DFAT User Guide for Grant Applications

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

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

WELCOME

G R A N T   A P P L I C A T I O N   P O R T A L

Contents

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.

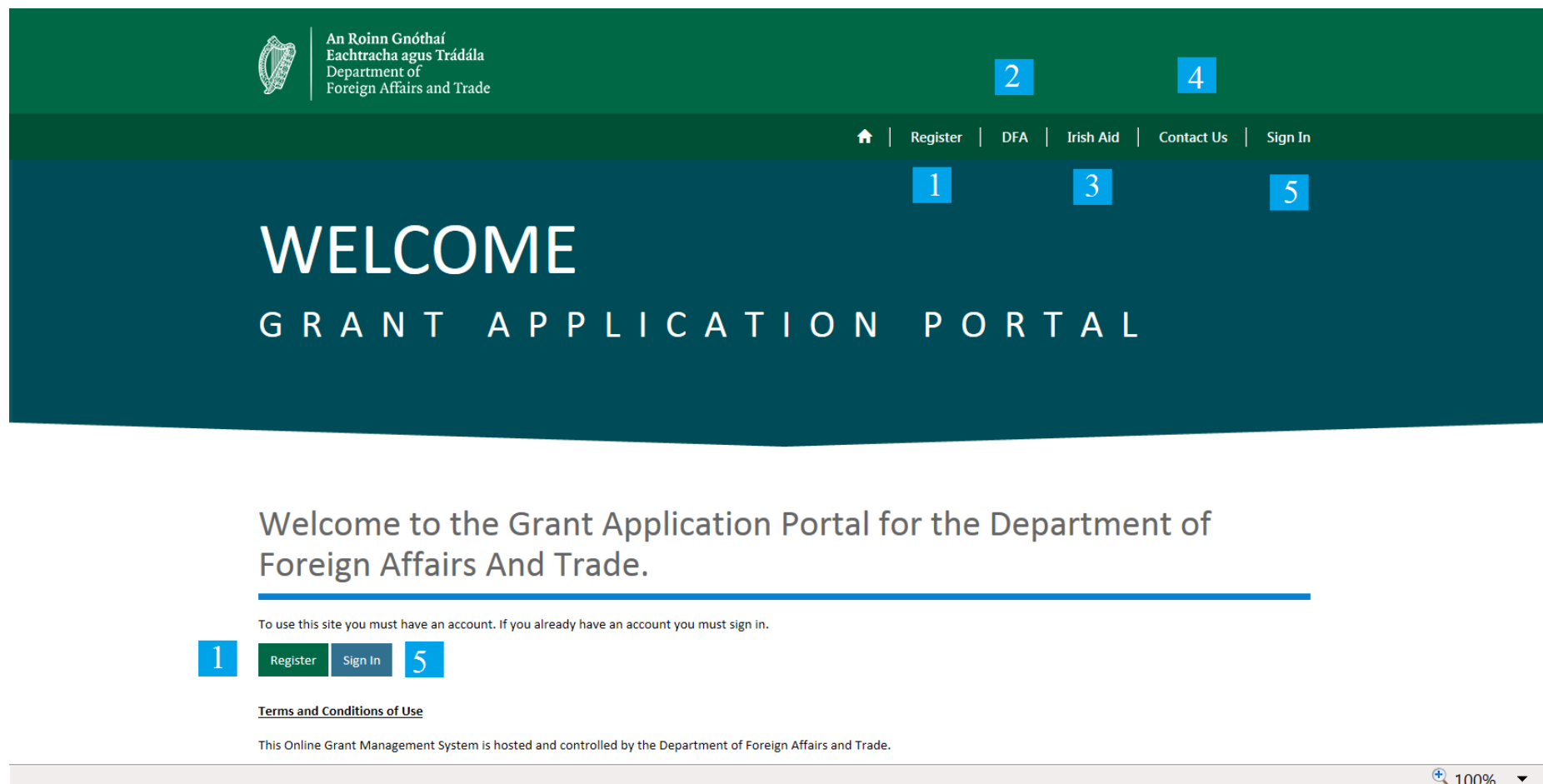**Key messages about time limits and saving data while using the new on-line system:**

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. <u>The best way to ensure no loss of information is to complete the registration process in one sitting and before the 3 hours elapse</u>

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)

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WELCOME
GRANT 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.

1 Register Sign In **5**

Terms and Conditions of Use

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

🔍 100% ▼

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

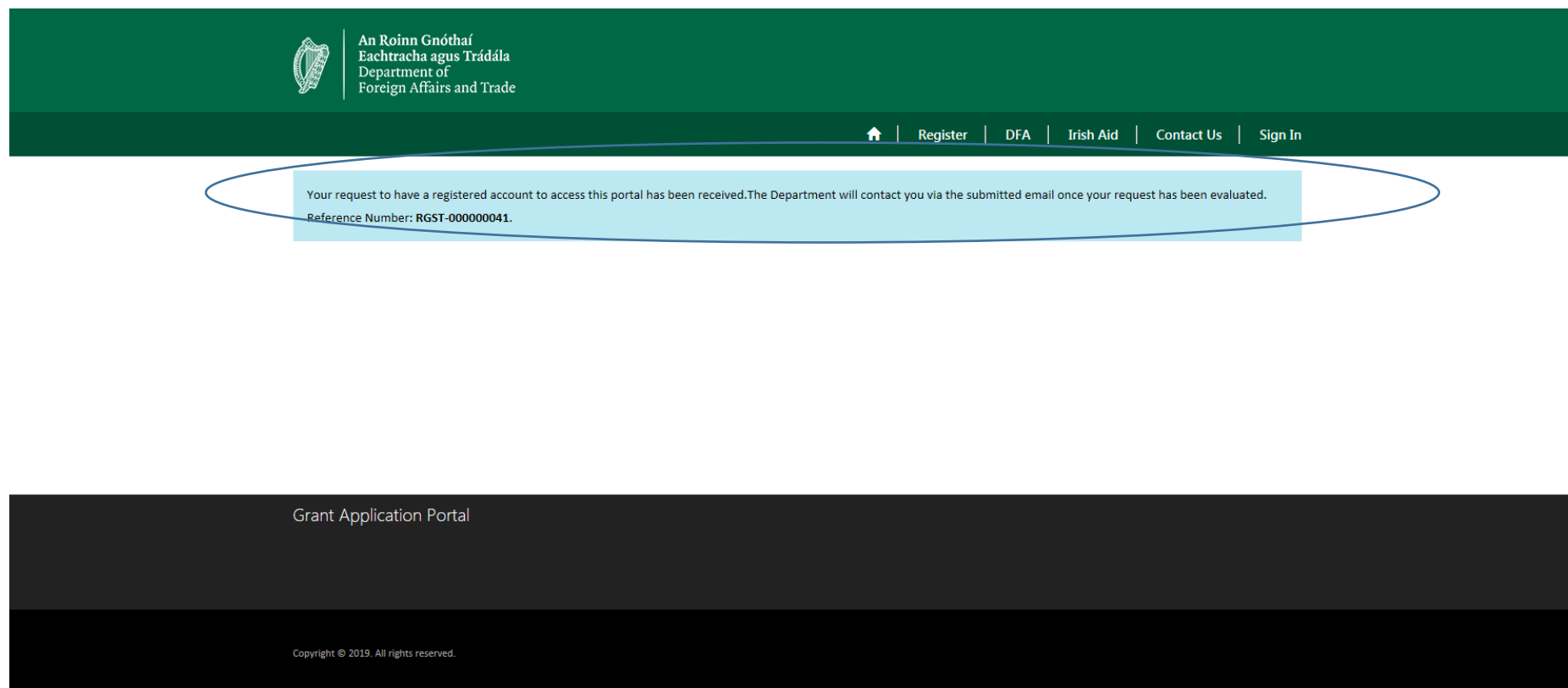# Portal Registration Form

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 * ☐
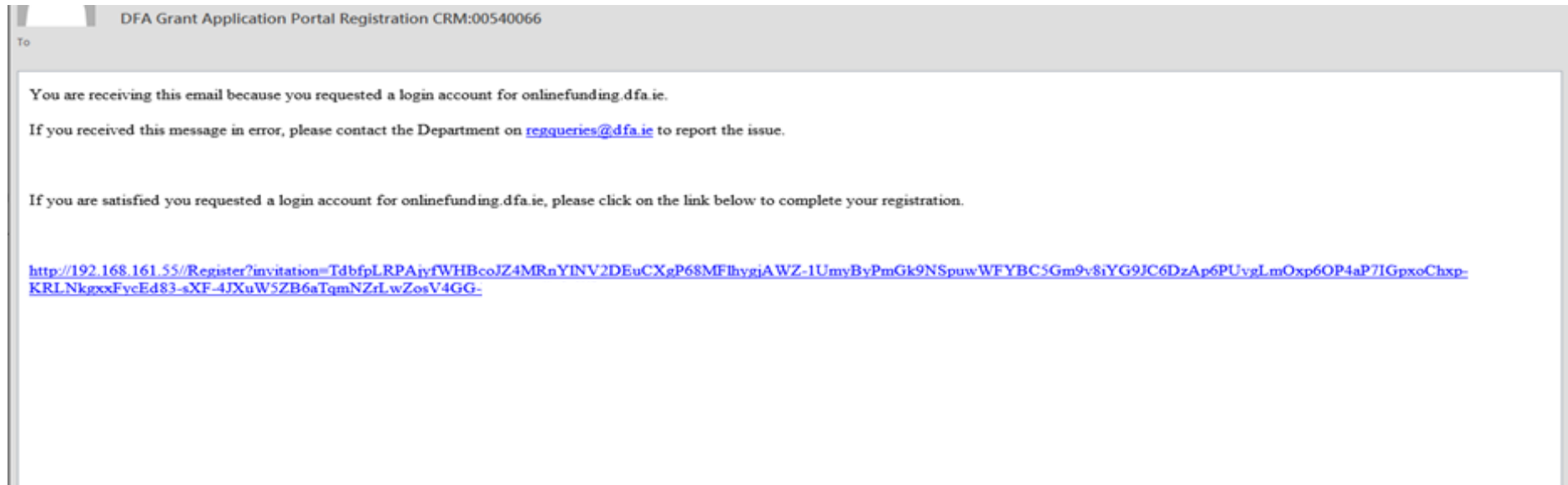
Organisation : Main Information

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.

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Home > Portal Registration Form

Portal Registration Form

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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 with be displayed, which gives you the reference number for your registration request. Reconciliation Fund staff will then process this request during normal working hours.

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Your request to have a registered account to access this portal has been received.The Department will contact you via the submitted email once your request has been evaluated.
Reference Number: **RGST-000000041.**

Grant Application Portal

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.

DFA Grant Application Portal Registration CRM:00540066

To

You are receiving this email because you requested a login account for onlinefunding.dfa.ie.

If you received this message in error, please contact the Department on regqueries@dfa.ie to report the issue.

If you are satisfied you requested a login account for onlinefunding.dfa.ie, please click on the link below to complete your registration.

http://192.168.161.55//Register?invitation=TdbfpLRPAjyfWHBcoJZ4MRnYINV2DEuCXgP68MFlhygjAWZ-1UmyByPmGk9NSpuwWFYBC5Gm9v8iYG9JC6DzAp6PUvgLmOxp6OP4aP7IGpxoChxp-KRLNkgxxFycEd83-sXF-4JXuW5ZB6aTqmNZrLwZosV4GG-

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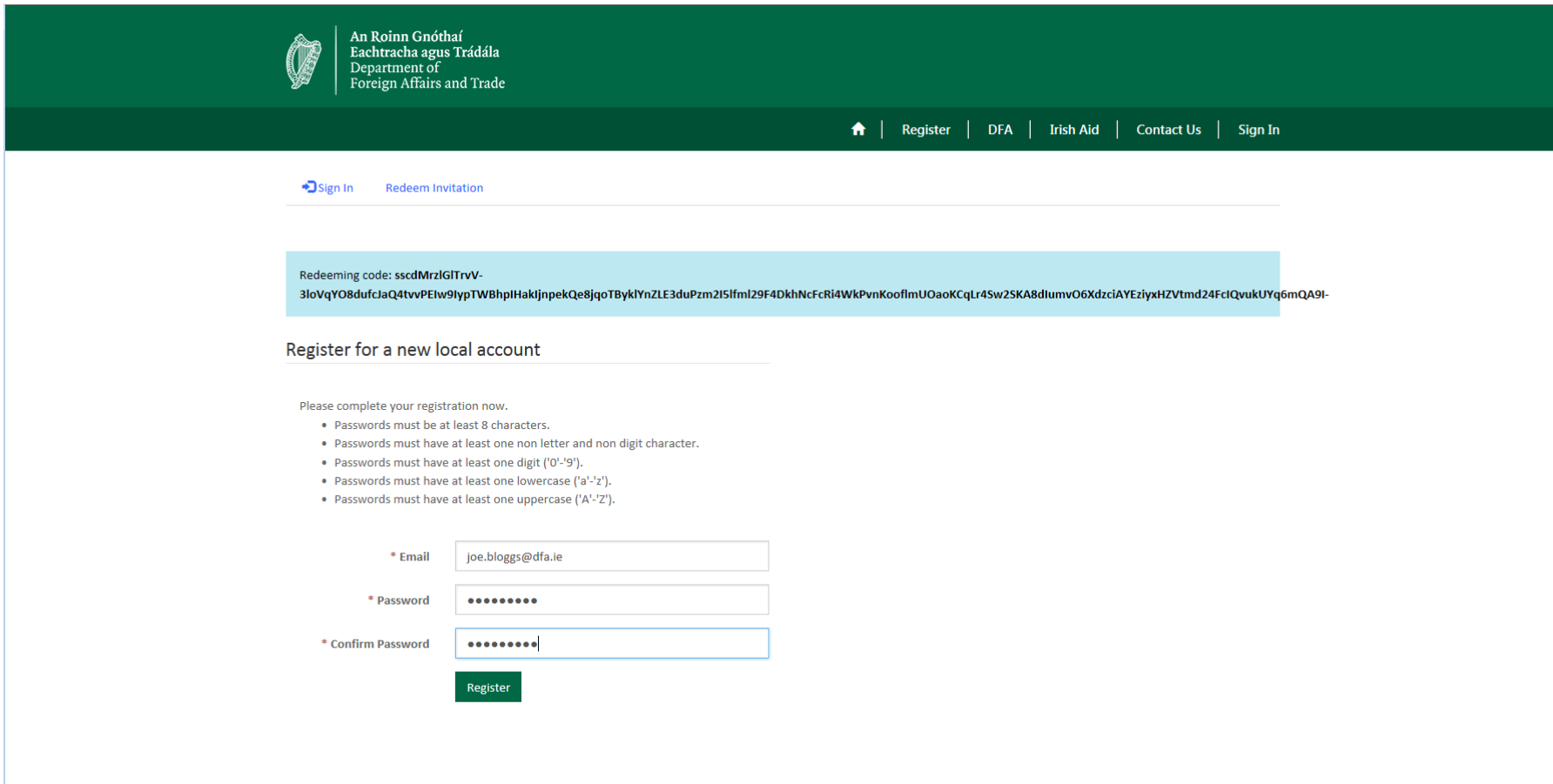
To complete this section:

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:

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:

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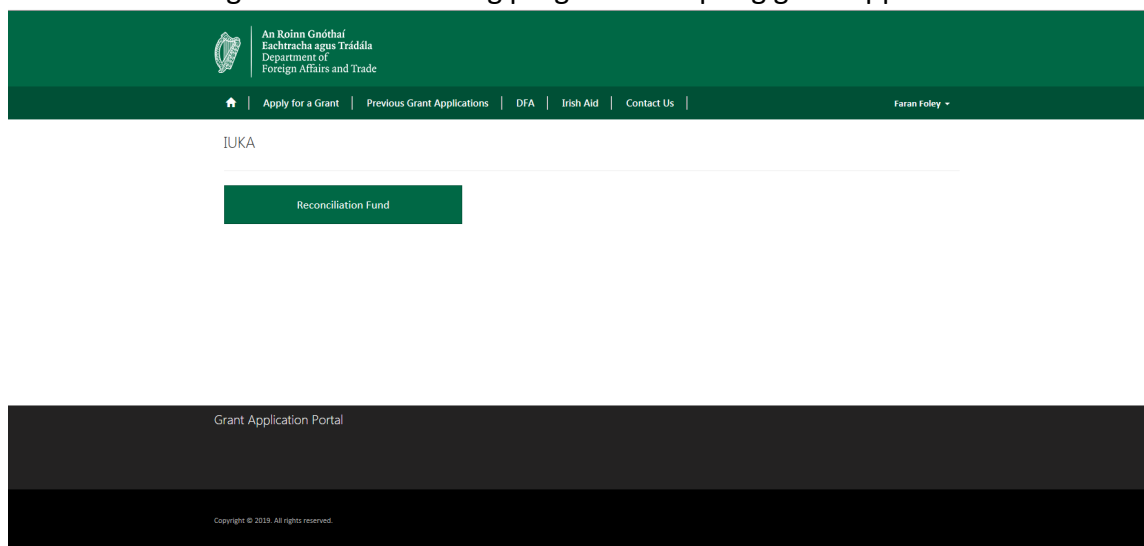
2. You will then be presented with the following screen showing all the tabs you need to complete before you can submit an application

Key information for completing the form

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

2. 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.
3. 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.
4. Fields with an "*" are mandatory.
5. 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.
6. You can only upload Word, Excel, Powerpoint and PDF documents as part of your application. Your combined attachments cannot exceed 5MB in size.
7. 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.

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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🏠 | 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	
RECFUND-000000061	Reconciliation Fund	Building a playground	Submitted	Belfast Building Relationships	Paul Quirke	14/03/2019	
RECFUND-000000062	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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🏠 | 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	
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RECFUND-000000062	Reconciliation Fund		Un-Submitted	Belfast Building Relationships	Paul Quirke	14/03/2019	▾
							Delete

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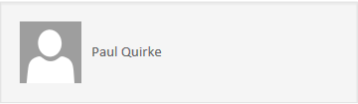
🏠 | Apply for a Grant | Previous Grant Applications | DFA | Irish Aid | Contact Us | Paul Quirke ▾

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

✔ Your password has been changed successfully.　　　　　　　　　　　　　　　　　✕

Your Information

First Name *

Paul

Last Name *

Quirke

Mobile Phone

—

E-mail

marietherese.power@dfa.ie

Phone Number

4082000

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