

Application Form- International Fund for Ireland (£) -2026

Form Preview

Before you begin

About this application

This application is for funding from the International Fund for Ireland (IFI).

Before completing the full application form, applicants must complete the eligibility section. All required questions and supporting documents must be completed before the application can be submitted.

Projects must be delivered within a maximum 12-month project period.

Check your eligibility

Before starting your application, please ensure your organisation:

- operates on a not-for-profit basis
- is appropriately registered and compliant with relevant legal requirements
- has a governing document and appropriate governance or management structure
- can provide recent audited or independently reviewed accounts and/or financial statements
- has safeguarding, insurance, and financial management procedures in place
- is delivering the project within Northern Ireland or the eligible border counties of Ireland (Donegal, Sligo, Leitrim, Cavan, Monaghan and Louth)
- is proposing a project aligned with the IFI's strategic objectives
- can deliver the project within the required project timeframe

Information you will need

You may find it helpful to have the following information and supporting documents ready before starting your application:

- organisation details and contact information
- board, trustee, or committee member information
- organisation strategy document
- governing document
- recent audited or independently reviewed accounts and/or financial statements
- financial procedures, governance manual, or relevant organisational policies
- details of any previous IFI funding
- details of other funding received, awarded, pending, or applied for
- project budget information and supporting cost details
- job descriptions and personnel specifications where salary funding is requested

Project information

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You will be asked to provide information about:

- the project and the need it addresses
- participants, communities, and areas involved
- project activities, milestones, and risks
- alignment with IFI strategic objectives and priority themes
- expected outputs, outcomes, and long-term impact
- monitoring, evaluation, and learning arrangements

Applications should demonstrate:

- strong alignment with IFI strategic objectives
- clear potential for measurable impact
- value for money and effective use of resources
- capacity to deliver and sustain outcomes

Budget information

You will be required to provide:

- a detailed breakdown of project costs
- the amount of funding requested from IFI
- details of additional funding supporting the project
- staffing information where salary costs are included within the budget

Budget totals within the application form are automatically calculated using the figures entered throughout the budget sections.

Supporting documents

Applicants will be required to upload supporting documentation, including:

- organisation strategy document
- governing document
- recent audited or independently reviewed accounts and/or financial statements
- financial procedures, governance manual, or relevant organisational policies
- job descriptions and personnel specifications where salary funding is requested

Supported file formats include PDF, Word, Excel, PowerPoint, and common image file formats.

Before you submit

- Before submitting your application, please ensure that:
 - all required questions have been completed
 - all required supporting documents have been uploaded

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- budget figures are accurate and consistent throughout the application
 - responses have been reviewed for completeness and accuracy
- Incomplete applications may not be considered for assessment.

Assistance and Support

If you require technical assistance when completing this application form, please refer to the [SmartyGrants Help Guide for Applicants](#) or email Service at SmartyGrants UK at service@smartygrants.co.uk

Technical support relates to issues such as:

- logging in
- saving your application
- uploading documents
- accessing the application form
- browser or system issues

If you have questions relating to the **International Fund for Ireland (IFI)**, the funding programme, eligibility, or the application requirements, please contact the IFI team at: IFApplications@finance-ni.gov.uk

Eligibility Questions

* indicates a required field

These are answered before access is given to the application form to ensure groups are eligible to apply and that no time is wasted filling out the application before that is established.

Complete all questions to confirm your organisation and project are eligible to apply. All responses must be **yes** to proceed.

1.1 Does your organisation operate on a not-for-profit basis e.g. registered charity, community/voluntary organisation, social enterprise? *

☐ Yes ☐ No

Confirm your organisation operates as a not for profit such as a charity community group or social enterprise

1.2 Is your organisation appropriately registered and compliant with all relevant regulatory and statutory requirements? *

☐ Yes ☐ No

Confirm your organisation meets all relevant legal and regulatory requirements

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1.3 Can your organisation provide its most recent appropriately audited or independently reviewed accounts and/or financial statements? *

☐ Yes

☐ No

Confirm you can provide recent audited or independently reviewed financial statements

1.4 Does your organisation have a governing document, which sets out its purpose, powers, activities, board/trustee/director roles and appointment processes? *

☐ Yes

☐ No

Confirm you have a governing document and defined board or trustee roles

1.5 Will the proposed project be delivered within Northern Ireland and/or the Border Counties of Ireland (Donegal, Sligo, Leitrim, Cavan, Monaghan and Louth)? *

☐ Yes

☐ No

Confirm the project will be delivered in Northern Ireland or eligible border counties

1.6 Is the proposed project aligned with at least one of IFI's current strategic objectives? *

☐ Yes

☐ No

Confirm the project aligns with at least one IFI strategic objective

1.7 Does the proposed project fall within the published funding limits and 12 month delivery timeframe outlined? *

☐ Yes

☐ No

Confirm the project fits funding limits and can be delivered within 12 months

1.8 Please confirm you have an up to date safeguarding policy. *

☐ Yes

☐ No

Confirm you have a current safeguarding policy appropriate to your work

1.9 Please confirm you have adequate insurance in place to cover your liabilities. *

☐ Yes

☐ No

Confirm your organisation holds appropriate insurance to cover project risks

1.10 Please confirm consent for your data to be shared. *

☐ Yes

☐ No

Confirm you agree to organisational data being shared for assessment and reporting

1.11 Please confirm you will ensure consent is provided by beneficiaries for their data to be shared. Your beneficiaries should be aware of your privacy notice. *

☐ Yes

☐ No

Confirm you will obtain consent from participants for data collection and sharing

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Application not eligible and will not continue

Unfortunately, based on your response/s, your organisation or project does not meet the eligibility criteria for this programme. You should not continue with this application.

If you believe this is incorrect or require further information, please contact IFApplications@finance-ni.gov.uk for support.

Organisation & Contact Details

* indicates a required field

2.1 Organisation Name *

Organisation Name

Enter the full legal name of your organisation

2.2 Organisation Main Address *

Address

Town/City, County, Postcode, and Country are required.

2.3 Key Contact *

First Name

Last Name

Enter the main contact for this application

2.4 Position in organisation *

State the role of the contact

2.5 Telephone number *

Provide a direct phone number

2.6 Email address *

Must be an email address.

Provide a direct email address

2.7 Applicant Primary Website

2.8 Applicant Organisation social media

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Provide social media links

2.9 Year Established *

Enter the year the organisation was formed

2.10 Legal Status *

- ☐ Charity
- ☐ Community group
- ☐ Social enterprise
- ☐ Other:

"Other" legal status selected

Provide details about your organisation's legal structure or entity type. For example: registered charity, company limited by guarantee, incorporated association, community or voluntary group, trust, cooperative, CIC, government body, or unincorporated group. Include any relevant registration details if applicable.

2.10a Please specify your organisation's legal status *

2.10b Please provide Charity Number (if applicable)

2.10c Please provide Company Registration Number (if applicable)

2.10d Please provide VAT number (if applicable)

2.11 Please provide a brief summary of the Organisation detailing aims, objectives and core activities. If the Organisation has a written Strategy Document, please note its title, date and duration. *

Word count:

Must be no more than 250 words.

2.12 Operational Structure

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Provide details about the people who support the delivery and operation of your organisation. This information helps us understand your organisation's current capacity, governance, and ability to deliver and sustain the proposed project.

Include all individuals currently involved in the organisation's operations, whether paid staff, part-time staff, contractors, or volunteers.

This is a mandatory section. If your organisation does not currently have any paid, part-time, contract, or volunteer workers involved in its operations, enter "0".

Full time staff	Part Time staff	Volunteers	Total Number of staff
Include employees working full-time hours on a permanent, fixed-term, or contract basis.	Include employees working part-time hours on a permanent, fixed-term, or contract basis.	Include active volunteers who regularly support the organisation's activities, programmes, governance, or operations.	This is a calculation based on Full time, Part time and Volunteer entry

2.13 Details of all organisation's Trustees/Board/Committee

Provide details of the individuals responsible for the governance, oversight, and strategic direction of your organisation. This information helps us understand your organisation's governance structure, leadership capacity, and accountability arrangements.

Include all current trustees, board members, management committee members, or equivalent office bearers.

Please "add more" for new row

Select "MAXIMISE" to enlarge the table and make entering information easier.

First Name	Surname	Officer role	Email	Phone Number
		Specify the person's role within the organisation. For example: Chairperson, Treasurer, Secretary, Trustee, Director, Committee Member, or Board Member.	Must be an email address.	Must be a valid phone number.

2.14 Please outline the responsibilities of the organisation's Board of Management or governing body *

Word count:

Must be no more than 250 words.

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(including frequency of meetings, management oversight, reporting structure, etc)

Finance and Funding

2.15 Does the organisation provide annual audited / independently reviewed accounts and/or financial statements? *

☐ Yes ☐ No

2.16 Organisation Income

Provide details of your organisation's income and expenditure for the most recent 24-month period. This information helps us understand your organisation's financial position, operational scale, and capacity to manage grant funding responsibly.

Please enter figures based on your approved accounts, independently reviewed accounts, management accounts, or other formal financial records.

If your organisation is newly established and does not yet have 24 months of financial history, provide the information available and explain this in your application where relevant.

Please "add more" for new row

Select "MAXIMISE" to enlarge the table and make entering information easier.

Year	Total Income (£)	Total Expenditure (£)	Net position (calculated)
2025/26	Enter the organisation's total income for the financial year, including grants, donations, trading income, fundraising, and other sources of revenue. Must be a sterling amount.	Enter the organisation's total expenditure for the financial year, including staffing, programme delivery, operational, and administrative costs. Must be a sterling amount.	Total income - Total expenditure This number/amount is calculated.

2.17 How are the Organisation's finances managed? *

Word count:

Must be no more than 250 words.

Describe how your organisation manages its finances on a day-to-day basis. Include information about who is responsible for financial oversight, budgeting, authorisation of expenditure, financial reporting, and monitoring income and expenditure. You may also include details about the role of trustees, board members, finance staff, or external accountants where relevant.

2.18 What financial controls does the Organisation have in place? *

Word count:

Must be no more than 250 words.

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Describe the financial policies, procedures, and controls your organisation uses to ensure funds are managed responsibly and transparently. eg: dual authorisation for payments, separation/segregation of financial duties, external audits or independent financial reviews

Funding

2.19 Has the Organisation previously received funding from the International Fund for Ireland? *

☐ Yes

☐ No

2.20 Previous IFI Funding

Provide details of any funding received from the International Fund for Ireland within the last 24 months. This information helps us understand your organisation's previous engagement with IFI and the status of funded projects and reporting obligations.

Please "add more" for new row

Select "MAXIMISE" to enlarge the table and make entering information easier.

Project Name	Date Grant Received	Amount Received (£)	Final Report and Financial Accounts Submitted?
Enter the name of the IFI-funded project or programme.	Enter the date the funding agreement was issued or funding was received. Must be a date.	Enter the total amount of IFI funding received for the project. Must be a sterling amount.	Indicate whether all required final reports and financial accounts have been submitted to IFI for this funding.

2.21 Other Funding Applications

Provide details of any other funding applications submitted or funding awarded to or received by the organisation within the last 24 months, including applications that are pending, approved, or unsuccessful.

This information helps us understand your organisation's wider funding position and any related or complementary funding for proposed activities.

Please "add more" for new row

Select "MAXIMISE" to enlarge the table and make entering information easier.

Date Applied For	Amount Sought/ Status Awarded (£)		Funding Body	Project name
Enter the date the funding application was submitted. Must be a date.	Enter the amount requested or awarded. Must be a sterling amount.	Select the current status of the application or funding	Enter the name of the funder or organisation providing the funding.	Enter the name of the project or programme linked to the funding application or award.

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Project Information

* indicates a required field

3.1 Project contacts

Provide details of the key individuals responsible for the delivery, management, and oversight of this project. This information helps us understand the project team structure, delivery capacity, and key points of contact.

Include both existing staff and proposed appointments where relevant.

Please "add more" for new row

Select "MAXIMISE" to enlarge the table and make entering information easier.

Name	Position	Email	Phone Number	Lead Type	Is this staff member/s currently in place?
	Enter the individual's job title or role within the organisation or project.				Indicate whether this individual is already employed or engaged by the organisation, or whether recruitment/appointment is still required.

Select "Yes" if the project will be delivered in partnership or collaboration with other organisations, groups, institutions, or delivery partners.

Select "No" if the project will be delivered solely by your organisation.

3.2 Is the organisation collaborating with other organisations to deliver this project? *

☐ Yes ☐ No

3.2a Partner Organisations

Provide details of any partner organisations involved in the delivery, support, governance, or implementation of this project.

This information helps us understand the partnership structure, collaborative delivery arrangements, and the role of external organisations contributing to the project.

Include organisations that will have an active role in project delivery, participant engagement, referral pathways, or strategic oversight.

Please "add more" for new row

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Partner Organisation Name	Partner organisation address	Contact name	Position	Phone Number	Email	Website	Social Media

Project Details

Provide key information about the proposed project, including the project title and delivery timeframe.

Projects should align with the objectives of the International Fund for Ireland and demonstrate a clear and achievable delivery schedule.

Projects must be completed within 12 months of the project start date.

3.3 Project Title *

Must be no more than 250 characters.

3.4 Start Date *

Must be a date and no later than 30/4/2027.

3.5 End Date *

Must be a date.

3.6 Proposed duration of project (months) *

Describe the main social, economic, community, or peacebuilding issues your project will address, who is affected, and why the project is needed. Include relevant local context or evidence where possible.

For example, your project may respond to community division, social isolation, lack of opportunities for young people, barriers to participation, or challenges affecting disadvantaged or marginalised communities.

3.7 Outline the background issues or situation addressed *

Word count:

Must be no more than 250 words.

Describe the specific social economic or community challenges your project is addressing

Explain how your organisation identified the need for this project and how you know it is relevant to the community or participants.

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For example, this may include community consultation, surveys or feedback, local data or research, lived experience, partnership discussions, previous project learning, or evidence of local demand for services or support.

3.8 How were the background issues/situation identified *

Word count:

Must be no more than 250 words.

Explain how the background issues were identified including any research data consultation or engagement with communities

Explain why the International Fund for Ireland is the most appropriate funder for this project and how the project aligns with IFI's objectives and priorities. Describe how the project will contribute to peacebuilding, community connection, reconciliation, social or economic advancement, or increased participation and collaboration across communities.

For example, your project may support cross-community engagement, strengthen relationships, address disadvantage, or create opportunities for groups or communities that are often underrepresented or harder to reach.

3.9 Please set out why IFI support is best suited to this project *

Word count:

Must be no more than 250 words.

Catchment Area of Project

Select all geographic areas where the project will be delivered or where participants and beneficiaries will come from.

3.10 Project Catchment Area(s) *

- | | | |
|--|------------------------------------|-----------------------------------|
| ☐ Antrim | ☐ Donegal | ☐ Louth |
| ☐ Armagh | ☐ Down | ☐ Monaghan |
| ☐ Cavan | ☐ Fermanagh | ☐ Sligo |
| ☐ Derry/Londonderry | ☐ Leitrim | ☐ Tyrone |

Areas and Communities Served

Provide further detail about the towns, villages, neighbourhoods, border areas, or communities where the project will be delivered or where participants will come from.

For example:

- Communities across Counties Monaghan and Armagh
- Cross-border communities in Donegal and Derry/Londonderry
- Rural towns and villages in County Fermanagh
- Young people from communities across Belfast and surrounding areas
- Postcodes and Eircode

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3.11 Further detail on areas and communities served by the project *

Word count:

Must be no more than 250 words.

3.12 Intended Participants and Demographics

Provide estimated participant numbers and details about the communities or groups the project intends to engage.

Include participants who will directly benefit from or take part in the project activities.

Please "add more" for new row

Select "MAXIMISE" to enlarge the table and make data entry easier.

Participant Group/ Demographic	Estimated Number
Identify a participant group and or demographic that will directly benefit from or take part in the project activities. Add a new row for each distinct group and provide an estimated number of participants for each.	Must be a number.

Participant Recruitment and Selection

Explain how participants will be identified, recruited, selected, or engaged in the project.

For example:

- community outreach
- referrals from partner organisations
- schools or youth groups
- open recruitment
- targeted engagement with underrepresented communities

3.13 How will participants be identified, recruited, and engaged in the project? *

Word count:

Must be no more than 250 words.

3.14 Alignment with IFI Strategic Objectives

Select one IFI strategic objective per row from the dropdown. For each selected objective, describe how your project aligns with and contributes to that objective.

If your project aligns with more than one objective, use the add more option to include additional rows. Only one objective should be selected in each row.

Please "add more" for new row

Select "MAXIMISE" to enlarge the table and make entering information easier.

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IFI Strategic Objective

Strategic Objective Description

Select one IFI strategic objective per row and describe how your project supports or contributes to that objective. If your project aligns with multiple objectives, add additional rows and provide a separate description for each. Keep each response clear, specific, and focused on the project activities and outcomes.	Must be no more than 350 words.

3.15 Alignment with IFI Priority Themes

Select one IFI priority theme from the dropdown for each row. For each selected theme, describe how your project aligns with and contributes to that theme.

If your project aligns with more than one theme, use the add more option to include additional rows. Only one theme should be selected per row.

Please "add more" for new row

Select "MAXIMISE" to enlarge the table and make entering information easier.

IFI Priority Theme

Description of alignment to selected priority theme

Select one theme per row	Must be no more than 350 words.

3.16 Component/Activities

Outline key components of the project to be carried out e.g. training, workshops, visits, events etc.

Please "add more" for new row

Select "MAXIMISE" to enlarge the table and make entering information easier.

Component/Activity

Component/Activity Description

eg: training, workshops, visits, events One per row. Add more rows if you want to list additional activities.	Must be no more than 250 words.

3.17 Quarter 1 Milestones and associated deliverables

Please tell us about the administrative stages and activities you expect to complete during Quarter 1 as part of your project.

Include key tasks such as planning, approvals, recruitment, procurement, governance, reporting, stakeholder engagement, or other project administration activities relevant to this quarter.

Where there are no administrative activities or deliverables planned for this quarter, enter "N/A" or "none".

Select "Add more" to insert a new row.

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Select “MAXIMISE” to enlarge the table and make data entry easier.

Q1 Milestone

One per row. e.g. Planning; recruitment; evaluation. Add more rows if you want to list additional milestones.

Q1 Deliverables

One per row. e.g. Project plan completed; participants recruited; workshops delivered. Add more rows if you want to list additional deliverables.

3.18 Quarter 2 Milestones and associated deliverables

Please tell us about the administrative stages and activities you expect to complete during Quarter 2 as part of your project.

Include key tasks such as planning, approvals, recruitment, procurement, governance, reporting, stakeholder engagement, or other project administration activities relevant to this quarter.

Where there are no administrative activities or deliverables planned for this quarter, enter “N/A” or “none”.

Select “Add more” to insert a new row.

Select “MAXIMISE” to enlarge the table and make data entry easier.

Q2 Milestone

One per row. e.g. Planning; recruitment; evaluation. Add more rows if you want to list additional milestones.

Q2 Deliverables

One per row. e.g. Project plan completed; participants recruited; workshops delivered. Add more rows if you want to list additional deliverables.

3.19 Quarter 3 Milestones and associated deliverables

Please tell us about the administrative stages and activities you expect to complete during Quarter 3 as part of your project.

Include key tasks such as planning, approvals, recruitment, procurement, governance, reporting, stakeholder engagement, or other project administration activities relevant to this quarter.

Where there are no administrative activities or deliverables planned for this quarter, enter “N/A” or “none”.

Select “Add more” to insert a new row.

Select “MAXIMISE” to enlarge the table and make data entry easier.

Q3 Milestone

One per row. e.g. Planning; recruitment; evaluation. Add more rows if you want to list additional milestones.

Q3 Deliverables

One per row. e.g. Project plan completed; participants recruited; workshops delivered. Add more rows if you want to list additional deliverables.

3.20 Quarter 4 Milestones and associated deliverables

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Please tell us about the administrative stages and activities you expect to complete during Quarter 4 as part of your project.

Include key tasks such as planning, approvals, recruitment, procurement, governance, reporting, stakeholder engagement, or other project administration activities relevant to this quarter.

Where there are no administrative activities or deliverables planned for this quarter, enter “N/A” or “none”.

Select “Add more” to insert a new row.

Select “MAXIMISE” to enlarge the table and make data entry easier.

Q4 Milestone

One per row. e.g. Planning; recruitment; evaluation. Add more rows if you want to list additional milestones.

Q4 Deliverables

One per row. e.g. Project plan completed; participants recruited; workshops delivered. Add more rows if you want to list additional deliverables.

3.21 Risk

Identify the key risks that could impact the successful delivery of the project and describe specific mitigation measures.

Please "add more" for new row

Select “MAXIMISE” to enlarge the table and make entering information easier.

Risk

Mitigation

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3.22 Outline the organisations capability and relevant experience of managing the project. *

Word count:

Must be no more than 250 words.

Describe your organisation’s experience delivering similar projects, working with the target communities, managing funding, and supporting successful project delivery. For example, include relevant staff expertise, partnerships, previous programmes, or community engagement experience.

3.23 Provide a short summary of the project, which will be used for PR purposes by IFI if the application is successful. *

Word count:

Must be no more than 250 words.

Provide a short summary of the project, including what the project will do, who it will support, and the intended outcomes. For example, describe the activities, target participants, and community benefits the project aims to deliver.

Outputs, Outcomes & Impact

* indicates a required field

Project outputs

Describe the direct activities, services or deliverables your project will provide. For example, this may include workshops, training sessions, events, mentoring, engagement activities, resources, or participant numbers.

Please also explain how delivery will be monitored or evidenced, such as through attendance records, participation data, feedback forms, reports, registrations or other project records.

4.1 State the intended project outputs and how these will be monitored *

Word count:

Must be no more than 250 words.

4.2 How will the project impact in the longer term in addressing wider social, economic and/or reconciliation challenges within the community/region? *

Word count:

Must be no more than 250 words.

4.3 Alignment with IFI Strategic Outcomes

Please describe the changes you expect your project to achieve for participants, communities or organisations that benefit from the project, either directly or indirectly. These changes are referred to as outcomes.

Outcomes are the benefits, improvements or changes that happen as a result of your activities. They are different from outputs, which are the activities delivered or the number of people reached. Outcomes focus on what has changed for the beneficiary.

Your outcomes may include changes such as:

- Increased skills, knowledge, confidence, motivation or aspirations
- Changes in behaviour, participation, leadership, decision-making or policy
- Improved social, economic, environmental or community conditions

Outcomes can occur over different timeframes:

- Immediate or short-term outcomes are usually seen soon after activities are delivered, such as increased confidence, awareness or engagement.
- Medium-term outcomes generally emerge over months or a few years, such as behaviour change, progression into employment or stronger community participation.
- Long-term outcomes are broader and sustained changes that may occur over several years, such as improved social cohesion, reduced division, stronger community relationships or improved life opportunities.

Please "add more" for new row

Select "MAXIMISE" to enlarge the table and make entering information easier.

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Your outcomes	Timeframe	Alignment with IFI Strategic Outcomes	How does your intended outcome contribute to the IFI Strategic Outcomes?
What changes do you expect will occur as a result of your project (e.g. Economic and Social advancement) Please be brief. One per row.	When do you expect this outcome to emerge?	Which IFI Strategic outcome does your outcome most strongly contribute to, if more than one please record on the next row?	Please briefly explain how your intended outcome contributes to the selected IFI Strategic Outcomes.

4.4 Metrics and reporting

Metrics are measures used to track progress towards an outcome and assess the extent to which change is occurring.

Please tell us which quantitative metrics you may be able to collect and report on for this project. Quantitative metrics are measures that can be counted or recorded numerically, such as participant numbers, attendance rates, progression into employment or training, number of partnerships formed, or percentage increases in confidence or participation.

Where possible, select metrics that are practical to collect and clearly demonstrate progress towards your intended outcomes.

Please "add more" for new row

Select "MAXIMISE" to enlarge the table and make entering information easier.

Metric	Collection method
Which metric will you track? You may add additional rows if you wish to report on multiple metrics. No more than 1 choice may be selected.	How will you collect and verify the data? For example, surveys, interviews, focus groups, administrative data, observation, case studies, Census data or other datasets.

Sustainability

Describe how the project outcomes or benefits will be sustained after funding ends. For example, this may include ongoing partnerships, future funding plans, volunteer or staff capability, continued programme delivery, embedding activities within the organisation or community, or scaling successful approaches.

4.5 Please outline the strategy proposed to secure the long-term impact of the project *

Word count:

Must be no more than 250 words.

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Explain how the benefits of the project will continue beyond the funding period. For example, include plans for ongoing partnerships, future funding, community capacity building, volunteer development, continued programme delivery, or embedding activities within the organisation or community.e.g mainstreaming/sustaining the project/rolling out of results

Budget

* indicates a required field

This section captures the full financial breakdown of the project, including the amount of funding requested from IFI and any additional funding from other sources contributing towards the overall project cost. IFI assesses and monitors budgets under three areas being Staffing costs, Project Activity/Delivery Costs and Running Costs. Applicants should enter each project cost as a separate budget item within the appropriate budget area. Applicants should provide details of any other funding supporting the project, where applicable, in the section provided.

Please refer to the IFI Applicants Guidance for further details

- **Total Project Cost (£)** by combining the total IFI contribution requested and all other funding contributions

The **Total Project Cost (£)** represents the full estimated cost of delivering the proposed project.

5.1 Project Budget- Staffing Costs

Provide a detailed breakdown of all salaries and staffing costs for which IFI funding is being requested. This may include project coordinators, facilitators, trainers, sessional staff, administration support, finance support, or other personnel directly related to project delivery.

Enter each staffing cost as a separate row and select the most appropriate expenditure category. For example, applicants may enter:

- Category of Expenditure: Salaries and Staffing Costs
- Purpose/Description: Project Coordinator (0.5 FTE for 12 months to oversee delivery and reporting)
- Contribution sought from IFI (£): £18,000

If selecting "Other", please provide additional detail. Applicants requesting salary funding will be asked later in the form to provide further information for each staff role, including post type, duration, role summary, and supporting job descriptions.

Please select **"Add More"** to include additional staffing costs as separate rows within the budget table.

Select "MAXIMISE" to enlarge the table and make entering information easier.

Category of Expenditure	Purpose/Description	Contribution sought from IFI (£)
		Must be a sterling amount.

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Other:		

5.2 Salaries and Staffing Costs

As you have included **Salaries and Staffing Costs** within the project budget, please provide details of each staff role for which funding is being requested. Enter each role as a separate row and include the role title, whether the post is existing or new, the proposed duration, and the amount requested from IFI.

Please upload a job description and brief summary of the role and responsibilities.

Please "add more" for new row

Select "MAXIMISE" to enlarge the table and make entering information easier.

Role Title	Existing or New Post	Full-time or Part-time	Duration of Post	Brief Role Description	Upload Job Description
			Enter the proposed duration of the post (for example: 12 months, 6 months, or project duration).		

5.3 Project Budget- Project Activity / Delivery Costs

Provide a detailed breakdown of all project activity and delivery costs for which IFI funding is being requested. This may include workshops, events, training, participant travel, venue hire, programme materials, facilitation costs, community engagement activities, or other direct project delivery expenses.

Enter each project activity or delivery cost as a separate row and select the most appropriate expenditure category. For example, applicants may enter:

- Category of Expenditure: Room Hire
- Purpose/Description: Community workshop venue hire for 6 sessions
- Contribution sought from IFI (£): £1,200

If selecting "Other", please provide additional detail. Costs should clearly relate to the delivery of the proposed project activities and objectives.

Please select **"Add More"** to include additional project activity or delivery costs as separate rows within the budget table.

Select "MAXIMISE" to enlarge the table and make entering information easier.

Category of Expenditure	Purpose/Description	Contribution sought from IFI (£)
Other:		

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		Must be a sterling amount.

5.4 Project Budget- Running Costs

Provide a detailed breakdown of all running and operational costs for which IFI funding is being requested. This may include rent, utilities, insurance, phone and internet costs, software or digital tools, equipment hire, audit or accountancy costs, administration support, or other overhead costs directly related to project delivery.

Enter each running cost as a separate row and select the most appropriate expenditure category. For example, applicants may enter:

- Category of Expenditure: Insurance
- Purpose/Description: Public liability insurance for project delivery period
- Contribution sought from IFI (£): £850

If selecting "Other", please provide additional detail. Costs should be proportionate, clearly justified, and directly related to the operation and delivery of the proposed project.

Please select **"Add More"** to include additional running costs as separate rows within the budget table.

Select "MAXIMISE" to enlarge the table and make entering information easier.

Category of Expenditure	Purpose/Description	Contribution sought from IFI (£)
Other:		
		Must be a sterling amount.

Budget Totals

The **Total Amount Requested (£)** will be automatically calculated using the amounts entered in the **Contribution sought from IFI (£)** columns across the:

- Salaries and Staffing Costs
- Project Activity / Delivery Costs
- Running Costs

If you add, update, or remove budget items within any of these sections, the total requested amount will automatically recalculate based on the figures entered in the budget tables.

5.5 Staffing Costs Total

This number/amount is calculated.

5.6 Project Activity / Delivery Costs Total

This number/amount is calculated.

5.7 Running Costs Total

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This number/amount is calculated.

5.8 Total Amount Requested (£)

This number/amount is calculated.

Other funding

Provide details of any other funding supporting the project. This helps present a complete picture of the total project cost and how the project will be funded overall, not just the amount being requested from IFI.

5.9 Have you secured, applied for, or are you expecting any additional funding from sources other than IFI to support this project? *

☐ Yes

☐ No

Include funding that has been received, awarded, pending, or applied for from other funders, partners, organisations, or internal reserves.

5.10 Other Funding

Provide details of any additional funding that has been received, awarded, applied for, or is pending to support this project. Enter each funding source as a separate row and include the funding body, amount sought or awarded, funding status, and the related expenditure category or project cost the funding will support.

This section should only include funding from sources other than IFI and should not repeat costs already requested from IFI within the project budget section.

For example, applicants may include:

- funding from another grant programme supporting equipment costs
- local authority funding contributing towards venue costs
- organisational reserves supporting administration costs
- partner contributions towards project activities

The total value of other funding entered in this section, together with the **Total Amount Requested (£)** from IFI, should equal the total overall cost of the project.

Please "add more" for new row

Select "MAXIMISE" to enlarge the table and make entering information easier.

Funding Body	Amount Sought/ Awarded (£)	Status other funding	Purpose/Description
Enter the name of the organisation, funder, partner, or source providing or contributing funding towards the project.	Must be a sterling amount.		Provide a short description of the project cost, activity, or expenditure this funding will support.

Other Funding total

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The **Other Funding Total (£)** is automatically calculated using all amounts entered within the **Other Funding** table, including funding that has been received, awarded, applied for, or is currently pending.

5.11 Other funding total (£)

This number/amount is calculated.

The **Total Project Cost (£)** is the combined value of the **Total Amount Requested (£)** from IFI and, where applicable, the **Other Funding Total (£)** entered within the application. This represents the full cost of delivering the project.

5.12 Total Project Cost (£)

This number/amount is calculated.

Supporting Information

* indicates a required field

Please upload the supporting documents required to assess your application. Uploaded documents should be clear, complete, and relevant to the project and organisation.

Supported file formats include:

- PDF (.pdf)
- Microsoft Word (.doc, .docx)
- Microsoft Excel (.xls, .xlsx)
- PowerPoint (.ppt, .pptx)
- Image files (.jpg, .jpeg, .png)

The maximum file size is 25MB per file, however files under 5MB are recommended where possible.

6.1 Upload strategy document *

Attach a file:

6.2 Upload relevant governing document *

Attach a file:

6.3 Upload a copy of your most recent appropriately audited or independently reviewed accounts and/or financial statements *

Attach a file:

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6.4 Upload financial SOP document & Governance Manual *

Attach a file:

Declaration

* indicates a required field

- We confirm the information provided in this application is correct to the best of our knowledge and undertake to notify the IFI of any change to this information.
- We confirm the our organisation meets all legal and statutory obligations required for implementation of our project.
- We understand the application including supporting information will not be assessed if incomplete.
- We accept the decision of the IFI is final and there is no right of appeal.
- Privacy notice – we confirm we have read the IFI Privacy Notice.
- Privacy notices contain important information on who an organisation is, how and why it collects, stores, uses and shares personal information. It also includes an individual's rights in relation to their personal information and on how to contact the organisation and supervisory authorities in the event the individual has a complaint.

The Privacy Notice for the IFI can be found [here](#).

This application is signed by an individual authorised to do so on behalf of the organisation.

7.1 *

☐ I confirm that I have read and agree to the declaration

7.2 Chairperson name *

First Name

Last Name

7.3 Treasurer/Chief Finance Officer *

First Name

Last Name

7.4 Board Member

First Name

Last Name

7.5 Date completed

Must be a date.