

Apply online for a Central Good Relations Fund 2020/21 grant

## Step by Step Guide - Registering your organisation

Organisations can now register to apply online for a Project Funding grant under the Central Good Relations Fund (CGRF). Registration of your organisation is the first stage in the online application process.

### About this service

You are registering to create an account that will allow your organisation to manage and apply for a Project Funding grant under the Central Good Relations Fund.

This service is managed by Central Good Relations Fund (CGRF) Team, part of the Good Relations & T:BUC Division in The Executive Office.

If you need any help, you can contact the team by email at the address below.

- [goodrelationsfund@executiveoffice-ni.gov.uk](mailto:goodrelationsfund@executiveoffice-ni.gov.uk)

*Please note you cannot currently apply for CGRF Small Grant online – you must submit this application by email or hard copy. More information available at [www.executiveoffice-ni.gov.uk/cgrf](http://www.executiveoffice-ni.gov.uk/cgrf)*

### Before you start

To register and create your account you will need:

- your contact information as the admin user (can be changed later)
- details of your organisation, including address and organisation type
- a copy of your organisation's constitution (WORD or PDF)
- a default password (used as the initial login for all of your organisation users)

You will also need contact information for at least one other person in your organisation. This is required because the application form will ask you to provide a primary and a secondary contact who can be contacted about your application.

These additional contacts do not need to be online users, but you do need to have their permissions to add them to your organisation's account contacts.

It is recommended that you receive their consent and record appropriate approvals in line with your organisation's GDPR policies.

#### Step 1.

Visit <https://dttselfserve.digitalni.gov.uk/ExecutiveOffice/TEOPortal/>

You should be taken to the registration page, shown in image below.

**All mandatory questions are highlighted with a red asterisk (\*)**

## Organisation registration

\* Enter your contact information

Add admin user

This is your contact information as the main user. You can change this later.

\* Organisation full name

Enter the name of your organisation as it appears in your constitution and other official documents.

Search by postcode

Find address

Enter an address

\* Postcode

Enter a postcode.

\* Address line 1

Enter address line 1.

Building name/number

Enter the building name/number.

Address line 2

Enter address line 2.

\* Town or city

Enter the town or city.

\* County

Enter the county.

\* Country

Enter the country.

\* Choose organisation type

This is the legal structure of your organisation. If 'other', please specify.

## Step 2.

### Enter your contact information

You need to enter your information as the person registering the organisation.

This makes you the 'admin user' who will manage your organisation's account on the funding application portal. Don't worry you can change this later. You will also be able to add additional users who can manage the account.

Click on the blue button 'Add admin user'

\* Enter your contact information

Add admin user

This is your contact information as the main user. You can change this later

A pop up window will appear as shown below. Complete the information requested, this includes your name (First name and last name), the email address and telephone you use for work and lastly your position in the organisation.

## Add contact information

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\* Name

This is your first and last name.

\* Work email address

\* Confirm work email address

\* Work telephone

\* Position held in organisation

This is your job title.

Cancel

Save

There are a couple of options listed for positions held, but if yours isn't listed simply select 'other' and type it in to the text box that appears.

When you have entered the information you should click 'Save'.

### Step 3.

#### Enter the full name of your organisation.

The name you enter should match your official documents, for example your constitution.

\* Organisation full name

Enter the name of your organisation as it appears in your constitution and other official documents.

### Step 4.

#### Enter the address of your organisation

This should be the address of your main office / headquarters. You have two options you can 'search by postcode' or enter the address manually.

The 'Search by postcode' only works on Northern Ireland addresses, so if your organisation headquarters is based outside of NI please enter the address manually. To use enter the postcode and click 'Find address'.

Search by postcode

To enter the address manually simply type in the details in the boxes provided.

### Step 5.

#### Choose your organisation type

This section asks you to select your organisation's legal structure / type.

Choose your organisation type by clicking on the drop down box and selecting an option.

#### \* Choose organisation type

This is the legal structure of your organisation. If 'other', please specify.

If you don't see your organisation type listed you can select 'other' and type in the text box provided.

### Step 6.

#### Upload a current copy of your organisation's constitution

You will need to a copy of your constitution in a WORD or PDF document that you can upload. Make sure you have the document saved on your laptop/desktop/tablet where you can find it easily.

#### \* Upload a current copy of your organisation's constitution

Accepted files: Word(.doc, .docx), PDF(.pdf).

Select 'Add File' and select the document you want to upload and click open. Your document will be uploaded.

## Step 7.

### Is your organisation listed on the Government Funders Database?

Select yes or no. At this stage you don't need to have an account on the Government Funders Database (GFD) but if you are successful you will need to create one and upload the required documentation.

If you already have one you will be asked need to enter the Unique Reference Number of your organisation. You can find this by logging in to your account on the GFD.

Find out more registering for the GFD on the Department of Communities website at [www.communities-ni.gov.uk/articles/government-funders-database](http://www.communities-ni.gov.uk/articles/government-funders-database)

## Step 8.

### Create an organisation password

The default organisation password is used as the initial login for all of your organisation users. Make sure to record it somewhere secure.

The password must be at least 8 characters long and contain at least one of each character:

- uppercase letter (A, B, C, D, E ...)
- lowercase letter (a, b, c, d, e....)
- number (1, 2, 3, 4, 5...)
- symbol (! ? £ & ...)

\* Default organisation password

Password must be at least 8 characters long and contain at least one of each character: uppercase letter, lowercase letter, number and symbol.

\* Confirm default organisation password

Re enter default organisation password.

When your account is created you will be asked to change your password so that your individual account log in will be secure.

## Step 9.

### Submit registration

Make sure you have completed all the mandatory fields and then click 'Submit registration'.

**Submit registration**

Your registration will be submitted to The Executive Office for approval. You will receive an email confirming your organisation registration has been submitted.

## Registration submitted

**i** Organisation submitted for approval

Your organisation registration has been submitted for approval. You will receive a notification when The Executive Office has made a decision.

[Return home](#)

Once it has been reviewed you will receive an email confirming your registration has been approved or rejected.

### Step 10.

#### Confirmation email

You will receive an email to confirm your organisation has been registered.

This email will have a secure link to finalise your account and create a new unique password.

It will also remind you of the organisation default password that you created.

Click the link in the email.

### Step 11.

#### Log in and create unique password

You will be brought to a log in screen.

Enter the email address you used to register the organisation and the default password you created.



UserName / Email

Password

Remember me?

[Log in](#)

[Register](#)

[Forgot your password?](#)

## Step 12.

### Change password

You will be asked to create a unique log in for yourself. This means you have your own secure account.

You can use this as an individual account if you plan to have more than one online user who can manage the account or you can use this an organisation account that you use.

The password must be at least 8 characters long and contain at least one of each character:

- uppercase letter (A, B, C, D, E ...)
- lowercase letter (a, b, c, d, e....)
- number (1, 2, 3, 4, 5...)
- symbol (! ? £ & ...)

## Change password

Current password

New password

Confirm new password

Update password

## Step 13.

### Permissions

#### Permissions

<input type="checkbox"/> <b>General</b> The Executive Office (TEO) will collect, use and store personal data for registration and grant applications.
<input type="checkbox"/> <b>Personal Data</b> I understand that my personal data will be used by TEO to complete the registration process, process grant applications, and to send me communications about my application and other funding opportunities.
<input type="checkbox"/> <b>Retention</b> I understand personal data relating to grant applications is retained for 7 years and disposed of in accordance with the TEO retention and disposal schedule.
<input type="checkbox"/> <b>Registration</b> I consent to the processing of my personal data as outlined above, and I understand I can withdraw my permission at any time.

Remember My Decision

You will be asked for your permissions for the handling and storing of personal data as part of our GDPR obligations. You should read the text carefully and tick each box.

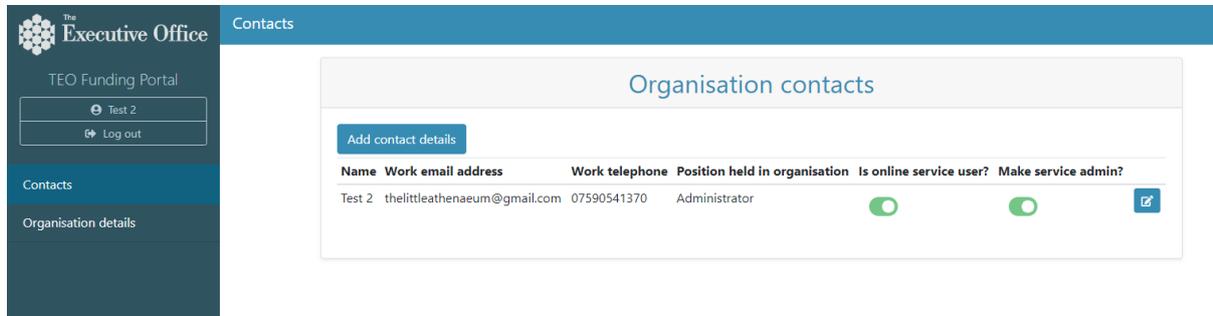
Make sure you have 'Remember my decision' checked so that you only need to do this once.

Once you click 'Yes' you will be brought to the homepage of your organisation account.

## Step 14.

### Add contacts

This is the final step in advance of the application form going live.



You only need one online user to manage the account, but you will need **at least two contacts to submit a grant application**. We call this a primary and secondary contact, basically if we need to speak to someone about your application we can get through to someone.



On the left hand side of the portal you will see two options: Organisation details and Contacts.

Organisation details is the info you have already entered and will be used to auto-populate any grant applications you complete.

To add a contact, select 'Contacts'. You will see your own details are already listed.

You can edit these details using the  edit button.

**Is online service user? Make service admin?**



You'll notice you are selected as an online user and the admin.

Click 'Add contact details'

Add contact details

Complete the details of the person or user you are adding.

These additional contacts do not need to be online users, but you do need to have their permissions to add them to your organisation's account contacts.

**It is recommended that you receive their consent and record appropriate approvals in line with your organisation's GDPR policies.**

Click 'Save' to add.

The contact will now appear on the list.

You can now choose to give the new contact online access and if applicable make them the admin user.

Simply click on the toggle button. It will go green when selected.

Is online service user?	Make service admin?
	
	

If you select someone as an online user they will receive an email notifying and asking them to log in and create a unique password. They should follow Steps 11 through to 13 in this guide.

## Preparing for the online application

Now you have completed your registration you will have some time to prepare before the application launches.

Read the application summary on our website. This document gives you the questions you will be asked – so it is really important to read.

- [www.executiveoffice-ni.gov.uk/publications/central-good-relations-fund-202021-application-summary](http://www.executiveoffice-ni.gov.uk/publications/central-good-relations-fund-202021-application-summary)

## Got questions?

Contact our team using the link below, where you will find our numbers and emails.

- [www.executiveoffice-ni.gov.uk/contacts/central-good-relations-funding-programme-team](http://www.executiveoffice-ni.gov.uk/contacts/central-good-relations-funding-programme-team)