Wind Farm Community Fund

Learn how to log into the Wind Farm Community Fund’s online application system and apply to the Wind Farm Community Fund for funding assistance.
1. How to log into Wind Farm Community Fund’s online application system.

2. How to apply to Wind Farm Community Fund for funding.

3. How to print your submitted application.

4. How to contact SECAD for Support for Further Assistance.
How to log into the Wind Farm Community Fund’s Online Application System

Learn how to log into the Wind Farm Community Fund’s online application system in order to apply for funding from the 2017 fund.
Logging in to the Wind Farm Community Fund website

From your web browser enter address
http://www.communitybenefitfunds.ie
Step 1.
Click ‘Login’ the blue icon in the centre left of the screen.
Step 2.
Enter your username and password and click ‘Log In’.
Logging in – Existing Subscribers

If you have forgotten your password you can click on the ‘Forgot Password’ tab on the top right of the screen.

Click the blue link ‘Click Here’
Logging in – Existing Subscribers

Enter the e-mail address you provided at registration stage and click ‘Get New Password’.
Logging in – Existing Subscribers

You will see a message on the top middle of the screen ‘Check your email for the confirmation link’.

Please check your e-mail and spam folder for an e-mail from sender ‘Community Benefit Funds’ with your new password.

Please copy and paste the password from the e-mail to the website when logging in, to avoid any typing errors.
Signing Up – New Subscribers

Step 1.
Click ‘Register’ the blue icon to the middle right of the screen
Step 2. Complete the online registration form and click ‘REGISTER’.
Signing Up – New Subscribers

Step 3.
You will see a notification that your submission has been successfully received.

Please check your junk/spam folder in your e-mail for further instructions.
Customer Support will send you an email from sender ‘Wind Farm Community Funds’ with your username and password.

We recommend copying and pasting the password from the email to the website, when logging in, to avoid a typing error.

If you do not receive an email within 24 hours or if you have any problems relating to your password please contact SECAD either by email or telephone on:

Email: info@secad.ie
Phone: 021 4613432
How to apply to the Wind Farm Community Fund 2017

Learn how to apply to the Wind Farm Community Fund 2017, through the online application system
Submitting your Application

REMEMBER:

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<table>
<thead>
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<tbody>
<tr>
<td>Application Opening Date</td>
<td>21/12/2017</td>
</tr>
<tr>
<td>Application Closing Date</td>
<td>16/03/2018</td>
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- Only applications submitted via the Wind Farm Community Fund’s online application system will be accepted
- Late Applications will not be accepted
- Please ensure the correct attachments are uploaded as part of your application
How to Submit your Application

Section A: Applicants Details
This section asks for some basic information about your group.

Fill in the fields as they apply to your group, taking note that fields with a red asterixis next to them are mandatory fields and must be completed to move to the next section.

When you select a Wind Farm from the list a map will appear, hold and drag the red marker to the location of your project.
Section A: Applicants Details
This section asks for some basic details about your group

Continue to complete all fields relevant to your group
How to Submit your Application

Section A: Applicants Details
This section asks for some basic details about your group.

Please note Question 3. Applicant Groups background and experience, this question requires a 50 word minimum, 300 word maximum answer.

Once you have completed each section we recommend clicking ‘Save draft’ this allows you to come back and complete the rest of the application at a later date if necessary, or if your system shuts down you will have saved your work thus far.

Please click ‘Save Draft and ‘Next’ to move to the next section of the
How to Submit your Application

**Section B: Proposed Project**
This section requires you to enter details about the proposed project.

Please complete all fields relevant to your group. Note that fields marked with a red asterixis must be completed as these are mandatory fields.

Choose your project title carefully as this is the title that will identify your project for all future communication with SECAD.

When you have completed all fields please click ‘Save Draft’ and ‘Next’
Section C: Project Budget
This section relates to your project costs
Complete all relevant fields that apply to your group listing all the individual costs that apply to your project
How to Submit your Application

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This section relates to your project costs

Complete all relevant fields that apply to your group listing all the individual costs that apply to your project

When you have completed all fields please click ‘Save Draft’ and ‘Next’
How to Submit your Application

Section D: Account Details
The section asks for your groups bank account / post office account / credit union account details

Please note, if successful, payment will be made by Electronic Fund Transfer to the account details provided in this section

Please note all fields are mandatory and must be filled out correctly to proceed to the next section.

Click ‘Save’ and ‘Next’ to proceed.
Section E: Statutory Approvals / Permissions
This section is a check that your group have the necessary permission from the local authority or land/premises owner to complete the proposed work.

Click ‘Save Draft’ and ‘Next’ to proceed.
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This section is a check that your group have the necessary permission from the local authority or land/premises owner to complete the proposed work.

To upload a form, complete the following procedure:
Click the white box next to Q2. ‘Drop a file here or click to upload’
This will open a window allowing you to select where the file is stored on your computer.

Once located double click and it will upload, you can repeat the process where you have more than one document to add.

Click ‘Save Draft’ and ‘Next’ to proceed.
Section F: Checklist + Submission
This section is where you check and upload all the required documents associated with your project.

Bank Statement: Please note the statement should match the bank information you provided in Section D.

Quotations: The quotations provided here will match with the costs you listed in Section C.

Groups Constitution: Please upload your groups constitution, Please contact SECAD for a template constitution, if required.
How to Submit your Application

Section F: Checklist + Submission
This section is where you check and upload all the required documents associated with your project.

To upload a quote, bank statement or constitution follow the following procedure:
Check the box next to the item to be uploaded and a white box will appear then click on the white box ‘Drop a file here or click to upload’
This will open a window allowing you to select where the file is stored on your computer.

Once located double click and it will upload, you can repeat the process where you have more then one document to add.
Section F: Checklist + Submission
This section is where you check and upload all the required documents associated with your project.

If you have uploaded an incorrect document, you can remove it by clicking the link ‘remove file’ under the file icon.
Section F: Checklist
This section is where you check and upload all the required documents associated with your project.

The remainder of Section F has four declarations/statements which you, as the lead contact must read and click the appropriate response ‘Yes’ or ‘No’ on behalf of your group.

Please also add your name and the date you will be submitting your application.

You may save the completed application at this stage by clicking ‘Save Draft’ or if you are satisfied that you have completed the application, you may click ‘Submit’ to submit your application to SECAD for consideration for funding from the Wind Farm Community Fund.

How to Submit your Application
How to Submit your Application

Once Submitted you will receive an automated confirmation email from Wind Farm Community Funds with a PDF copy of your submitted application attached. Please save and print the application for your records.

If you do not receive an email confirmation within 24 hours or if you have any problems relating to your password please contact SECAD either by email or telephone on:
Email: info@secad.ie
Phone: 021 4613432
NEED SUPPORT?

For any technical assistance required with your online application please contact SECAD.

PHONE: 021 4613432
E-MAIL: info@secad.ie