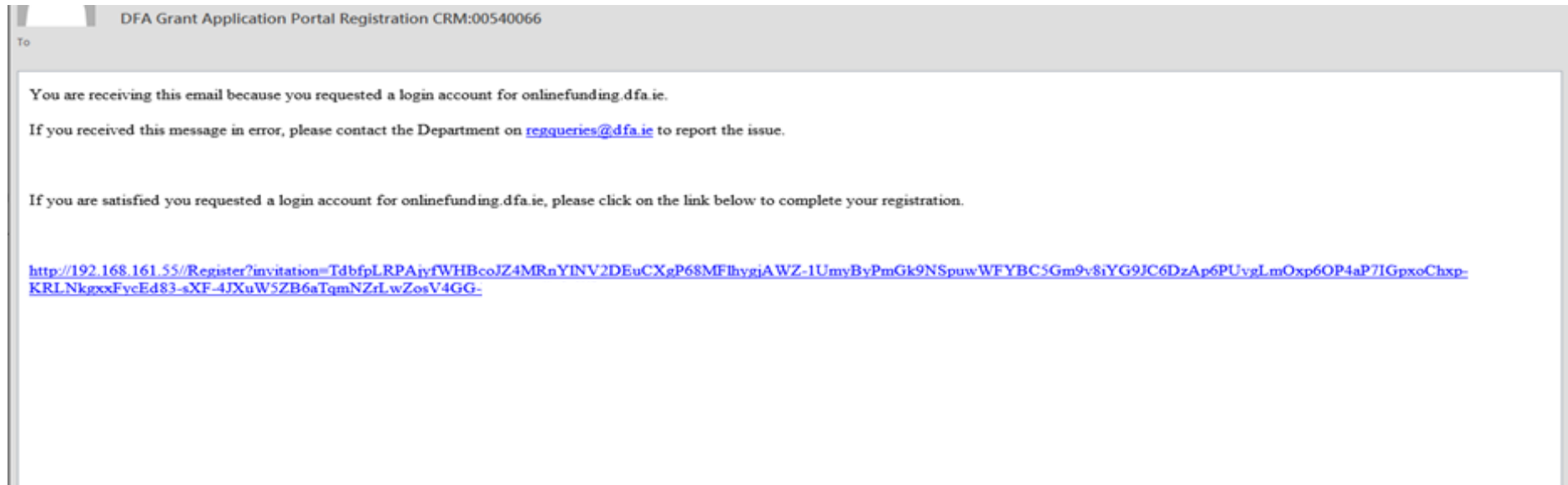
Once all the fields have been completed successfully and you have submitted the registration form, the following screen will be displayed, which gives you the reference number for your registration request. Reconciliation Fund staff will then process this request during normal working hours.





## Completing the registration process and setting a password for your account

Once your registration has been processed by the Department, an email will be sent to the email address used at the time of registration, containing a link similar to the message below.



To complete the registration process, click on the link and you will be brought to the following screen:

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Department of  
Foreign Affairs and Trade

Register | DFA | Irish Aid | Contact Us | Sign In

Sign In Redeem Invitation

Sign up with an invitation code

\* Invitation Code \RVn7056P2MleYa2mL-wpLogRf-d8CTyvRHvFX4zvmBf7quoEDQLNkeKqySZ-wLUEbA7iDCTpufagyZYQ5iagACy9Czyzhxo-UpvsyRJ9OyCr09rQLQzehhRmo-

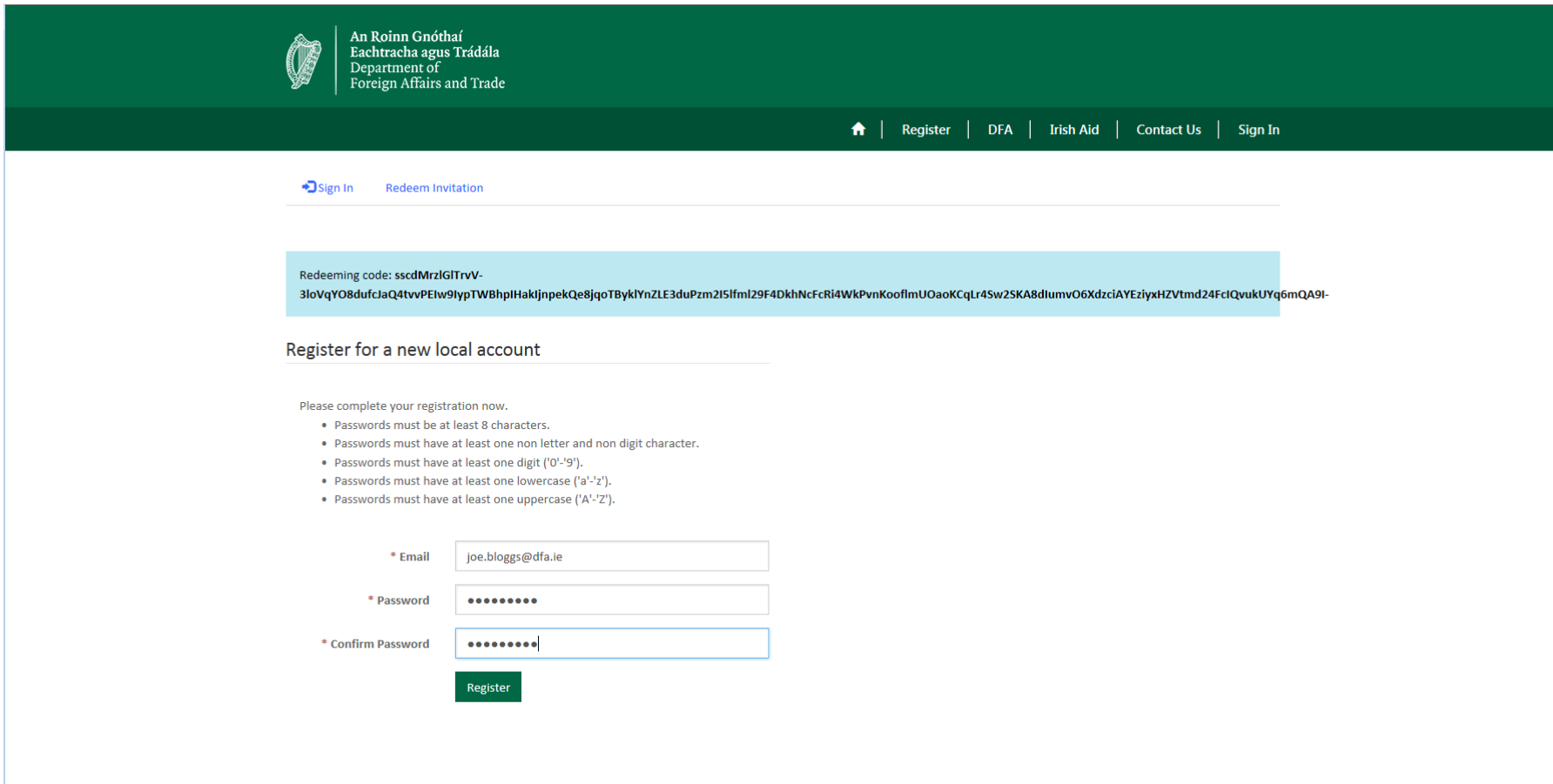
Register

Grant Application Portal

To complete this section:

1. Ensure you are on the Tab “Redeem Invitation” and not the “Sign In” tab.
2. Check that the invitation code box is already populated with the link you received in the email – this should occur automatically. If it has not, copy and paste the link from your email into the box.
3. Click on the register button

You will be brought to the following screen:



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Department of  
Foreign Affairs and Trade

Home | Register | DFA | Irish Aid | Contact Us | Sign In

[Sign In](#) [Redeem Invitation](#)

Redeeming code: `sscdMrzIGITrvV-3loVqYO8dufcJaQ4tvvPEIw9IypTWBhplHakljnpekQe8jqoTByklYnZLE3duPzm2ISlflmI29F4DkhNcFcRi4WkPvnKooFlmUOaoKCqLr4Sw2SKA8dlumvO6XdzciAYEziyxHZVtmd24FcIQvukUYq6mQA9I-`

### Register for a new local account

Please complete your registration now.

- Passwords must be at least 8 characters.
- Passwords must have at least one non letter and non digit character.
- Passwords must have at least one digit ('0'-'9').
- Passwords must have at least one lowercase ('a'-'z').
- Passwords must have at least one uppercase ('A'-'Z').

\* Email

\* Password

\* Confirm Password

Your email address field will already be populated with the email address you provided.

To complete this section:

1. Create a password and then confirm the password before clicking on the register button. 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.
2. Click “Register”
3. Once the passwords match and you have followed the rules for setting your password you will be signed into the system.
4. At this point, please make a careful note for future reference of the email address you used to register and the password you created.

You can see the following from this screen:

The screenshot shows the DFA Portal Profile page. At the top is a green header with the DFA logo and text: "An Roinn Gnóthaí Eachtracha agus Trádála Department of Foreign Affairs and Trade". Below the header is a navigation bar with links: "Home", "Apply for a Grant", "Previous Grant Applications", "DFA", "Irish Aid", "Contact Us", and a user profile "Paul Quirke". Below the navigation bar is a breadcrumb trail: "Home > Profile". The main content area is titled "Profile" and contains a user profile card for "Paul Quirke" with a callout "4" pointing to the profile link. To the right of the profile card is a welcome message and a link to "regqueries@dfa.ie". Below the profile card is a "Your Information" section with callouts "1" through "8" pointing to various fields: "First Name" (Paul), "Last Name" (Quirke), "Mobile Phone" (empty), "E-mail" (empty), "Phone Number" (4082000), and "Grant Organisation" (Belfast Building Relationships). There is also a "Change Password" link with callout "3". At the bottom of the "Your Information" section is an "Update" button.

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Department of  
Foreign Affairs and Trade

Home | Apply for a Grant | Previous Grant Applications | DFA | Irish Aid | Contact Us | Paul Quirke

Home > Profile

## Profile

Welcome to the DFA Portal for submitting online funding application. The information you submitted when registering for your account is displayed below. If this is incorrect please contact the system administrator at [regqueries@dfa.ie](mailto:regqueries@dfa.ie)

**Your Information**

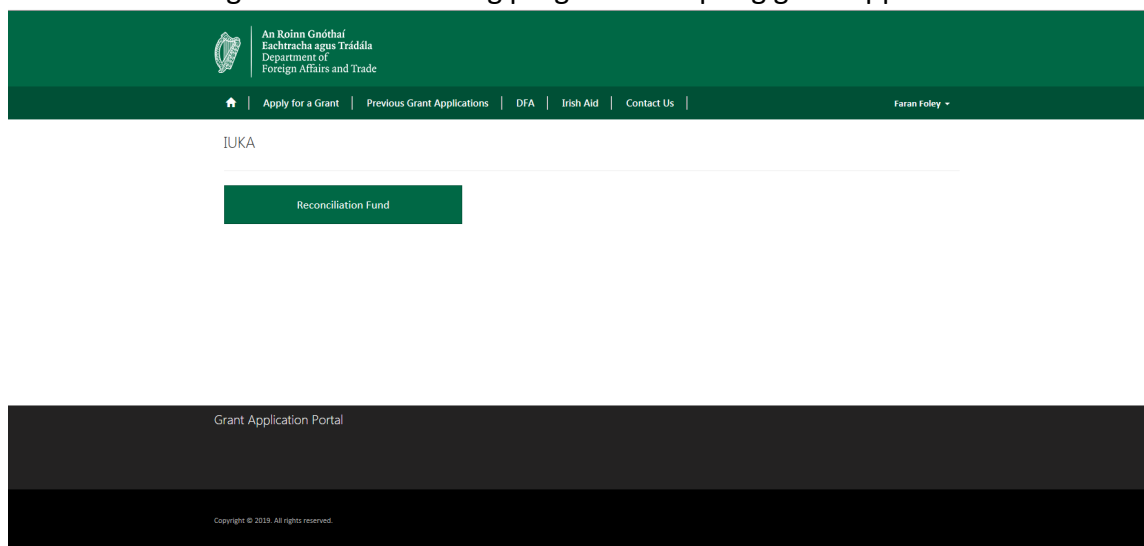
<b>First Name *</b>	<b>Last Name *</b>
Paul	Quirke
<b>Mobile Phone</b>	<b>E-mail</b>
—	
<b>Phone Number</b>	<b>Grant Organisation</b>
4082000	Belfast Building Relationships

**Update**

- You are logged in (1) under your name, not the name of your organisation
- Your information is displayed to you – you will not be able to edit any of the information, but if you notice that any of the information displayed is incorrect and needs to be changed, please notify the Department using the email address provided in the welcome message at the top of the page.
- On the left hand side of the screen you can switch between the Profile and Organisation information provided at registration. (2)
- You also have the option to change the password on your account (3)
- To apply for a grant, click on the option “Apply for a Grant” (4)
- To see the status of applications which you have already made click on “Previous Grant Applications” (5)
- To navigate to the DFAT website, click on “DFA” (6)
- To navigate to the Irish Aid website, click on “Irish Aid” (7)
- To find information on how to contact the Department, click on “Contact Us” (8)

## Submitting a grant application to the Reconciliation Fund

1. Once logged in as a user, click on the Apply for a Grant option in the menu bar at the top of the screen. You will be presented with a new screen listing the current funding programs accepting grant applications. Click on the Reconciliation Fund option.



2. You will then be presented with the following screen showing all the tabs you need to complete before you can submit an application

The screenshot shows the 'Grant Application' page of the Department of Foreign Affairs and Trade. The header is dark green with the department's logo and name in Irish and English. A navigation bar below the header contains links: Home, Apply for a Grant, Previous Grant Applications, DFA, Irish Aid, Contact Us, and a user profile for Faran Foley. The main content area has a breadcrumb trail 'Home > Grant Application' and a large heading 'Grant Application'. Below this is a tabbed interface with the following tabs: Terms and Conditions (active), Organisation Information, Income and Funding, Proposed Project, Outcomes and Impacts, Budget, Bank Information, and Attachments. Under the 'Terms and Conditions' tab, there are sub-tabs: Declaration, Review and Print, and Submission. The 'Terms and Conditions' section lists five numbered points regarding application eligibility, child protection, support letters, tax clearance, and previous grants. At the bottom, there is a section titled 'Accept Terms and Conditions' with radio buttons for 'No' (selected) and 'Yes'.

An Roinn Gnóthaí  
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Department of  
Foreign Affairs and Trade

Home > Grant Application

## Grant Application

Terms and Conditions Organisation Information Income and Funding Proposed Project Outcomes and Impacts Budget Bank Information Attachments

Declaration Review and Print Submission

### Terms and Conditions

1. Applications can only be submitted by those authorised by their organisation to make an application to the Department of Foreign Affairs and Trade's Reconciliation Fund.
2. Where a project involves or is likely to involve contact with children, the organisation must have 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. All letters of support from any partner organisation involved in the proposed project have been attached to applications. (Please note that there is no need to submit general letters of support. Only where other organisations will partner in the project should such letters be submitted.)
4. Where a grant of €10,000 or more is being applied for, a valid tax clearance certificate must be attached to an application. (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 a payee is located. Obtaining a resident or non-resident tax clearance certificate is straightforward process. 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) The Revenue Commissioners will issue a tax clearance certificate, and this is the document which should be submitted.)
5. All outstanding reports and accounts for previous grants from the Reconciliation Fund must be submitted before any new grant is awarded.

Accept Terms and Conditions  
☒ No ☐ Yes

### Key information for completing the form

1. You must accept the “Terms and Conditions” to submit an application.

- Before submitting your application you must print off a copy for your records. It will **not** be possible to do this once the form is submitted.
- At any point of the application form, you can sign out of the system and your application will remain as a draft for the next time you sign in to continue working on it. However, any information entered on the last tab you are on just before sign-out, will only be saved if you click “NEXT” at the bottom of that tab **before** you sign out.
- Fields with an “\*” are mandatory.
- On the “Organisation Information” tab, you are presented with the information you submitted as part of your registration – you cannot edit this tab, but must review it to ensure the information is accurate. If you notice any error, please notify the Reconciliation Fund team at [reconciliation@dfa.ie](mailto:reconciliation@dfa.ie).
- You can only upload Word, Excel, Powerpoint and PDF documents as part of your application. Your combined attachments cannot exceed 5MB in size.
- Some sections require you to input figures for a number of different years/grants. In these instances the question will have a “Create” button and you must create an entry for each year/grant. Please see below for an example of such a section.

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Department of  
Foreign Affairs and Trade

Home > Grant Application

## Grant Application

Terms and Conditions ✓ Organisation Information ✓ **Income and Funding** Proposed Project Outcomes and Impacts Budget Bank Information

Attachments Declaration Review and Print Submission

### Income and Funding

Has the organisation previously received funding from the Reconciliation Fund? If so, please list the details of the last 10 grants. Please also specify the currency.

Create

Grant Receipt Date	Date Applied ↑	Amount received	Currency	Final Report Date	
1/1/2015		€5,000.00	Euro	31/12/2015	✓
1/1/2016		€7,500.00	Euro	31/7/2016	✓

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.

Create



Create

### Funding

Date Grant Received \*

Amount Received (Euro) \*


Date Final Report Due/Already Submitted \*

Submit

1.

## Checking the status of your application

1. When you are logged into the system, click on the option “Previous Grant Applications” and you will be presented with the screen below. In this example the application for the project entitled “Building a playground” has been submitted to DFAT and its status is therefore “Submitted”.
2. The second application has a status of Un-submitted as the applicant has not completed the form and submitted it to DFAT.




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Foreign Affairs and Trade

[Home](#) | [Apply for a Grant](#) | [Previous Grant Applications](#) | [DFA](#) | [Irish Aid](#) | [Contact Us](#) | [Paul Quirke](#) ▾

Home > Previous Grant Applications

## Previous Grant Applications

Application ID ↑	Grant Scheme Type	Project Title	Portal Application Status	Organisation	Created By	Created On	
<a href="#">RECFUND-000000061</a>	Reconciliation Fund	Building a playground	Submitted	Belfast Building Relationships	Paul Quirke	14/03/2019	
<a href="#">RECFUND-000000062</a>	Reconciliation Fund		Un-Submitted	Belfast Building Relationships	Paul Quirke	14/03/2019	




## How to continue working on a draft application

1. When you sign back in to the system, click on the option “Previous Grant Applications” on the Home (Welcome) screen. Any applications with a status of Un-Submitted you will be able to work on. In order to continue working on an applications, click on the blue hyperlink under Application ID.

## Deleting an un-submitted application

1. Once logged into the system, click on “Previous Grant Applications”. You will be able to delete any applications with a status of Un-Submitted. Click on the arrow to the right of the line, where you will see a drop down menu with a Delete option.
2. A warning will appear stating: *You have selected to delete the application form. Once this has been completed, it cannot be recovered. Are you sure you want to delete the application?* You can choose to delete your draft application or keep the application in the system.



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Department of  
Foreign Affairs and Trade

[Home](#) | [Apply for a Grant](#) | [Previous Grant Applications](#) | [DFA](#) | [Irish Aid](#) | [Contact Us](#) | [Paul Quirke](#)

Home > Previous Grant Applications

## Previous Grant Applications

Application ID ↑	Grant Scheme Type	Project Title	Portal Application Status	Organisation	Created By	Created On
<a href="#">RECFUND-000000061</a>	Reconciliation Fund	Building a playground	Submitted	Belfast Building Relationships	Paul Quirke	14/03/2019
<a href="#">RECFUND-000000062</a>	Reconciliation Fund		Un-Submitted	Belfast Building Relationships	Paul Quirke	14/03/2019

▼

Delete

## Changing your password

1. Click on your name in the top right corner and then choose “Profile” on the left of the page.
2. On the screen you will see an option Change password – click on this and you will be presented with the screen below. You must enter in your old password, the new password that you wish to use and then confirm the new password. Then click on the option “Change Password”. If you are successful the second screen will be displayed to you confirming the password has been changed.

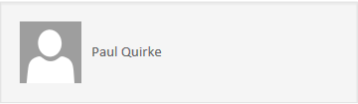
The screenshot shows a web application interface for the Department of Foreign Affairs and Trade. At the top is a green header with the department's name in Irish and English, a harp logo, and a navigation menu with links: Home, Apply for a Grant, Previous Grant Applications, DFA, Irish Aid, and Contact Us. The user's name, Paul Quirke, is displayed in the top right. Below the header, a breadcrumb trail reads 'Home > Profile > Change Password'. The main content area is titled 'Change Password'. On the left is a sidebar with a user profile card for Paul Quirke and a menu with options: Profile, Organisation Details, Security, and Change Password (which is highlighted in blue). The main form area contains input fields for Email, Old Password, New Password, and Confirm Password, each with a red asterisk indicating a required field. The passwords are masked with dots. A green 'Change Password' button is located at the bottom of the form.

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Eachtracha agus Trádála  
Department of  
Foreign Affairs and Trade

Home | Apply for a Grant | Previous Grant Applications | DFA | Irish Aid | Contact Us | Paul Quirke ▾

Home > Profile > Change Password

### Change Password



Paul Quirke

Profile

Organisation Details

Security

**Change Password**

Email

\* Old Password


\* New Password

\* Confirm Password

Change Password

[Home](#) > [Profile](#)


## Profile



Paul Quirke

[Profile](#)

[Organisation Details](#)

 Security

[Change Password](#)

Welcome to the DFA Portal for submitting online funding application. The information you submitted when registering for your account is displayed below. If this is incorrect please contact the system administrator at [regqueries@dfa.ie](mailto:regqueries@dfa.ie)

✔ Your password has been changed successfully.

### Your Information

First Name \*

Paul

Mobile Phone

—

Phone Number

4082000

Last Name \*

Quirke

E-mail

[marietherese.power@dfa.ie](mailto:marietherese.power@dfa.ie)

Grant Organisation

Belfast Building Relationships

Update

## **Appendix 1**

When applying for a grant for the first time, applicants must first of all register on the portal. During this registration stage, applicants will be asked to provide some initial information about their organization. The following lists the information that will have to be entered and the details that will be needed. Applicants are advised to gather this information together before they start the registration process. It is possible to prepare this information on a separate document and then 'Cut and Paste' it into the portal.

### Organisation: Main Information

- Organisation Name
- Website Address for Organisation
- General E-mail Address for Organisation
- Year Organisation was Established
- Address of Organisation (main location of work)
- Correspondence address (if different from above)
- Social Media of Organisation
  - Facebook
  - LinkedIn
  - Twitter
  - Instagram
  - Other Social Media

### Organisation: Legal Status, Affiliations and Premises

- Legal Status
- Charity Number
- Is/was the organisation part of, or affiliated to another organisation? If so please list the name(s). (Maximum 500 characters, approximately 100 words.)
- Are the organisation's premises owned, leased, etc.? (Dropdown with 3 options)

### Organisation: Governance

- Chairperson details
- CEO details
- Treasurer details
- Please list the names of all other office holders and other members of the Board (or governing body of the organisation), e.g. Joe Bloggs – Secretary
- How does the Board (or governing body of the organisation) oversee the management of the Organisation? Maximum 2,500 characters, approximately 400 words.

### Staff

- Total number of staff
- No. of Full Time Staff
- No. of Part Time Staff
- No. of Volunteers

### Strategy and Funding

- Please outline the Organisation's long-term funding strategy. Maximum 2,500 characters, approximately 400 words
- Please briefly outline the objectives of the Organisation. Maximum 3,500 characters, approximately 600 words.
- Please briefly outline the programmes and activities of the Organisation. Maximum 3,500 characters, approximately 600 words.
- Please briefly outline the number and background of those availing of the Organisation's programmes and activities. Maximum 2,500 characters, approximately 400 words
- How are the organisation's finances managed? What financial controls does the organisation have in place? Maximum 3,500 characters, approximately 600 words.

Contact Details\*

- Title (Ms, Mrs, Mr, Dr, etc.)
- Name
- Job Title
- Business Email
- Business Phone Mobile Phone Number
- Number

***\*Note: this would be the person applying for registration on the grants application portal and should be the person who will then apply for a grant.***

***Reconciliation Fund Team  
Department of Foreign Affairs and Trade  
March 2019***