

# A guide to completing an application form

Before you register your application you will need to ensure the following:

Your group has a constitution.

If you are in the process of setting up a new group what we ask that you have a constitution which is signed and dated, SECAD have a template [available to download here](#), you can edit this to suit your group.

Your group has a Bank Account:

You will need to have a bank account, post office or credit union account set up in your groups name. If your application is successful, at claim stage(s) we will transfer the funds via electronic funds transfer, to your groups bank account.

Register your application:

To begin your application, you need to register on the submit.com platform [here](#) with your first name, last name and email address. You will receive an automatic email from the submit.com platform with a link to set up your password, please keep an eye on the spam/junk folder of your email. Contact SECAD if you don't receive an email with your password, 021 4613432 [info@secad.ie](mailto:info@secad.ie)

QR code to register and access the online application platform



Once you have created your password and [logged in](#) you can begin your application. We recommend downloading a copy of our [‘Fund Guidelines’](#), and keeping a copy to hand when filling out your application,

Application Questions:

There are 48 questions in the application form, some questions might not be relevant to every group. The application does not need to be completed in one sitting, you can start an application and come back to it and submit at a later date if needed.

To view a list of the application questions, please click [here](#), the layout of the questions will look slightly different on the online application form.

#### Quotations:

We ask that you have one quotation for services and items values under €5,000, or if your services or items are valued over €5,000: three quotations to support the costings listed or evidence that an attempt was made to obtain three quotations. Online/webpage screen shots are accepted as quotations once the service provider or contractor, product name and value is visible. For high value projects that may need to follow public procurement guidelines and advertise on eTenders, please click [this link](#) for further information.

#### Signing your applications:

On the final signature question after you have clicked submit, you will receive an automatic email asking you to verify your signature, and once verified you will receive an email with a copy of your application attached.

#### Video recording of a sample application:

To view an application being completed please [click here](#).

Please note this is a test application and your application responses may differ from those on the video.

#### Support:

SECAD are happy to speak with you to go through the application process and we are always on hand to answer any questions you might have when filling out your application. Technical support can also be provided if required when completing your application form.

#### [SECAD contact details:](#)

[Telephone: 021 4613423](tel:0214613423)

[Email: info@secad.ie](mailto:info@secad.ie)