

DEPARTMENT OF FOREIGN AFFAIRS



EMIGRANT SUPPORT PROGRAMME (ESP)

ONLINE GRANT APPLICATION SYSTEM

USER GUIDE

Disclaimer

The Emigrant Support Programme Guide has been prepared for information purposes only. While care has been taken in its preparation, this guide is not intended to be exhaustive, and the Department of Foreign Affairs accepts no responsibility for the completeness or accuracy of its contents.

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Abbreviations

ESP	Emigrant Support Programme
DFA	Department of Foreign Affairs
Department	Department of Foreign Affairs
IAU	Irish Abroad Unit
Home Page	www.irishabroadgrants.ie

Purpose of the Guide

The Irish Abroad Unit (IAU), a dedicated section within the Department of Foreign Affairs, was established in 2004, following the Report of the Task Force on Policy regarding Emigrants. The Irish Abroad Unit is tasked with maintaining and strengthening the links with Irish communities abroad. The Unit coordinates the Emigrant Support Programme (ESP), administering financial support to voluntary and Irish Community organisations engaged in the delivery of services to Irish emigrants abroad.

The on-line application process allows organisations to apply for funding for multiple projects under multiple category types.

The purpose of this document is to assist applicants to complete an application online. We would advise all applicants to read this document before commencing the online form. Should you have any difficulty in completing the online application, you should contact the Irish Abroad Unit in the Department of Foreign Affairs, on (+ 353 1) 4780822.

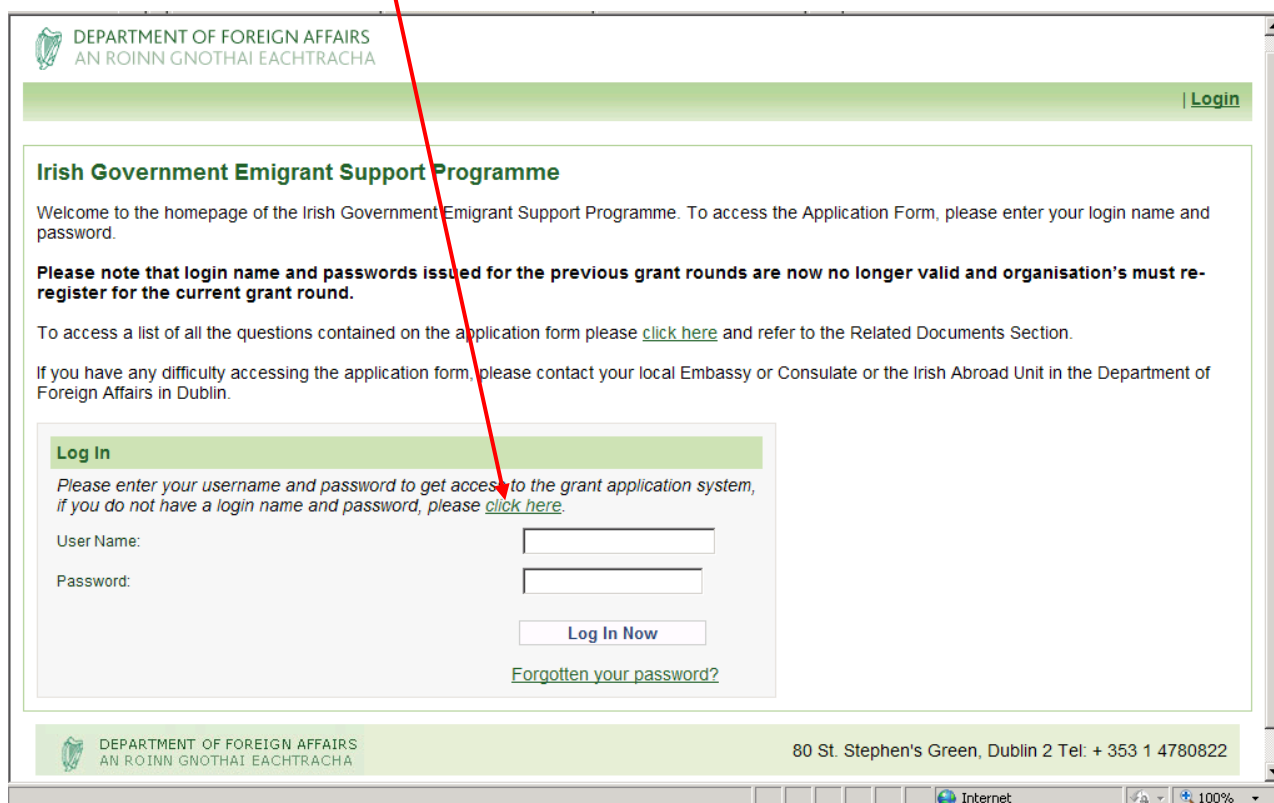
Making an Application

In order to make an application you must take the following steps:

- Step I: Register your Organisation**
- Step II: Log on to the ESP Grant Application System**
- Step III : Enter Organisation Information**
- Step IV: Complete Application form for individual projects**
- Step V: Print a Submitted Application for your records**

Step I: Register your Organisation

All organisations interested in applying for funding under the ESP are required to register for a username and password. To register go to www.irishabroadgrants.ie and as indicated by the arrow, choose [click here](#).



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[Login](#)

Irish Government Emigrant Support Programme

Welcome to the homepage of the Irish Government Emigrant Support Programme. To access the Application Form, please enter your login name and password.

Please note that login name and passwords issued for the previous grant rounds are now no longer valid and organisation's must re-register for the current grant round.

To access a list of all the questions contained on the application form please [click here](#) and refer to the Related Documents Section.

If you have any difficulty accessing the application form, please contact your local Embassy or Consulate or the Irish Abroad Unit in the Department of Foreign Affairs in Dublin.

Log In

Please enter your username and password to get access to the grant application system, if you do not have a login name and password, please [click here](#).

User Name:

Password:

[Log In Now](#)

[Forgotten your password?](#)

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Internet 100%

This will bring you to the next screen (see next page). Fill out all fields, making sure to enter a valid email address, as your login details will be generated automatically and sent to the address you provide.


Additional information is supplied for US and Australian applicants to assist them in selecting the relevant Embassy/Consulate.

If your Embassy/Consulate is not listed, please choose the Rest of the World option.

Please note the response you input to your chosen security question answer is case sensitive, therefore if you input your answer in uppercase, you will need to do so any time in the future that you may be required to answer the security question.

https://www.irishabroadgrants.ie - Registration - Microsoft Internet Explorer provided by Department of Foreign Affairs

File Edit View Favorites Tools Help

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[Login](#)

User Registration

Please fill out all form fields below, make sure to enter a valid email address as your login details will be generated automatically and sent to the address you provide.

Important Note

Note: Please remember that if you don't appear to have received your login details via email to check your spam / junk folders as they can often end up in there. This is especially true if you are using one of the many free email providers (Yahoo, Hotmail, Gmail etc.)

Also, please note that the security answer is case sensitive.

Registration

First Name: *

Last Name: *

Organisation Name: *

Address for correspondence: *

*

*

Email: *

Confirm Email: *


Please select relevant Embassy/Consulate: [Information for Applicants in U.S.A. and Australia](#) *

Security Question: *

Security Answer (case sensitive): *

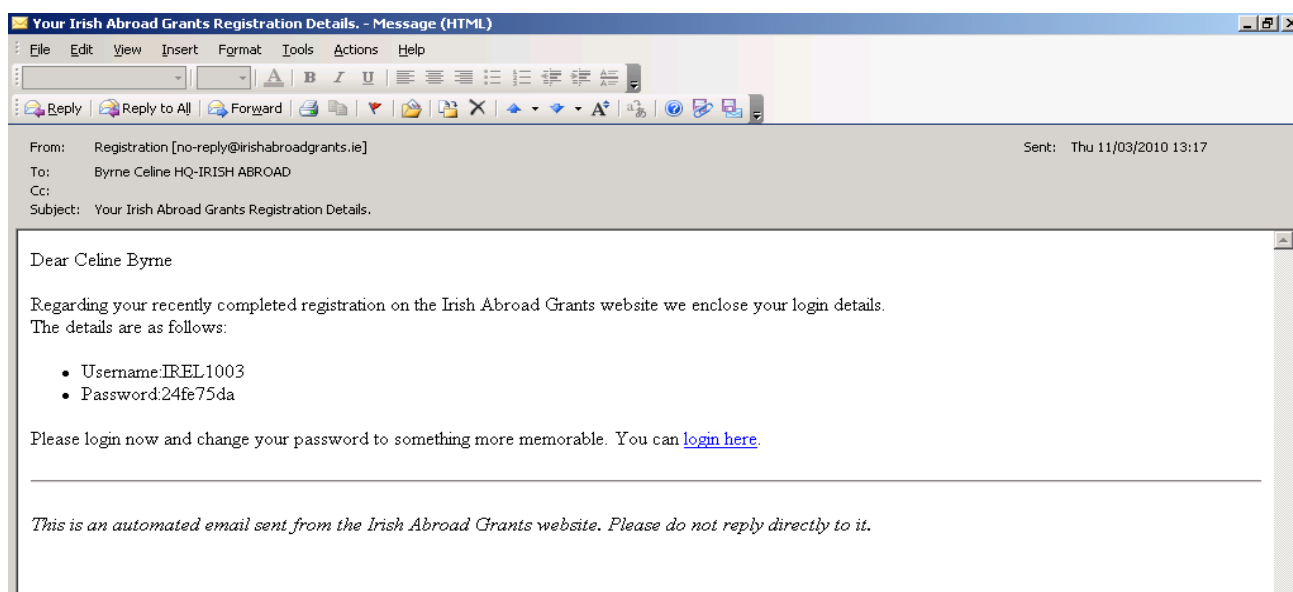
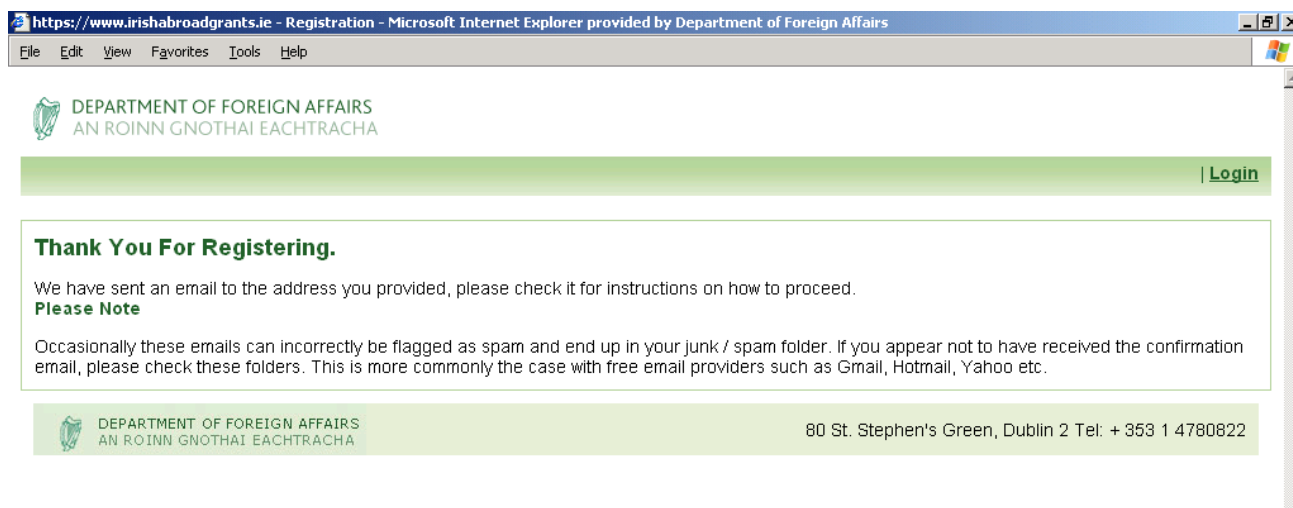
Please click the submit button only once, registration can take a few moments to complete.

Submit Registration

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Having completed all fields, you should then choose **Submit Registration**. Making this selection will generate an e-mail to the address you provided during registration, which will contain your organisation's Username and Password (See screenshot below of registration confirmation and sample e-mail).



Step II: Logging on to the ESP Grant Application System.

On receipt of your username and password e-mail, you should then return to the online grant website either by directly typing in the address www.irishabroadgrants.ie into your address bar or by clicking on the [login here](#) link contained within the e-mail. If you do not receive this email with your user name and password within a few minutes of submitting your registration details, please check your junk mailbox in case your system has mistakenly classified the email as spam. If problems persist, please contact the Irish Abroad Unit on (+ 353 1) 4780822.

The initial login to the system requires a couple of extra steps that you will not need to do when you login on any subsequent occasions.

A The Initial Login

The first time you log on you will be required to:

- (a) Enter the user name and password received in the email;
- (b) Confirm the organisation details registered by the system are correct;
- (c) Change your password; and
- (d) Accept the Terms and Conditions.

(a) Enter the user name and password received in the email;

On the Home Page for the ESP online grant application, you should enter your Username **here** and your password **here**. Both the username and password are case sensitive and must be entered **exactly** as displayed in the email received

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[Login](#)

Irish Government Emigrant Support Programme

Welcome to the homepage of the Irish Government Emigrant Support Programme. To access the Application Form, please enter your login name and password.

Please note that login name and passwords issued for the previous grant rounds are now no longer valid and organisation's must re-register for the current grant round.

To access a list of all the questions contained on the application form please [click here](#) and refer to the Related Documents Section.

If you have any difficulty accessing the application form, please contact your local Embassy or Consulate or the Irish Abroad Unit in the Department of Foreign Affairs in Dublin.

Log In

Please enter your username and password to get access to the grant application system, if you do not have a login name and password, please [click here](#).

User Name:

Password:

[Log In Now](#)

[Forgotten your password?](#)

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Next, click on the 'Log In Now' button.

If you get an error message or have difficulties logging in, please refer to the "Troubleshooting" section of this User Guide, where you will find directions on how to deal with these situations.

(b) Confirm the organisation details registered by the system are correct:

The following screen will then appear. The details displayed are taken from the data supplied by applicants when they originally registered for a username and password.

Irish Abroad Grants - Microsoft Internet Explorer provided by Department of Foreign Affairs

File Edit View Favorites Tools Help

Back Forward Stop Reload Search Favorites

Address <https://www.irishabroadgrants.ie/Users/Default.aspx> Go

Google Search Check Translate

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Main Menu IREL1007 | Logout

Grant Application Process

Here are the details provided you provided to us at the time your account was set up.

Can you please confirm that these details are correct.

Organisation Name: Irish Abroad Unit

Contact Name: Celine Byrne

Organisation Address: 80 St. Stephen's Green
Dublin 2
Ireland

Details are Incorrect Details are Correct

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Done Internet

If the details are correct, click the '**Details are Correct**' button to proceed.

This will bring you to the next screen, where you will be asked to change your password.

If the details displayed are incorrect, click the 'Details are Incorrect' button and a message will display informing you to contact the Irish Abroad Unit to rectify the data. Press the 'Logout' button, in the top right corner as you cannot proceed any further with your application until you have contacted the Irish Abroad Unit and the details are amended, at which point you will need to log in again.

(c) Change your password

Please note, the changing of your password is mandatory on the first login. The system will not let you proceed with the application process until you have changed your password.

Change your Password - Microsoft Internet Explorer provided by Department of Foreign Affairs

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites

Address <https://www.irishabroadgrants.ie/Users/changepassword.aspx> Go

Google Search Check Translate

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Main Menu IREL1007 | Logout

Change Your Password

Remember to choose a new password that is **at least 8 characters long** and also note that your password is **case sensitive**.
In order to proceed you must change your password and then confirm the Terms & Conditions

Please Change your Password

Existing Password:

New Password:

Confirm New Password:

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Done Internet

1. In the 'Password' field enter the password received in the email.
2. In the 'New Password' field enter the new password you wish to use for future logging in.

Your new password must be a minimum of 8 characters long and is case sensitive. Record this new password in a secure place for use again

3. In the 'Confirm New Password' field re-enter your new password.
4. Then click the 'Change My Password' button.

If the error message "**Password incorrect or New Password invalid**" displays, unfortunately you may have entered the data incorrectly. Please re-enter the information, ensuring the data is entered correctly and click the 'Change My Password' button again.

In the event that this error continues to display, please contact the Irish Abroad Unit on (+ 353 1) 4780822.

(d) Accept the Terms and Conditions

Once you have successfully changed your password, you will be brought to the screen where the Terms and Conditions for applying for funding are displayed. This page also contains information on Data Protection.

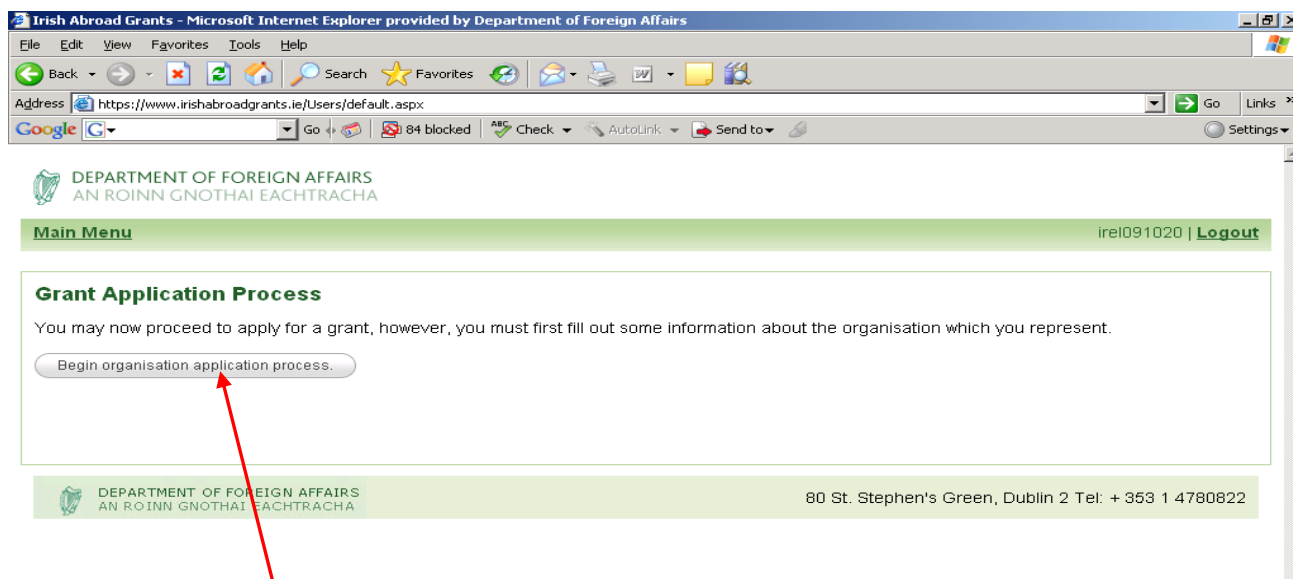
Applicants should read the details contained in this page thoroughly, scrolling down the page to view the all the information contained within the Terms & Conditions.

Once you have read and understand the Terms & Conditions, tick the box and then press the 'Confirm' button.

B Subsequent Logins

Once you successfully complete the steps above on your Initial Login, for any subsequent logins you will only need to enter your user name and chosen password and click the 'Login' button and you will be brought directly to the Main Menu for the ESP Grant Application System.

It should be noted that as you proceed through the application process additional options will be displayed on the Main Menu. These options will not display until you have completed the Organisation Details element of the application system.



To proceed with your organisation's application you must now fill out some information about the organisation you represent.

Click on the **“Begin organisation application process”** button.

This will bring you to the next step of the application process – entering the Organisation Information.

Step III: Enter Organisation Information

In order to complete this step of the process you will be required to enter information in 6 different stages:

- (1) Contact Details
- (2) Organisation Details
- (3) Organisation Structure
- (4) Objectives of Organisation
- (5) Funding of Organisation
- (6) Uploading of Accounts

This process is straightforward, but in order for you to be able to complete the form you will require particular information about your organisation. To ensure that you can complete your application as quickly as possible we highly recommend that you first fully familiarise yourself with the document *“A complete list of questions contained on the 2010 grant application form”* available on www.dfa.ie (Services to the Public/Irish Communities Abroad/Emigrant Support Programme) which gives you a list of all the questions you will be asked and the information you will require. Applicants should note that there is a time limit of one hour on each page.

While entering the information in all 6 stages please note:

- All fields marked with a red asterisk (*) are mandatory. You will not be able to proceed to the next stage of the application process if these fields are left blank;
- Once all the mandatory questions within a stage contain data, you can either proceed to the next stage by clicking 'Continue with Application', or you can save the data you have entered for completion another time by clicking 'Save and Exit';
- If you decide to log out without completing the data input in a particular stage and clicking 'Save and Exit', any data inputted within that stage will be lost and will have to be re-entered;
- If you choose to 'Save and Exit' you will be brought back to the Main Menu page;
- Please note that certain questions when answered may create additional questions/fields to be completed;
- If a required field is left blank or entered in the wrong format you will be prompted to the error;
- Replies to certain questions are limited to 1000 characters;
- Your accounts must be all in one document for uploading, therefore we would suggest that if you have material from several sources, this should be all collated into the one document and then uploaded. Please note this also applies to the uploading of Development Plan/Schedules etc for Capital grant applications;
- Supporting documents must be in Microsoft Word, Adobe PDF or Microsoft Excel to be uploaded;
- Applications can be changed and edited right up until you click the final 'Submit' button at the very end of the process, at which point the application is finalised by the system and can be viewed by Irish Abroad Unit.

Stage 1: Contact Details

Enter the information requested. All fields with a red asterisk (*) are mandatory.

Organisation Information

Please note that at the end of this form you will be required to upload a copy of your certified or audited accounts for the most recently completed financial year. If you do not have this information to hand, you can complete the form as fully as possible, save it and return to complete it once you have the accounts available. Failure to upload these accounts will prevent you from proceeding with a grant application.

Stages

1 2 3 4 5 6

Remaining Contact Details

Telephone No: *

Fax No:

Website (If Available):

Name of Chairperson: *

Contact No. of Chairperson: *

Name of Treasurer: *

Contact No. of Treasurer: *

When all details are entered click '**Continue with Application**' to proceed to the next stage.

Alternatively you can click 'Save and Exit Application' to exit and bring you to the log-out option if you want to complete the process another time. If you select this option, the system will display a screen (see below) informing you that your application has been saved but not submitted. To leave the system, choose '**Logout**' from the right hand side as shown in the screen below.

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Main Menu irel091020 | **Logout**

Application Saved!

Thank you, your application has been saved for you to continue at a later date. Please note that you must fill out all required form fields and submit any necessary documentation to properly submit and application. An application that is saved is not fully submitted.
[Back to main menu.](#)

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Stage 2: Organisation Details

Continuing on from Stage 1 you will see the following screen.

Please note that certain answers to some questions may generate additional fields to be completed, as demonstrated in the screen shot below.

The screenshot shows a web browser window with the URL <https://www.irishbroadgrants.ie>. The page title is 'Application Details - Microsoft Internet Explorer provided by Department of Foreign Affairs'. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The page header features the Department of Foreign Affairs logo and the text 'DEPARTMENT OF FOREIGN AFFAIRS AN ROINN GNÓTHAÍ EACHTRACHA'. A green navigation bar contains a 'Main Menu' link and a user identifier 'irel1007 | Logout'. The main content area is titled 'About Your Organisation' and includes a 'Stages' section with six numbered circles (1-6). Below this, the 'About Your Organisation' form is displayed. The form contains the following fields and options:

- Year Established:** Text box containing '2004'.
- Charity status No (if applicable):** Text box.
- Legal status of the organisation:** Text box.
- Is your organisation part of or formally affiliated with another organisation(s)?:** Dropdown menu with 'Yes' selected.
- Please provide details:** Text box containing 'Department of Foreign Affairs'.
- Has your organisation been known under a different name(s) in the past or merged with/taken over responsibilities for any other organisation in the last year?:** Dropdown menu with 'Yes' selected.
- Please provide details:** Text box containing 'DFA - IAU'.
- Is the organisation's premises:** Dropdown menu with 'Rented' selected.
- What is the term remaining on the lease/rental agreement?:** Text box containing '12 months'.

At the bottom of the form are two buttons: 'Save and exit application' and 'Continue with application'. A red arrow points to the 'Continue with application' button. The footer of the page includes the Department of Foreign Affairs logo and the text '80 St. Stephen's Green, Dublin 2 Tel: + 353 1 4780822'.

Enter the data requested and when completed click '**Continue with application**' to keep going, or 'Save and Exit Application' to exit if you want to complete the document another time.

Stage 3 Organisation Structure

Continuing on from Stage 2 you will see the following screen

If you choose ‘yes’ to the question regarding staff posts additional questions will be generated as demonstrated in the second screenshot below.

The screenshot shows a web browser window with the URL <https://www.irishbroadgrants.ie>. The page title is "Application Details - Microsoft Internet Explorer provided by Department of Foreign Affairs". The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The page header features the Department of Foreign Affairs logo and the text "DEPARTMENT OF FOREIGN AFFAIRS AN ROINN GNÓTHAÍ EACHTRACHA". A green navigation bar contains a "Main Menu" link and a user identifier "irel091020 | Logout".

The main content area is titled "Structure of Organisation". Below this title is a "Stages" section with six numbered circles (1 through 6). Circle 1 is highlighted in green, indicating the current stage. Below the stages is a form titled "Structure of Organisation" with the following fields:

- A text input field for "Please list the Names and Positions of ALL Officers, Directors, and Members of the Board of the organisation (seperated by commas):".
- A text input field for "Total number of full-time paid staff:".
- A text input field for "Total number of part-time paid staff:".
- A text input field for "Total number of volunteers:".
- A dropdown menu for "From the above supplied staff numbers are any staff posts currently Irish Government funded ?:" with the option "Please Choose" selected.

At the bottom of the form are two buttons: "Save and exit application" and "Continue with application".

https://www.irishabroadgrants.ie - Application Details - Microsoft Internet Explorer provided by Department of Foreign Affairs

File Edit View Favorites Tools Help

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Main Menu irel1007 | Logout

Structure of Organisation

Stages

1 2 3 4 5 6

Structure of Organisation

Please list the Names and Positions of ALL Officers, Directors, and Members of the Board of the organisation (separated by commas):

Celine Byrne - Chairperson
Joe Hackett - Treasurer
Tony Feighan - Secretary
Gerry Kelly - Board Member

Total number of full-time paid staff: 1

Total number of part-time paid staff: 0

Total number of volunteers: 2

From the above supplied staff numbers are any staff posts currently Irish Government funded?: Yes

Of those, how many are full-time: 1

And how many are part-time: 0

Save and exit application Continue with application

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When completed click '**Continue with application**' to keep going, or 'Save and Exit Application' and 'Logout' to exit, if you want to complete the document another time.

Stage 4 Objectives of Organisation

Enter details regarding the objectives of your organisation.

All mandatory fields marked with a red asterisk (*) must be completed.

The boxes will expand as you enter the details, but a limit of 1000 characters applies to these questions, for your convenience we have included a countdown of the characters used.

As with all stages of this application, this page has a time limit for inputting data of one hour. We would recommend that you set out your organisation's answers to these questions in a word document and then cut and paste them into the relevant boxes. This will also allow for you to do a count on the number of characters used, by using the Word Count facility contained within Word.

https://www.irishabroadgrants.ie - Application Details - Microsoft Internet Explorer provided by Department of Foreign Affairs

File Edit View Favorites Tools Help

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Main Menu irel1007 | Logout

Objectives of Organisation

Stages

1 2 3 4 5 6

Objectives of Organisation

Please outline the objectives of your organisation: (Write your entry within 1000 characters.)

Please outline your organisation's current programmes and activities: (Write your entry within 1000 characters.)

Please outline your organisation's planned programmes and activities for the coming year: (Write your entry within 1000 characters.)

Who avails of the programmes and activities your organisation currently provides: (Write your entry within 1000 characters.)

What is the total number of persons availing of your organisation's programmes and activities?:

Of the total number of persons availing of your organisation's programmes and activities, How many of these persons would be Irish or of Irish descent:

Save and exit application Continue with application

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When completed click '**Continue with application**' to keep going, or 'Save and Exit Application' to exit if you want to complete the document another time.

Stage 5 Funding of Organisation

Enter details regarding the funding of your organisation. Some questions, depending on the answer chosen may generate additional questions to be answered as demonstrated in the second screenshot below.

The screenshot shows a web browser window with the URL <https://www.irishbroadgrants.ie>. The page title is "Application Details - Microsoft Internet Explorer provided by Department of Foreign Affairs". The header includes the Department of Foreign Affairs logo and the text "DEPARTMENT OF FOREIGN AFFAIRS AN ROINN GNÓTHAI EACHTRACHA". A green navigation bar contains "Main Menu" and "irel1007 | Logout".

The main content area is titled "Organisation Funding" and features a "Stages" section with six numbered circles (1-6). Circle 6 is highlighted, indicating the current stage.

Below the stages, the "Funding" section contains three dropdown menus, each with "Please Choose" selected. The questions are:

- Did the organisation receive Emigrant Support Programme funding in the previous 12 month period?:
- Did the organisation receive any other Irish Government funding in the previous 12 month period?:
- Did the organisation receive funding from any other source in the previous 12 month period (e.g. statutory, charitable donations, fundraising, membership fees, etc)?:

Each dropdown menu has a red asterisk to its right. Below these is a text area for "Please outline the organisation's long term funding strategy:" with a character limit of 1000. A red asterisk is also present to the right of this text area.

At the bottom of the form are two buttons: "Save and exit application" and "Continue with application".

Please Note - If you answer Yes to the question “Did the organisation receive funding from any other source in the previous 12 month period? **Do not forget** to choose ‘**Save This Source**’ as you input the various sources from which your organisation received or generated funding (as shown in the following screenshot).

(Second Screen Shot of Stage 5)

[Main Menu](#) irel0001 | [Logout](#)

Organisation Funding

Stages

1

2

3

4

5

6

Funding

Did the organisation receive Emigrant Support Programme funding in the previous 12 month period?:

Please state the total amount of ESP funding received (in your local currency):

Please list the name(s) of the project(s) which received funding with a breakdown of the amount awarded to each individual project:

Has the funding awarded for each individual project been spent in full?:

If no, please indicate the amount of ESP funding unspent (for each individual project) and explain why this is the case and when it is anticipated that the funding will be spent:

Have there been any major changes to the organisation since the grant was made? (e.g. key personnel, committee members, funding premises etc.):

Did the organisation receive any other Irish Government funding in the previous 12 month period?:

Please state the total amount received (in your local currency):

Please state the name(s) of the Government Department(s) or State Agency which supplied funding:

Did the organisation receive funding from any other source in the previous 12 month period (e.g. statutory):

Please provide a list of sources and amounts received (Remember to click 'Save This Source' after each new source / amount)
Please enter only numbers in the amount field:

Source:
Amount (in your local currency):

[SAVE THIS SOURCE.](#)

Source: Fundraising

Amount (in local currency): 2500

[Remove This Entry - 'Fundraising'](#)

Please outline the organisation's long term funding strategy:

[Save and exit application](#) [Continue with application](#)

When completed click 'Continue with application' to keep going, or 'Save and Exit Application' and 'Logout' to exit if you want to complete the document another time.

Stage 6 Uploading of Accounts

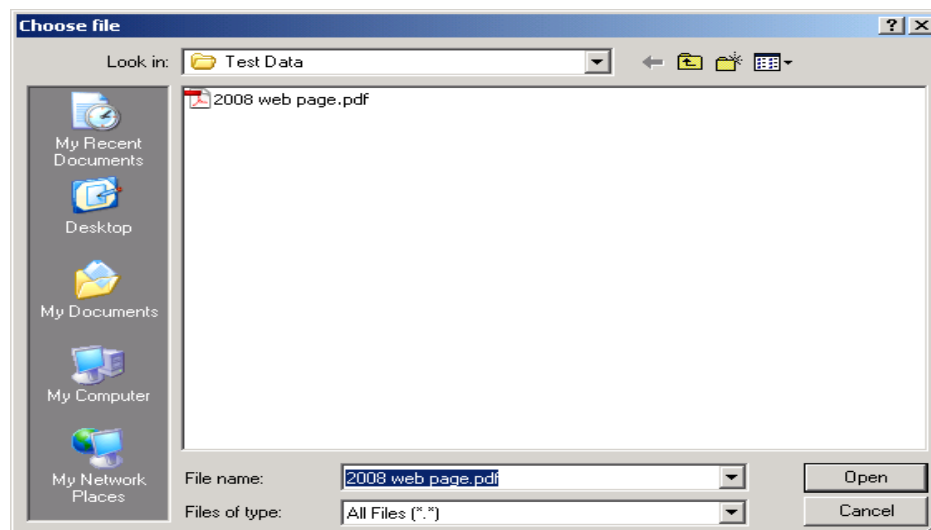
At this stage in the process you must upload an electronic version of your Organisation's certified or audited accounts for the most recently completed financial year. To do so you must have the organisation's accounts available on your computer.

Accounts must be collated into ONE document for uploading.

Accounts must be in Microsoft Word, Adobe PDF or Microsoft Excel format, no other file types can be uploaded.

The screenshot shows a web portal for the Department of Foreign Affairs, Ireland. The header includes the department's name in English and Irish, a 'Main Menu' link, and a user identifier 'irel1007' with a 'Logout' link. The main content area is titled 'Upload of audited accounts.' and contains instructions: 'Please submit, via upload, a copy of your organisation's certified or audited accounts for the most recently completed financial year. You can only upload one document - therefore, if your account details are spread over more than one document, you must collate all documents before uploading.' It also notes that only Microsoft Word, Adobe PDF, or Microsoft Excel files are accepted. Below this is a 'Stages' section with six numbered circles (1-6). Stage 1 is highlighted. Under 'Upload Certified / Audited accounts.', there is a text input field, a 'Browse' button, and a 'Click to upload accounts' button. A red arrow points from the 'Browse' button to the 'Choose file' dialog box shown in the next image. The footer contains the department's name and address: '80 St. Stephen's Green, Dublin 2 Tel: + 353 1 4780822'.

Identify the exact location of this document on your computer. Then press the 'Browse' button, which will bring up a box over the application screen, and direct the computer to where the accounts document has been stored, as demonstrated in the screen shot below.



Choose your document and then press the 'Open' button, this will close the above box, but will show the location of the document on the application screen, see screen shot below. Press the 'Click to Upload Accounts' button.

You should then see the 'Accounts Uploaded' text on screen (circled below) confirming that the accounts have been uploaded successfully.

The screenshot shows a web browser window with the URL <https://www.irishbroadgrants.ie>. The page is titled 'Application Details - Microsoft Internet Explorer provided by Department of Foreign Affairs'. The header includes the Department of Foreign Affairs logo and the text 'DEPARTMENT OF FOREIGN AFFAIRS AN ROINN GNÓTHAI EACHTRACHA'. A 'Main Menu' button is visible on the left, and a user ID 'irel1007 | Logout' is on the right. The main content area is titled 'Upload of audited accounts.' and contains instructions: 'Please submit, via upload, a copy of your organisation's certified or audited accounts for the most recently completed financial year. You can only upload one document - therefore, if your account details are spread over more than one document, you must collate all documents before uploading. Note that you can ONLY upload files of type Microsoft Word, Adobe PDF or Microsoft Excel, any other file types will not be accepted.' Below this is a 'Stages' section with six numbered circles (1-6). The first stage, 'Upload Certified / Audited accounts.', is active. It contains a text input field for 'Upload your certified or audited accounts:', a 'Browse...' button, and a 'Click to upload accounts' button. A red arrow points from the text 'Click to Upload Accounts' in the previous paragraph to this button. Below the input field, the text 'Accounts Uploaded' is circled in red. Below this, it says 'You may now proceed to the main menu page where you can choose a grant to apply for.' and a 'Back to the main menu' button is visible. The footer includes the Department of Foreign Affairs logo and the text 'DEPARTMENT OF FOREIGN AFFAIRS AN ROINN GNÓTHAI EACHTRACHA' and '80 St. Stephen's Green, Dublin 2 Tel: + 353 1 4780822'.

When completed, choose 'Back to the main menu' at which point you can begin Step IV of the process by making an application for funding of a particular project, or you can logout of the system and return at a later date to complete an application once you have gathered the required information on the project.

Step IV: Complete Application form for individual projects

Having completed the Organisation Details you will see the following screen, and can either continue to make an application for your organisation's individual projects, or you can logout of the system and return at a later date to complete your project application(s).

If your organisation has more than one project a separate project application will be required for each one.

(1) Inputting Project Information

As you will see in the following screen, the first step is to choose which of the 4 categories your project(s) fall under. The categories are as follows:

Project Type	Description
Capital	Projects involving the construction, refurbishment or purchase of capital assets.
Heritage	Project involving the promotion and maintenance of Irish heritage and identity overseas.
Welfare (Elderly)	Projects that are specifically targeted at the older members of the community.
Welfare (Other)	Projects involving the provision of front-line welfare services including advisory, counselling, information and outreach services.

The screenshot shows a web browser window with the URL <https://www.irishbroadgrants.ie>. The page is titled "Irish Broad Grants - Microsoft Internet Explorer provided by Department of Foreign Affairs". The header includes the Department of Foreign Affairs logo and the text "DEPARTMENT OF FOREIGN AFFAIRS AN ROINN GNÓTHAÍ EACHTRACHA". A green navigation bar contains a "Main Menu" link and a user identifier "irel1007 | Logout". The main content area is titled "Grant Application Process" and states "You have completed your organisation details." Below this is a button labeled "Review organisation application." An "Important Note" states: "All amounts \ totals \ breakdowns supplied in this project application should be entered in your local currency." Under the heading "Apply For A Grant Now", there are four buttons: "Apply For Capital Funding Grant", "Apply For Heritage Grant", "Apply For Welfare (Elderly) Grant", and "Apply For Welfare (Other) Grant". The footer includes the Department of Foreign Affairs logo, the text "DEPARTMENT OF FOREIGN AFFAIRS AN ROINN GNÓTHAÍ EACHTRACHA", and the address "80 St. Stephen's Green, Dublin 2 Tel: + 353 1 4780822".

The process for making a Capital Funding application is slightly different to that for the other 3 categories.

A. Making an Application for Heritage/Welfare (Elderly) or Welfare (Other) Grants

Identify which of the categories in the table your project fits into, and click on the relevant button as shown in the screen shot above.

The Project Application part of the process generally has one stage – Inputting information about the project itself, including Monitoring and Evaluation information.

However a second stage will be required if funding being sought for a project will be used to fund posts. In this case Staff Details must be entered for each post for which funding is requested.

Once you click into the particular type of grant as set out above, you will see a screen similar to below with fields to be completed giving information about your project, including monitoring and evaluation. The process is straightforward, but as before all questions marked with an asterisk must be answered.

Heritage Grant - Microsoft Internet Explorer provided by Department of Foreign Affairs

File Edit View Favorites Tools Help

DEPARTMENT OF FOREIGN AFFAIRS
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Main Menu irel1007 | Logout

All amounts/totals/breakdowns supplied in this project application should be entered in your local currency.

Project involving the promotion and maintenance of Irish heritage and identity overseas.

Name of Project: *

Description of the Project: (Write your entry within 1000 characters.) *

How will this project maintain and promote Irish heritage and identity?: (Write your entry within 1000 characters.) *

Total Cost of Project: *

Please provide a breakdown of the total costs for this project (including staffing costs if applicable): *

Amount of funding sought from Irish Government for this project: *

Please provide a breakdown of the costs of the project which would be financed by the Irish Government (including staffing costs if applicable): *

Has funding been secured from other sources for this project: *

Where will any shortfall in the overall funding of the project be secured from?: *

Monitoring & Evaluation

How will expenditure on this project be monitored?: (Write your entry within 1000 characters.) *

How will this project when completed benefit the organisation and its clients?(please include the total number of clients who will benefit from this project): (Write your entry within 1000 characters.) *

How many Irish Clients will benefit from this project?: *

Within this project, will any Irish Government funding sought be used to fund posts?: *

Save application for later Complete Application

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- (a) If funding is not being sought for any staff/posts in relation to the project

If there are no posts/staff relevant to the particular project, you should answer ‘No’ to the question “Within this project, will any Irish Government funding sought be used to fund posts?”

You should then select either ‘Save application for later’ or ‘Continue with application’. Both of these options will bring you back a confirmation screen with the option to return to the Main Menu page, where the inputted project will be displayed, with a status of ‘**Application is ready for submitting**’ in amber.

https://www.irishabroadgrants.ie - Irish Abroad Grants - Microsoft Internet Explorer provided by Department of Foreign Affairs

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Grant Application Process

You have completed your organisation details.

[Review organisation application.](#)

Important Note: All amounts \ totals \ breakdowns supplied in this project application should be entered in your local currency.

Apply For A Grant Now

[Apply For Capital Funding Grant](#) [Apply For Heritage Grant](#) [Apply For Welfare \(Elderly\) Grant](#) [Apply For Welfare \(Other\) Grant](#)

EXISTING APPLICATIONS

Name	Project Type	Status of Project	Action
User Guide	Heritage Grant Funding Form	Application is ready for submitting	View / Edit / Complete

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In order to finish and submit the application for that project click on the ‘**View/Edit/Complete**’ icon.

This will bring you to the following screen:

https://www.irishabroadgrants.ie - View Existing Application - Microsoft Internet Explorer provided by Department of Foreign Affairs

File Edit View Favorites Tools Help

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Main Menu irel1007 | Logout

Viewing Application (No edits possible in this mode)

Show Organisation Details

EDIT PRINT SUBMIT

Heritage Grant Funding Form

Name of Project: User Guide

Description of the Project: User Guide

How will this project maintain and promote Irish heritage and identity?: User Guide

Total Cost of Project: 1

Please provide a breakdown of the total costs for this project (including staffing costs if applicable): test

Amount of funding sought from Irish Government for this project: 1

Please provide a breakdown of the costs of the project which would be financed by the Irish Government (including staffing costs if applicable): test

Has funding been secured from other sources for this project: No

Where will any shortfall in the overall funding of the project be secured from?: test

Monitoring & Evaluation

How will expenditure on this project be monitored?: User Guide

How will this project when completed benefit the organisation and its clients? (please include the total number of clients who will benefit from this project): User Guide

How many Irish Clients will benefit from this project?: 100

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Once you choose the ‘**Submit**’ icon, your application will be sent immediately to the Irish Abroad Unit, the status on the Main Menu page will change to ‘Application Submitted’ and you will no longer be able to change any information in that project application. You will however be able to view and print the application if desired (See Section 3 below).

https://www.irishabroadgrants.ie - Irish Abroad Grants - Microsoft Internet Explorer provided by Department of Foreign Affairs

File Edit View Favorites Tools Help

DEPARTMENT OF FOREIGN AFFAIRS
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Main Menu irel1007 | [Logout](#)

Grant Application Process

You have completed your organisation details.

[Review organisation application.](#)

Important Note: All amounts \ totals \ breakdowns supplied in this project application should be entered in your local currency.

Apply For A Grant Now

[Apply For Capital Funding Grant](#) [Apply For Heritage Grant](#) [Apply For Welfare \(Elderly\) Grant](#) [Apply For Welfare \(Other\) Grant](#)

EXISTING APPLICATIONS

Name	Project Type	Status of Project	Action
User Guide	Heritage Grant Funding Form	Application is submitted.	View / Print Application

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Once you have submitted your project application, you will see it recorded in the 'Existing Applications' area of the initial Grant Application Process screen, together with green text confirming '**Application is Submitted**'. If you wish to submit another project, begin the process again by clicking on the appropriate button for the next project, and follow the instructions as above for projects relating to Heritage/Welfare (Elderly)/Welfare (Other), or the instructions in Part B if the application relates to Capital Funding.

If you would prefer not to submit the project application but wish to come back to complete it at a later stage, simply click '**Logout**' on the right hand side.

https://www.irishabroadgrants.ie - Irish Abroad Grants - Microsoft Internet Explorer provided by Department of Foreign Affairs

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DEPARTMENT OF FOREIGN AFFAIRS
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Main Menu irel1007 | [Logout](#)

Grant Application Process

You have completed your organisation details.

[Review organisation application.](#)

Important Note: All amounts \ totals \ breakdowns supplied in this project application should be entered in your local currency.

Apply For A Grant Now

[Apply For Capital Funding Grant](#) [Apply For Heritage Grant](#) [Apply For Welfare \(Elderly\) Grant](#) [Apply For Welfare \(Other\) Grant](#)

EXISTING APPLICATIONS

Name	Project Type	Status of Project	Action
User Guide	Heritage Grant Funding Form	Application is ready for submitting	View / Edit / Complete

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(b) If funding is being sought for staff/posts in relation to the project

If you are looking for ESP funding for any staff/posts in relation to the project, you should answer 'Yes' to the question "Within this project, will any Irish Government funding sought be used to fund posts?". The system will automatically generate an additional 'Staff Element' section with a number of questions relating to staff, followed by a more detailed 'Staff Detail' form that must be completed for each member of staff associated with the particular project.

The screenshot displays a web form for the IAB Funding process. It is divided into two main sections: 'Monitoring & Evaluation' and 'Staff Element'.

Monitoring & Evaluation

- Question: "How will expenditure on this project be monitored?:". Answer field: "User Guide". Character count: "You have 990 characters left.".
- Question: "How will this project when completed benefit the organisation and its clients?(please include the total number of clients who will benefit from this project):". Answer field: "User Guide". Character count: "You have 990 characters left.".
- Question: "How many Irish Clients will benefit from this project?:". Answer field: (empty).
- Question: "Within this project, will any Irish Government funding sought be used to fund posts?:". Answer: "Yes" (selected from a dropdown menu).

Staff Element

- Question: "State total amount of funding sought for posts relating to this project (including salary and running costs):". Answer field: (empty).
- Question: "How many posts specific to this project will be funded:". Answer field: (empty).
- Question: "Full-time positions:". Answer field: (empty).
- Question: "Part-time positions:". Answer field: (empty).

At the bottom of the form, there are two buttons: "Save application for later" and "Complete Application". A red arrow points from the "Save application for later" button to the text below.

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USER GUIDE IAB Funding Form.doc - Microsoft Word

Once you have completed the 'Staff Element' fields shown above, the next step is to complete the Staff Detail form in respect of each post associated with the project.

If you do not want to complete the detailed forms at this time but wish to return to the project application at a later date, choose '**Save application for later**' and you will see the screen below confirming that your application has been saved.

The screenshot shows a confirmation screen titled "Application Saved!".

Application Saved!

Thank you, your application has been saved for you to continue at a later date. Please note that you must fill out all required form fields and submit any necessary documentation to properly submit and application. An application that is saved is not fully submitted.
[Back to main menu.](#)

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In this case the system will recognise the status of this particular Project Application as ‘**Application is Incomplete**’ and this will be displayed in red text on the Main Menu page.

https://www.irishbroadgrants.ie - Irish Abroad Grants - Microsoft Internet Explorer provided by Department of Foreign Affairs

File Edit View Favorites Tools Help

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Main Menu irel1007 | Logout

Grant Application Process

You have completed your organisation details.

[Review organisation application.](#)

Important Note: All amounts \ totals \ breakdowns supplied in this project application should be entered in your local currency.

Apply For A Grant Now

[Apply For Capital Funding Grant](#) [Apply For Heritage Grant](#) [Apply For Welfare \(Elderly\) Grant](#) [Apply For Welfare \(Other\) Grant](#)

EXISTING APPLICATIONS

Name	Project Type	Status of Project	Action
Test Case	Heritage Grant Funding Form	Application is Incomplete	View / Edit / Complete

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To return to your application at a later date to complete the Staff Detail forms you will need to follow the instructions in Section (4) below.

To keep going with your application, click ‘**Complete Application**’ as shown in the screenshot below to continue to the Staff Detail screen.

Staff Element

State total amount of funding sought for posts relating to this project (including salary and running costs):

How many posts specific to this project will be funded:

Full-time positions:

Part-time positions:

[Save application for later](#) [Complete Application](#)

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https://www.irishbroadgrants.ie - Staff Element - Microsoft Internet Explorer provided by Department of Foreign Affairs

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Staff Detail

Job title:

Briefly describe the responsibilities of the post:

Is this post an existing Irish Government Funded post?:

Is the person already recruited?:

As per employment agreement, please state the term of contract (in months) for this post:

Please state hours per week as per employment agreement:

Please state the annual salary of this post:

Please itemise the total cost of this post to the organisation (including salary, national insurance, running costs and if applicable pension):

Amount of Irish Government funding sought for this post:

Briefly outline how this post does and will contribute to the current programme and activities of the organisation:

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Once all the questions on this screen have been answered, press the 'Save Changes' button, which will bring you to the screen below.

Edit Existing Staff Elements

Click on the job title to edit an existing staff element.

You can also add a new staff element.

[Add New Staff Element](#)

Alternatively if you would prefer to return to the main menu, you can do so.

[Return to main menu](#)

EXISTING APPLICATIONS

Job Title	Responsibilities	Already Recruited	Funding Sought	Delete
User Guide	User Guide	False	10000	



If you are seeking funding for more than one member of staff associated with this project, a Staff Detail form must be completed for each individual. To generate a new Staff Detail form, click the '**Add New Staff Element**' button. You can repeat this process any number of times.

Each staff element completed will be noted by the system and will appear listed on the Edit Existing Staff Elements screen as shown above.

If you wish to edit a previously entered Staff Element, you can do this by moving your cursor to under the relevant '**Job Title**', and then clicking the link.

You also have the facility on this screen to remove a staff element by clicking the '**Delete**' icon beside that staff element. Please ensure if you are deleting you choose the correct icon as data deleted cannot be recovered.

When you have entered all the staff elements relevant to this project, you then press the '**Return to Main Menu**' button, where the status of this project should display as 'Application is ready for submitting'.

Grant Application Process

You have completed your organisation details.

[Review organisation application.](#)

Important Note: All amounts \ totals \ breakdowns supplied in this project application should be entered in your local currency.

Apply For A Grant Now

[Apply For Capital Funding Grant](#)

[Apply For Heritage Grant](#)

[Apply For Welfare \(Elderly\) Grant](#)

[Apply For Welfare \(Other\) Grant](#)

EXISTING APPLICATIONS

Name	Project Type	Status of Project	Action
User Guide	Heritage Grant Funding Form	Application is ready for submitting	View / Edit / Complete

In order to finish and submit the application for that project click on the **'View/Edit/Complete'** icon which will bring you into the 'Viewing Application' screen (see screenshot on next page).

To Submit your application click on the 'Submit' icon in the top right hand corner.

Once you choose the Submit icon, your application will be sent immediately to the Irish Abroad Unit, the status on the Main Menu page will change to 'Application Submitted' and you will no longer be able to change any information in that project application.

You will however be able to view and print the application if desired. (See Section 3 below).

Viewing Application (No edits possible in this mode)

Show Organisation Details

EDIT PRINT SUBMIT

Heritage Grant Funding Form

Name of Project:	Test Case
Description of the Project:	Test Case
How will this project maintain and promote Irish heritage and identity? :	Test Case
Total Cost of Project:	10000
Please provide a breakdown of the total costs for this project (including staffing costs if applicable):	Test Case
Amount of funding sought from Irish Government for this project:	10000
Please provide a breakdown of the costs of the project which would be financed by the Irish Government (including staffing costs if applicable):	Test Case
Has funding been secured from other sources for this project:	No
Where will any shortfall in the overall funding of the project be secured from?:	Test Case

Monitoring & Evaluation

How will expenditure on this project be monitored? :	User Guide
How will this project when completed benefit the organisation and its clients?(please include the total number of clients who will benefit from this project) :	User Guide
How many Irish Clients will benefit from this project?:	100

Staff Element

State total amount of funding sought for posts relating to this project (including salary and running costs):	10000
How many posts specific to this project will be funded:	2
Full-time positions:	1
Part-time positions:	1

Staff Detail

Job title:	User Guide
Briefly describe the responsibilities of the post :	User Guide
Is this post an existing Irish Government Funded post?:	No
Is the person already recruited?:	No
As per employment agreement, please state the term of contract (in months) for this post:	12
Please state hours per week as per employment agreement:	40
Please state the annual salary of this post:	10000
Please itemise the total cost of this post to the organisation (including salary, national insurance, running costs and if applicable pension):	User Guide
Amount of Irish Government funding sought for this post:	10000
Briefly outline how this post does and will contribute to the current programme and activities of the organisation: :	User Guide

https://www.irishabroadgrants.ie - Irish Abroad Grants - Microsoft Internet Explorer provided by Department of Foreign Affairs

File Edit View Favorites Tools Help

DEPARTMENT OF FOREIGN AFFAIRS
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Main Menu irel1007 | [Logout](#)

Grant Application Process

You have completed your organisation details.

[Review organisation application.](#)

Important Note: All amounts \ totals \ breakdowns supplied in this project application should be entered in your local currency.

Apply For A Grant Now

[Apply For Capital Funding Grant](#) [Apply For Heritage Grant](#) [Apply For Welfare \(Elderly\) Grant](#) [Apply For Welfare \(Other\) Grant](#)

EXISTING APPLICATIONS

Name	Project Type	Status of Project	Action
User Guide	Heritage Grant Funding Form	Application is submitted.	View / Print Application

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Once you have Submitted your project application, you will see it recorded in the 'Existing Applications' area of the initial Grant Application Process Screen, together with green text confirming '**Application is Submitted**'. If you wish to submit another project, begin the process again by clicking on the button appropriate for the type of project, and follow the instructions as above for projects relating to Heritage/Welfare (Elderly)/Welfare (Other), or the instructions in Part B if the application relates to Capital Funding.

If you would prefer not to submit the project application at this stage but wish to come back to it at a later stage, simply click '**Logout**' on the right hand side.

https://www.irishabroadgrants.ie - Irish Abroad Grants - Microsoft Internet Explorer provided by Department of Foreign Affairs

File Edit View Favorites Tools Help

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Main Menu irel1007 | [Logout](#)

Grant Application Process

You have completed your organisation details.

[Review organisation application.](#)

Important Note: All amounts \ totals \ breakdowns supplied in this project application should be entered in your local currency.

Apply For A Grant Now

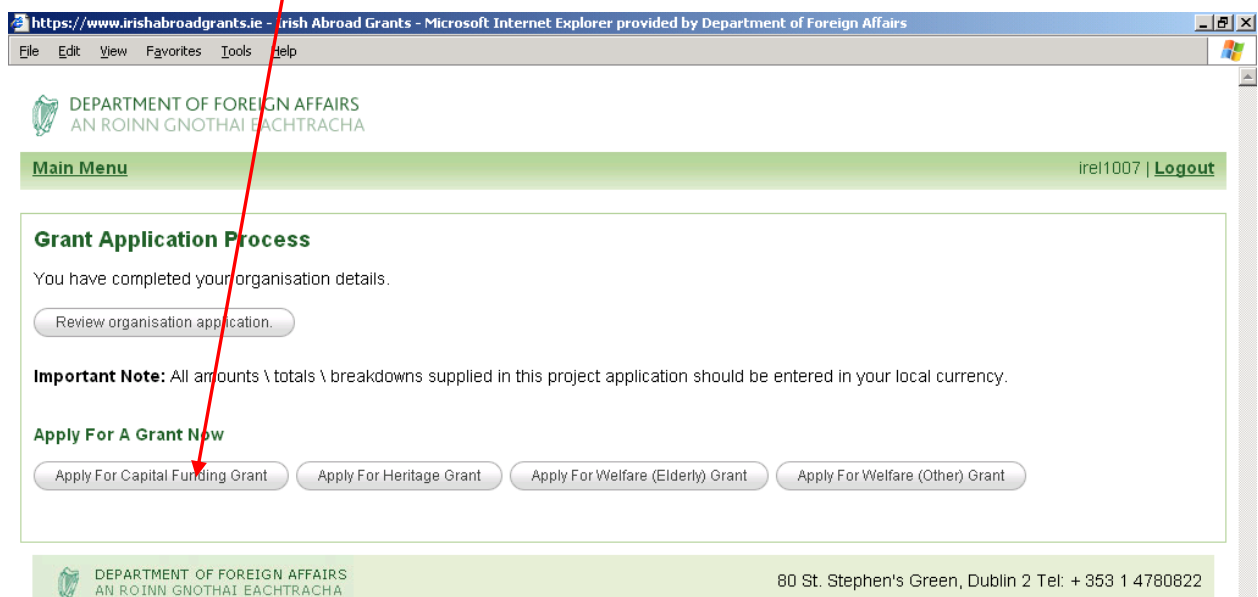
[Apply For Capital Funding Grant](#) [Apply For Heritage Grant](#) [Apply For Welfare \(Elderly\) Grant](#) [Apply For Welfare \(Other\) Grant](#)

EXISTING APPLICATIONS


Name	Project Type	Status of Project	Action
------	--------------	-------------------	--------

B Capital Funding Grant

The Capital Project Application has two stages – Inputting information about the project itself (including monitoring and evaluation information), and uploading the development plans for the project. If your project falls under the heading of a capital project click on the ‘**Apply for Capital Funding Grant**’ button on the Main Menu page as shown in the screen shot below.



This will bring you to the following screen.

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Main MenuIREL1007 | Logout

All amounts/totals/breakdowns supplied in this project application should be entered in your local currency.

Projects involving the construction, refurbishment or purchase of capital assets.

Name of Project:

*

Description of the Project:

(Write your entry within 1000 characters.)

*

Total Cost of Project:

*

Please provide a breakdown of the total costs for this project:

*

Amount of funding sought from Irish Government for this project:

*

Please provide a breakdown of the costs of the project which would be financed by the Irish Government (including staffing costs if applicable):

*

Has funding been secured from other sources for this project:

Please Choose

*

Where will any shortfall in the overall funding of the project be secured from?:

*

Monitoring & Evaluation

How will expenditure on this project be monitored?:

(Write your entry within 1000 characters.)

*

How will this project when completed benefit the organisation and its clients?(please include the total number of clients who will benefit from this project):

(Write your entry within 1000 characters.)

*

How many Irish Clients will benefit from this project?:

*

Save and exit application

Continue with application

Complete the fields giving information about your project. The process is straightforward, but as before all questions marked with an asterisk must be answered.

Also additional questions may be generated depending on the data inputted.

You should then select either 'Save and Exit Application' or 'Continue with application'

If you Choose Save and Exit Application

If you choose 'Save and Exit Application' it will bring you back to the Main Menu page. You have not fully completed the process for applying for Capital Funding, as you will still be required to upload a copy of Development Plan/Schedule of Works/Quotation for your Capital Project grant and finally submit the application. On the Main Menu page your project will be followed by red text noting 'Application is Incomplete'.

To re-enter the application and complete it, please follow the instruction in the Section ‘To complete a Saved Application’ below.

Irish Abroad Grants - Microsoft Internet Explorer provided by Department of Foreign Affairs

File Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites

Address <https://www.irishabroadgrants.ie/Users/Default.aspx> Go

Google Search Check Translate Sign In

DEPARTMENT OF FOREIGN AFFAIRS
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Main Menu tester1 | Logout

Grant Application Process

You have completed your organisation details.

[Review organisation application.](#)

Apply For A Grant Now

[Apply For Capital Funding Grant](#) [Apply For Heritage Grant](#) [Apply For Welfare \(Elderly\) Grant](#) [Apply For Welfare \(Other\) Grant](#)

EXISTING APPLICATIONS

Name	Project Type	Status of Project	Action
test project	Capital Grant Funding Form	Application is Incomplete	View / Edit / Complete

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If you want to ‘Continue with the Application’

If you have chosen the ‘Continue with application’ option you will see the screen below, requesting that the development plan for the Capital Project be uploaded. You must click on the link ‘**Proceed to Upload**’.

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Main Menu IREL1007 | Logout

You will now have to upload a copy of the Development Plan/Schedule of Works/Quotation for your Capital Project grant. You can only upload one document - therefore, if your Plan/Schedule of works/Quotations are spread over more than one document, you must collate all documents before uploading.

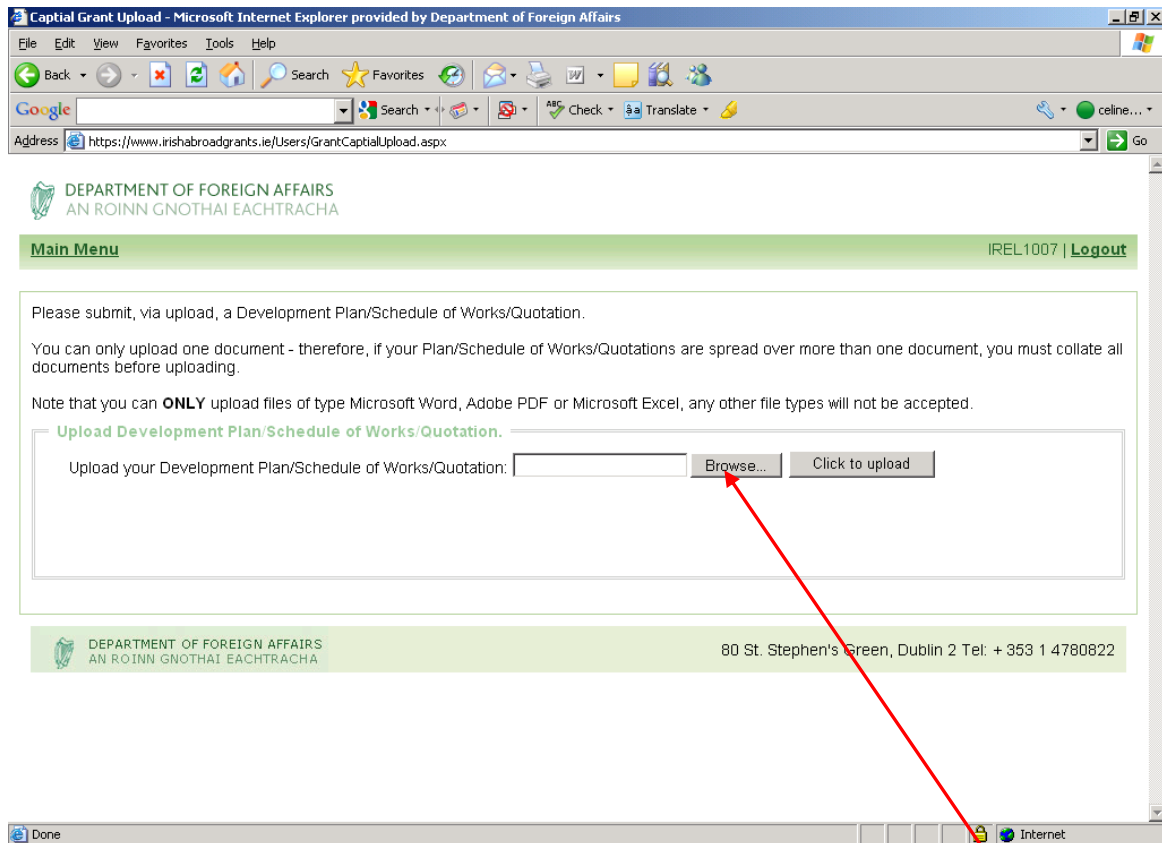
[Proceed to Upload](#)

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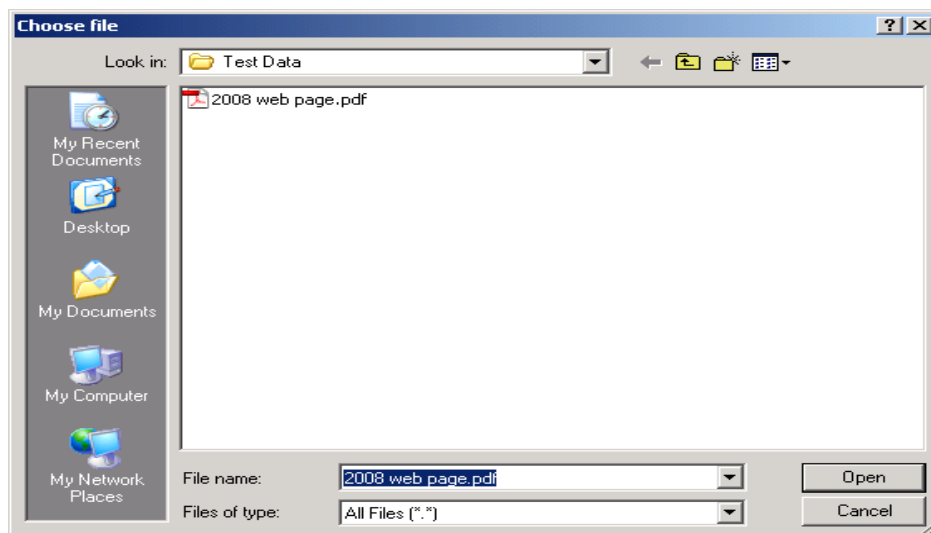
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The following screen will appear, this stage is similar to the Uploading of the organisation's accounts earlier in the process.

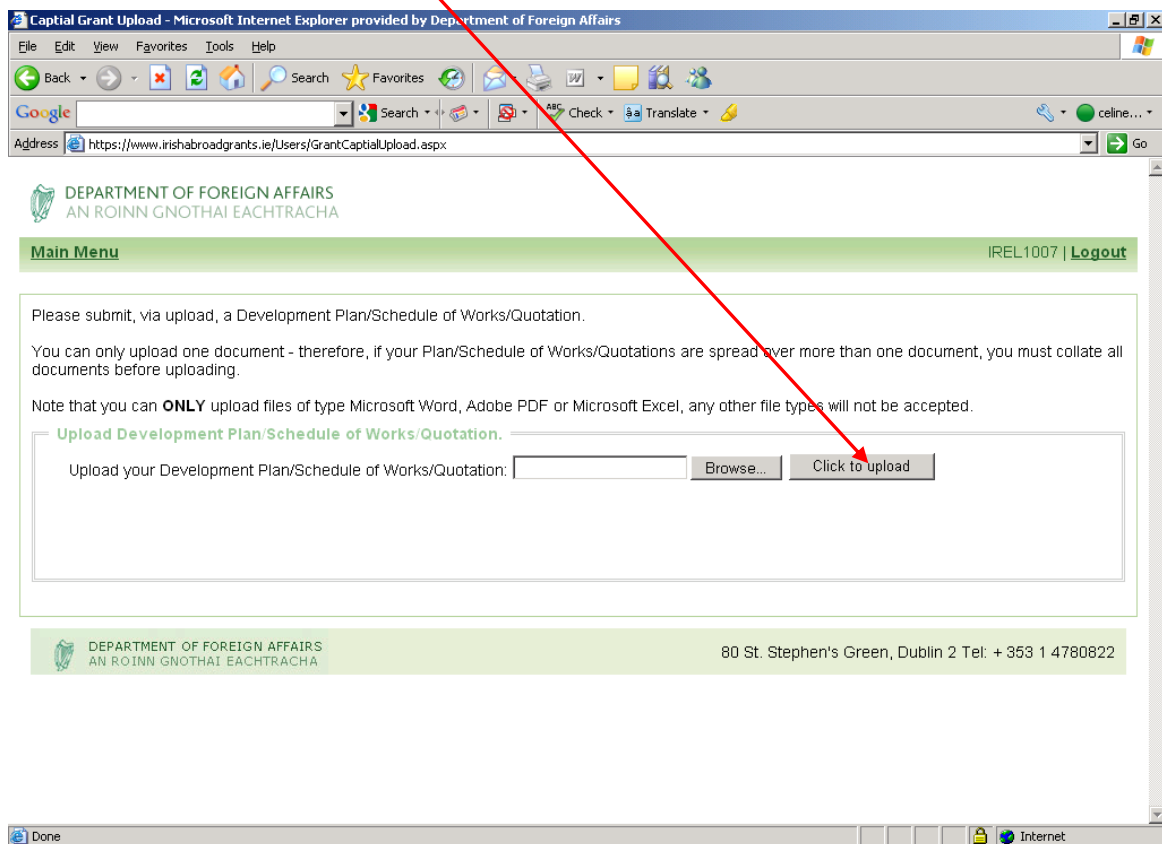
Please note you may be required to collate all development plans/quotes/ supporting documents into one as the system will only accept ONE document for uploading at this stage.



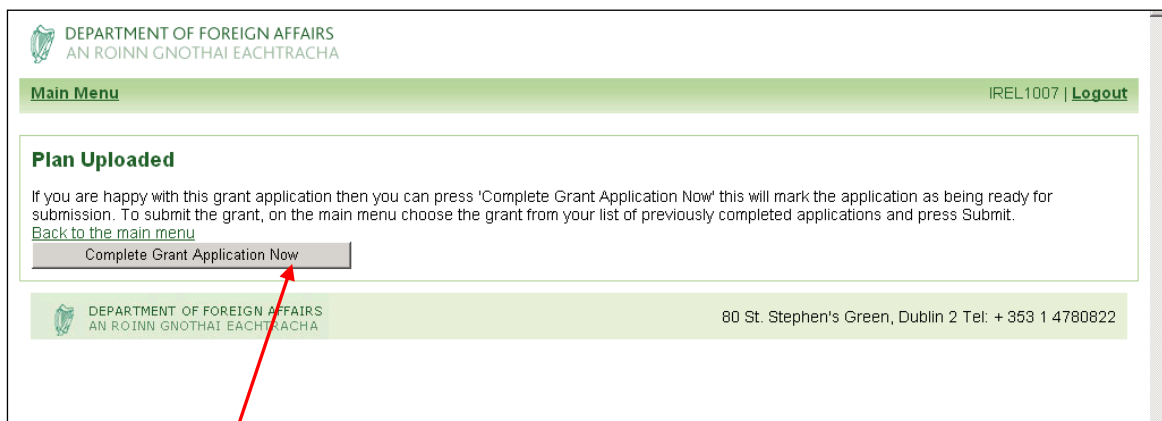
Identify the exact location of this document on your computer. Then press the '**Browse**' button which will bring up a box over the application screen, and direct the computer to where the accounts document has been stored, as demonstrated in the screen shot below.



Choose your document and then press the 'Open' button, this will close the above box, but will show the location of the document on the application screen, see screen shot below. Press the '**Click to Upload**' button.



You should then see the screen below confirming that the plans have been uploaded successfully.



Click '**Complete Grant Application Now**'.

This will bring you back to the Main Menu page, where you will note the status of your project application will have changed to 'Application is ready for Submitting' in amber text, as demonstrated in the screen shot below.

If the status has not changed please go back into the application in the edit mode and check all the required information has been supplied and all questions answered. If this action does not successfully change the status of your application, please contact the IAU on (003531) 4780822, who will endeavour to assist you with this difficulty.

If you have an additional project, you proceed with your application by selecting the next project type.

(2) To view /print a submitted application

Once an application has been submitted the edit function for that application is no longer available. However, you can view or print the application.

When you log on to the system, on the Main Menu you will see the screen below, where the project has been submitted. To view /print a submitted application click on the **'View/Print Application'** icon.

The screenshot shows the website <https://www.irishabroadgrants.ie> in a Microsoft Internet Explorer browser. The page header includes the Department of Foreign Affairs logo and the text 'AN ROINN GNÓTHAÍ EACHTRACHA'. The 'Main Menu' section shows the user is logged in as 'irel1007' and has a 'Logout' link. The 'Grant Application Process' section states 'You have completed your organisation details.' and provides a 'Review organisation application.' button. An 'Important Note' states: 'All amounts \ totals \ breakdowns supplied in this project application should be entered in your local currency.' Below this, the 'Apply For A Grant Now' section has four buttons: 'Apply For Capital Funding Grant', 'Apply For Heritage Grant', 'Apply For Welfare (Elderly) Grant', and 'Apply For Welfare (Other) Grant'. The 'EXISTING APPLICATIONS' section contains a table with the following data:

Name	Project Type	Status of Project	Action
User Guide	Heritage Grant Funding Form	Application is submitted.	View / Print Application

The footer of the page includes the Department of Foreign Affairs logo, the text 'AN ROINN GNÓTHAÍ EACHTRACHA', and the address '80 St. Stephen's Green, Dublin 2 Tel: + 353 1 4780822'.

The screen will subsequently change to display the project submitted, with only the print option available.

If you wish to view/print off the Organisation Details as well as the project, click on the **'Show Organisation Details'** button, and all the information inputted in the Organisation Details Element will display on screen, and be included in the document to be printed.

To Print out a copy of the submitted project, click on the **'Print'** icon

https://www.irishabroadgrants.ie - View Existing Application - Microsoft Internet Explorer provided by Department of Foreign Affairs

File Edit View Favorites Tools Help

DEPARTMENT OF FOREIGN AFFAIRS
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Main Menu irel1007 | Logout

Viewing Application (No edits possible in this mode)

Show Organisation Details PRINT

Heritage Grant Funding Form

Name of Project: User Guide

Description of the Project: User Guide

How will this project maintain and promote Irish heritage and identity?: User Guide

Total Cost of Project: 1

Please provide a breakdown of the total costs for this project (including staffing costs if applicable): test

Amount of funding sought from Irish Government for this project: 1

Please provide a breakdown of the costs of the project which would be financed by the Irish Government (including staffing costs if applicable): test

Has funding been secured from other sources for this project: No

Where will any shortfall in the overall funding of the project be secured from?: test

Monitoring & Evaluation

How will expenditure on this project be monitored?: User Guide

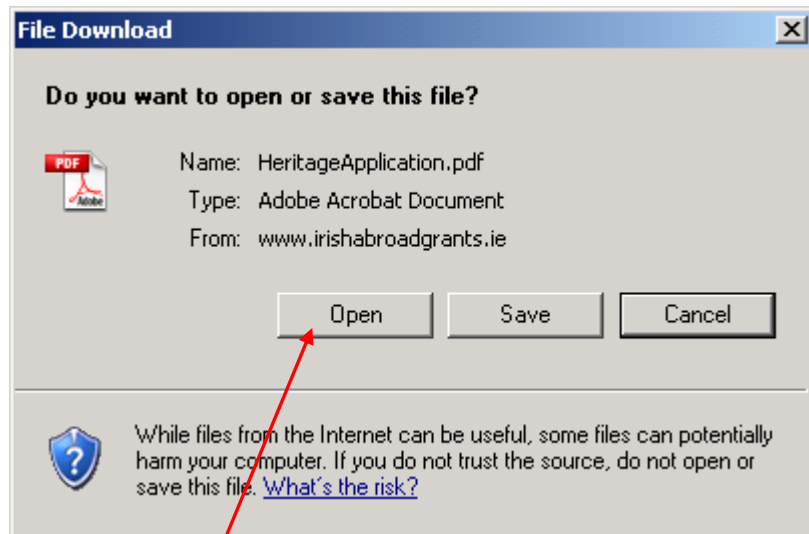
How will this project when completed benefit the organisation and its clients?(please include the total number of clients who will benefit from this project): User Guide

How many Irish Clients will benefit from this project?: 100

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Having selected the Print icon displayed on the right-hand side of the screen. The following box will appear on your screen.

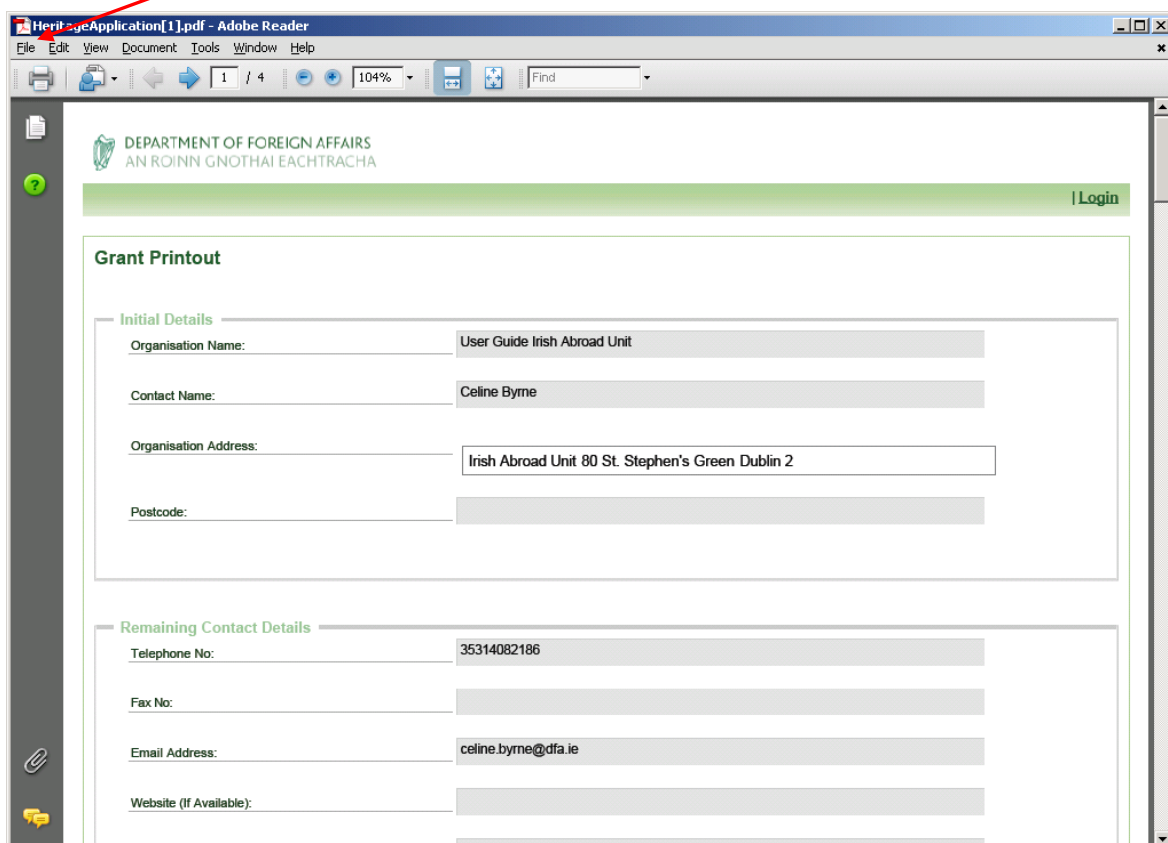


You will be given the option to open or save this file. We would suggest you choose the open option, to ensure you have the correct file for printing.

Having clicked on the '**Open**' button, an additional file will open on your computer. This is a PDF and will have this icon associated with the file.



This file you choose to print should display similar to the screenshot below at which stage you should select the "**File**" and "Print" options and print off the document as you normally would a Word document.



You can also save this document by selecting “File” followed by “Save a copy” and then choosing where on your computer you wish to store the document for later use.

(3) To complete an incomplete application that has been saved

To complete a saved application, log onto the system. You will see the Main Menu screen and you will see your Project followed by red text indicating ‘**Application is incomplete**’.

DEPARTMENT OF FOREIGN AFFAIRS
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Main Menu irel1007 | Logout

Grant Application Process

You have completed your organisation details.

Review organisation application.

Important Note: All amounts \ totals \ breakdowns supplied in this project application should be entered in your local currency.

Apply For A Grant Now

Apply For Capital Funding Grant Apply For Heritage Grant Apply For Welfare (Elderly) Grant Apply For Welfare (Other) Grant

EXISTING APPLICATIONS

Name	Project Type	Status of Project	Action
Test Case	Heritage Grant Funding Form	Application is Incomplete	View / Edit / Complete

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Click the ‘**View/Edit/Complete**’ button relevant to the project which is displaying as incomplete, this will bring you to a page displaying your project application in View only mode. You should then select the ‘**Edit**’ icon.

https://www.irishabroadgrants.ie - View Existing Application - Microsoft Internet Explorer - provided by Department of Foreign Af

File Edit View Favorites Tools Help

DEPARTMENT OF FOREIGN AFFAIRS
AN ROINN GNÓTHAI EACHTRACHA

Main Menu irel1007 | Logout

Viewing Application (No edits possible in this mode)

Show Organisation Details

Heritage Grant Funding Form

Name of Project: User Guide

Description of the Project: User Guide

How will this project maintain and promote Irish heritage and identity?: User Guide

Total Cost of Project: 10000

Please provide a breakdown of the total costs for this project (including staffing costs if applicable): User Guide

EDIT PRINT

This will bring you into the screen which will allow you to edit and complete your project application.

Heritage Grant - Microsoft Internet Explorer provided by Department of Foreign Affairs

File Edit View Favorites Tools Help

DEPARTMENT OF FOREIGN AFFAIRS
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Main Menu irel1007 | Logout

All amounts/totals/breakdowns supplied in this project application should be entered in your local currency.

Project involving the promotion and maintenance of Irish heritage and identity overseas.

Name of Project: *

Description of the Project: (Write your entry within 1000 characters.) *

How will this project maintain and promote Irish heritage and identity?: (Write your entry within 1000 characters.) *

Total Cost of Project: *

Please provide a breakdown of the total costs for this project (including staffing costs if applicable): *

Amount of funding sought from Irish Government for this project: *

Please provide a breakdown of the costs of the project which would be financed by the Irish Government (including staffing costs if applicable): *

Has funding been secured from other sources for this project: Please Choose

Where will any shortfall in the overall funding of the project be secured from?: *

Monitoring & Evaluation

How will expenditure on this project be monitored?: (Write your entry within 1000 characters.) *

How will this project when completed benefit the organisation and its clients?(please include the total number of clients who will benefit from this project): (Write your entry within 1000 characters.) *

How many Irish Clients will benefit from this project?: *

Within this project, will any Irish Government funding sought be used to fund posts?: Please Choose *

Save application for later Complete Application

DEPARTMENT OF FOREIGN AFFAIRS
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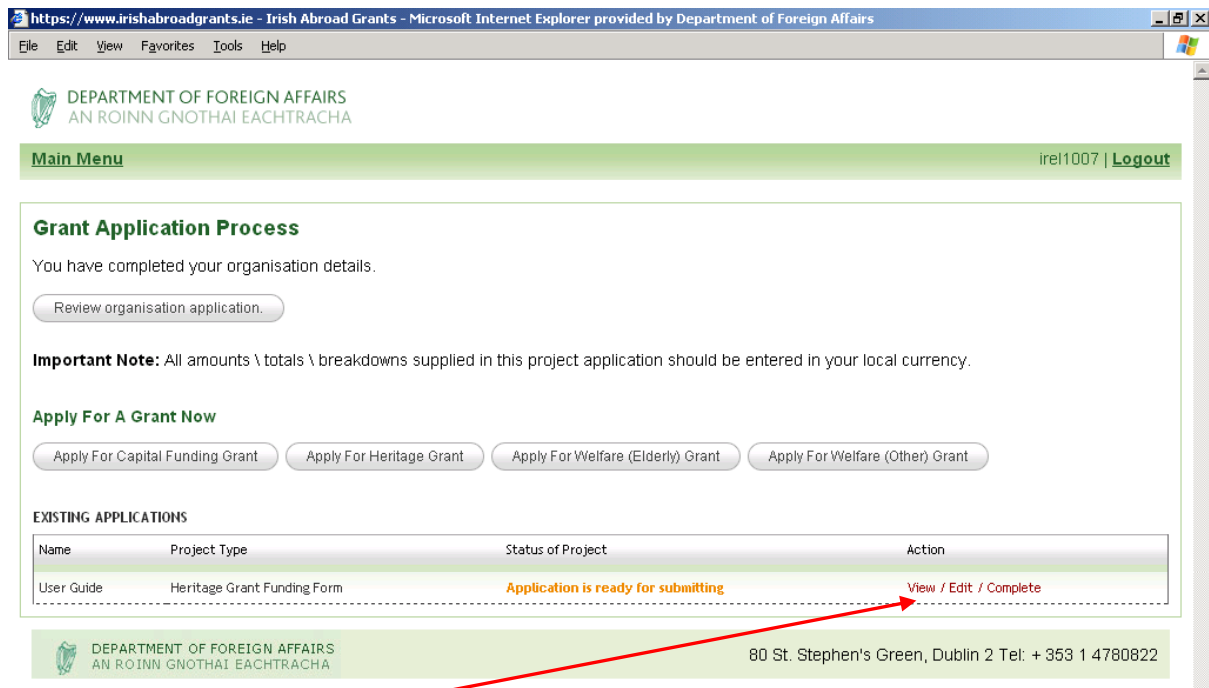
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Click 'Complete the Application' which will bring you in to the relevant part of the application that remains to be completed. Follow the instructions at (1) or (2) above as appropriate.

(4) To edit an application that is complete but not yet submitted

Once an application has been submitted it cannot be edited. However, any application not yet submitted can be edited.

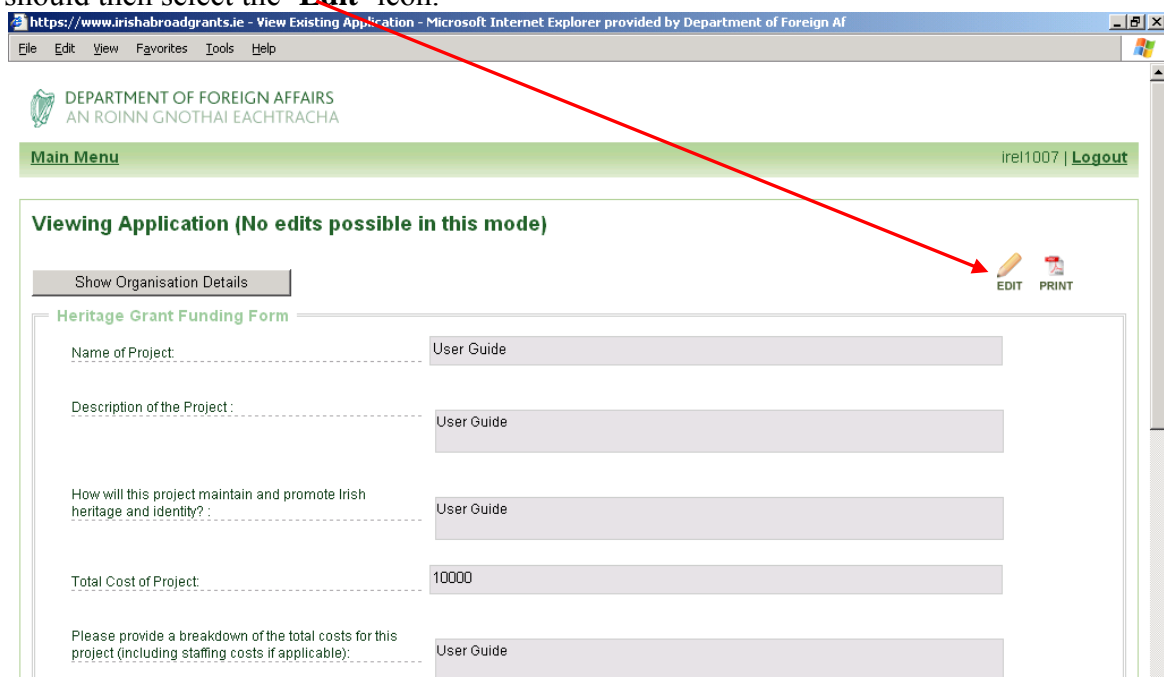
To edit an application which has the status of 'Application ready to be submitted', log onto the system. You will see the Main Menu screen and you will see your Project followed by amber text indicating '**Application is ready to be submitted**'.



The screenshot shows the 'Main Menu' of the Irish Broad Grants system. At the top, there's a header with the Department of Foreign Affairs logo and the text 'DEPARTMENT OF FOREIGN AFFAIRS AN ROINN GNÓTHAI EACHTRACHA'. Below this is a green bar with 'Main Menu' on the left and 'irel1007 | Logout' on the right. The main content area is titled 'Grant Application Process' and includes a message: 'You have completed your organisation details.' with a button 'Review organisation application.' Below this is an 'Important Note' about currency. Then, there's a section 'Apply For A Grant Now' with four buttons: 'Apply For Capital Funding Grant', 'Apply For Heritage Grant', 'Apply For Welfare (Elderly) Grant', and 'Apply For Welfare (Other) Grant'. The 'EXISTING APPLICATIONS' section contains a table with columns: Name, Project Type, Status of Project, and Action. The table has one row: 'User Guide' (Name), 'Heritage Grant Funding Form' (Project Type), 'Application is ready for submitting' (Status), and 'View / Edit / Complete' (Action). A red arrow points from the 'View / Edit / Complete' link to the 'Edit' icon in the second screenshot.

Name	Project Type	Status of Project	Action
User Guide	Heritage Grant Funding Form	Application is ready for submitting	View / Edit / Complete

Click the '**View/Edit/Complete**' button relevant to the project which you wish to amend, this will bring you to a page displaying your project application in View only mode. You should then select the '**Edit**' icon.



The screenshot shows the 'Viewing Application' page. At the top, there's a header with the Department of Foreign Affairs logo and the text 'DEPARTMENT OF FOREIGN AFFAIRS AN ROINN GNÓTHAI EACHTRACHA'. Below this is a green bar with 'Main Menu' on the left and 'irel1007 | Logout' on the right. The main content area is titled 'Viewing Application (No edits possible in this mode)'. It has a button 'Show Organisation Details' and two icons: 'EDIT' and 'PRINT'. Below this is a section 'Heritage Grant Funding Form' with five rows of input fields. The first row is 'Name of Project:' with the value 'User Guide'. The second row is 'Description of the Project:' with the value 'User Guide'. The third row is 'How will this project maintain and promote Irish heritage and identity?:' with the value 'User Guide'. The fourth row is 'Total Cost of Project:' with the value '10000'. The fifth row is 'Please provide a breakdown of the total costs for this project (including staffing costs if applicable):' with the value 'User Guide'. A red arrow points from the 'Edit' icon in the first screenshot to the 'EDIT' icon in this screenshot.

Name of Project:	User Guide
Description of the Project:	User Guide
How will this project maintain and promote Irish heritage and identity?:	User Guide
Total Cost of Project:	10000
Please provide a breakdown of the total costs for this project (including staffing costs if applicable):	User Guide

This will bring you into the screen which will allow you to edit/amend all the information contained within your application.

Heritage Grant - Microsoft Internet Explorer provided by Department of Foreign Affairs

File Edit View Favorites Tools Help

DEPARTMENT OF FOREIGN AFFAIRS
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Main Menu irel1007 | Logout

All amounts/totals/breakdowns supplied in this project application should be entered in your local currency.

Project involving the promotion and maintenance of Irish heritage and identity overseas.

Name of Project:

Description of the Project: (Write your entry within 1000 characters.)

How will this project maintain and promote Irish heritage and identity?: (Write your entry within 1000 characters.)

Total Cost of Project:

Please provide a breakdown of the total costs for this project (including staffing costs if applicable):

Amount of funding sought from Irish Government for this project:

Please provide a breakdown of the costs of the project which would be financed by the Irish Government (including staffing costs if applicable):

Has funding been secured from other sources for this project:

Where will any shortfall in the overall funding of the project be secured from?:

Monitoring & Evaluation

How will expenditure on this project be monitored?: (Write your entry within 1000 characters.)

How will this project when completed benefit the organisation and its clients?(please include the total number of clients who will benefit from this project): (Write your entry within 1000 characters.)

How many Irish Clients will benefit from this project?:

Within this project, will any Irish Government funding sought be used to fund posts?:

Save application for later Complete Application

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When you have entered any amended information and are satisfied that your application is ready to submit. Click '**Complete the Application**' which will bring you back to the Main Menu, where your application will be ready for submission.

Grant Application Process

You have completed your organisation details.

[Review organisation application.](#)

Important Note: All amounts \ totals \ breakdowns supplied in this project application should be entered in your local currency.

Apply For A Grant Now

[Apply For Capital Funding Grant](#)

[Apply For Heritage Grant](#)

[Apply For Welfare \(Elderly\) Grant](#)

[Apply For Welfare \(Other\) Grant](#)

EXISTING APPLICATIONS

Name	Project Type	Status of Project	Action
User Guide	Heritage Grant Funding Form	Application is ready for submitting	View / Edit / Complete



To submit the application for that project click on the '**View/Edit/Complete**' icon.

To Submit your application click on the '**Submit**' icon.

Viewing Application (No edits possible in this mode)

[Show Organisation Details](#)

[EDIT](#) [PRINT](#) [SUBMIT](#)

Heritage Grant Funding Form

Name of Project:	Test Case
Description of the Project:	Test Case
How will this project maintain and promote Irish heritage and identity? :	Test Case
Total Cost of Project:	10000
Please provide a breakdown of the total costs for this project (including staffing costs if applicable):	Test Case
Amount of funding sought from Irish Government for this project:	10000
Please provide a breakdown of the costs of the project which would be financed by the Irish Government (including staffing costs if applicable):	Test Case
Has funding been secured from other sources for this project:	No

Once you choose the Submit icon, your application will be sent immediately to the Irish Abroad Unit, the status on the Main Menu page will change to 'Application Submitted' and you will no longer be able to change any information in that project application.

You will however be able to view and print the application if desired. (See Section 3).

https://www.irishabroadgrants.ie - Irish Abroad Grants - Microsoft Internet Explorer provided by Department of Foreign Affairs

File Edit View Favorites Tools Help

DEPARTMENT OF FOREIGN AFFAIRS
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Main Menu irel1007 | [Logout](#)

Grant Application Process

You have completed your organisation details.

[Review organisation application.](#)

Important Note: All amounts \ totals \ breakdowns supplied in this project application should be entered in your local currency.

Apply For A Grant Now

[Apply For Capital Funding Grant](#) [Apply For Heritage Grant](#) [Apply For Welfare \(Elderly\) Grant](#) [Apply For Welfare \(Other\) Grant](#)

EXISTING APPLICATIONS

Name	Project Type	Status of Project	Action
User Guide	Heritage Grant Funding Form	Application is submitted.	View / Print Application

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Once you have Submitted your project application, you will see it recorded in the 'Existing Applications' area of the initial Grant Application Process Screen, together with green text confirming '**Application is Submitted**'.

If you wish to submit another project, begin the process again by clicking on the button appropriate for the type of project, and follow the instructions as above for projects relating to Heritage/Welfare (Elderly)/ Welfare (Other), or the instructions in Part B if the application relates to Capital Funding.

Troubleshooting

In this section we have tried to identify possible areas which additional assistance may be required.

1. **If you have Forgotten your Password.**
2. **If you become Locked out of the System.**

1. If you have Forgotten Your Password.

If you have forgotten your password to log on to the ESP Grant Application System on the Home Page, **click here.**

https://www.irishabroadgrants.ie - Login - Microsoft Internet Explorer provided by Department of Foreign Affairs

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[Login](#)

Irish Government Emigrant Support Programme

Welcome to the homepage of the Irish Government Emigrant Support Programme. To access the Application Form, please enter your login name and password.

To access a list of all the questions contained on the application form please [click here](#) and refer to the Related Documents Section.

If you have any difficulty accessing the application form, please contact your local Embassy or Consulate or the Irish Abroad Unit in the Department of Foreign Affairs in Dublin.

Log In

Please enter your username and password to get access to the grant application system, if you do not have a login name and password, please [click here](#).

User Name:

Password:

[Log In Now](#)

[Forgotten your password?](#)

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The following screen will display, where you should enter your **Username** and press **Submit**

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[Login](#)

Recover your Password

During your account setup you would have been asked to enter a security question and answer. Using these details here you can recover your lost password. Once your answer has been verified your password will be reset and resent to the email address you provided.

Enter your User Name to receive your password.

User Name:

[Submit](#)

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You will then be presented with a screen containing the security question you chose when registering. Please input your chosen answer, noting that the answer is case sensitive. You should enter the answer **here**. For demonstration purposes “What is your pet’s name?” was the security question selected when registering and the answer is “bailey”.

https://www.irishabroadgrants.ie - Recover Password - Microsoft Internet Explorer provided by Department of Foreign Affairs

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[Login](#)

Recover your Password

During your account setup you would have been asked to enter a security question and answer. Using these details here you can recover your lost password. Once your answer has been verified your password will be reset and resent to the email address you provided.

Identity Confirmation
Answer the following question to receive your password.

User Name: irel1007
Question: What is your pet's name?
Answer: bailey

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Then press **Submit**, which will generate an e-mail, using the e-mail address supplied during registration, containing your password.

2. If you become Locked out of the System

If you input your password incorrectly, an error/warning message will display on the Home Page.

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[Login](#)

Irish Government Emigrant Support Programme

Welcome to the homepage of the Irish Government Emigrant Support Programme. To access the Application Form, please enter your login name and password.

To access a list of all the questions contained on the application form please [click here](#) and refer to the Related Documents Section.

If you have any difficulty accessing the application form, please contact your local Embassy or Consulate or the Irish Abroad Unit in the Department of Foreign Affairs in Dublin.

Log In

Please enter your username and password to get access to the grant application system, if you do not have a login name and password, please [click here](#).

User Name: irel1007
Password:

Your username or password were incorrect,
You have consecutive 5 attempts to login before your account is locked.

[Forgotten your password?](#)

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An organisation has 5 consecutive attempts at inputting their password correctly before their account is locked out of the system. In the event of this occurring, the following message will display on the Home Page.

https://www.irishabroadgrants.ie - Login - Microsoft Internet Explorer provided by Department of Foreign Affairs

File Edit View Favorites Tools Help

DEPARTMENT OF FOREIGN AFFAIRS
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[Login](#)

Irish Government Emigrant Support Programme

Welcome to the homepage of the Irish Government Emigrant Support Programme. To access the Application Form, please enter your login name and password.

To access a list of all the questions contained on the application form please [click here](#) and refer to the Related Documents Section.

If you have any difficulty accessing the application form, please contact your local Embassy or Consulate or the Irish Abroad Unit in the Department of Foreign Affairs in Dublin.

Log In

Please enter your username and password to get access to the grant application system, if you do not have a login name and password, please [click here](#).

User Name:

Password:

You have entered your details incorrectly 5 times and are locked out temporarily. If you would like to rectify this please click [here](#).

[Log In Now](#)

[Forgotten your password?](#)

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You should click **here** and you will be brought to the next page (displayed below) where you should input your **Username**, and press **Send**.

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[Login](#)

Report Locked Account

If your account is currently locked out, please enter the relevant information here and click send, once we've been notified of the lock we can reset your password. You will be notified of this change by email.

Registration

Your Username:

[Send](#)

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The following screen will then display informing you that we will be in contact with you via e-mail in due course regarding this matter.

