An Roinn Gnóthaí Eachtracha
Department of Foreign Affairs
RECONCILIATION FUND

Reconciliation Fund Grant Scheme

FREQUENTLY ASKED QUESTION (FAQS)

Below is a series of FAQs, grouped by topic, to assist applicants to the Reconciliation Fund. The topics covered are:

- Registering online and making an online application
- General
- Strategic Partnerships multi-annual funding stream

Registering online and making an online application

Question: I registered online as a contact for my organisation in 2019 (when the previous version of the online system was first launched). Do I need to re-register?

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

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

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

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

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

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

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

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

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

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

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

Question: Can I save my application mid page?

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

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

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

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

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

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

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

General

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

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

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

Answer: Yes, you can make an application for funding in a new round even if you have an ongoing project. Please note though that, during assessment of your new application, the status of any ongoing projects will be taken into account and you may be asked for a progress update on delivery of that ongoing project (depending on how recently you have been in contact on it with the Reconciliation Fund team).

Question: Is my project eligible for funding from the Reconciliation Fund?

Answer: In order for you to form a view on whether your project has the potential to be eligible for funding, it is important to study the Reconciliation Fund Strategy document and related information on our webpage. To be eligible for funding, projects need to meet the aims and criteria set out in our strategy document and this must be clearly demonstrated in the application. If you need further advice on this after reading the Strategy, you can contact a member of the team using the contact details at the bottom of this document.

Important
As the Reconciliation Fund has a limited amount of funding available, not all eligible applications will be successful, and grants will be awarded to those that most closely align with the priorities of the Fund.

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

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

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

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

Question: Do you award grants only for Project funding, or can I also apply for core funding and/or capital funding?

Answer: Funding in our spring and autumn rounds is awarded for a 12-month period and can cover direct costs of delivering project activities (e.g. venue hire, facilitation costs).

Applications for project funding may also include a request for support for *Core* Operational costs, such as salaries and overheads, and *Capital* costs, where they are ***directly attributable*** to the project or programme for which funding is sought.

We will also accept **stand-alone** applications for *Core* Operational or *Capital* costs where they are **not** directly attributable to a particular project. In those cases, it should be clearly demonstrated in the application form that a primary focus of the organisation's work (and of the costs in question) is to further the work of peacebuilding and reconciliation in line with the objectives of the Reconciliation Fund set out in the Reconciliation Fund Strategy.

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

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

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

Answer: Please return the letter of acceptance, including the signature page, signed by the organisation's Treasurer and Chairperson. It is important that ***all*** pages of the letter of acceptance are included together in ***one*** attached document, to make it clear what terms and conditions the signatories are agreeing to.

If we ask you to scan and return the signed letter of acceptance by email, you should cc both the Chairperson and Treasurer (who have signed the letter) on that email.

Strategic Partnerships

Question: What is the status of the Strategic Partnerships 3-year funding scheme?

Answer:

The Strategic Partnerships scheme is not accepting new applications at this time. The Strategic Partnership scheme has concluded a first round of applications for Strategic Partnerships, and partners were notified of decisions in February 2022.

Question: **When will the next round of Strategic Partnerships applications be open?**

Answer: This scheme was open for applications in May-June 2021 but is now closed.

It is envisaged that there will be a further call for new applications for Strategic Partnership at a later stage during the lifetime of the current Reconciliation Fund Strategy 2021-24. Further information on that will be posted to this webpage at the relevant time.

Reconciliation Fund Team
Department of Foreign Affairs
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