



## The Heritage Council's Online Grants System

### Accessing the online grants system

1. Go to the grants section of the Heritage Council website [www.heritagecouncil.ie/grants/](http://www.heritagecouncil.ie/grants/).
2. Click on Online Grants System.
3. Click on Existing User and enter your user name and password.
4. Double Click on the title name of your project application.
5. You will be brought to the [Application Options](#) page

### Submitting a Final Report

- Please scroll down to 'submit FINAL REPORT' option and click. *(Click on save/submit Progress Report only if you wish to request an interim payment)*
- Press 'Create New Final Report' (blue button located at bottom left hand side of screen)
- The Final Report section involves answering a series of template questions (do not write 'see attached'). The information you input will be made available to the public via our website in the near future.
- **Please press SAVE after each entry**
- For final reports, you are expected to upload 3 good quality pictures relating to the funded element of the project.
- You are expected to upload copies of any reports relevant to the grant award eg conservation plan, conservators report or in the case of repairs to a structure, a photographic report of works prepared by your conservation consultant. All commissioned reports must carry the Heritage Council logo.
- **Do not upload any financial information in this reporting section**
- You can save your work and log in and out as often as you want. To access a saved report click on Submit Final Report and double click on the saved version.
- When you have completed press [Submit](#), once you have done this you won't be able to make any changes. You can either log out or return to Application Options page to 'Make a Claim for Payment'

### Making a claim for Payment

Follow steps 1 to 5 above

- Click on 'Make a Claim for Payment' you may need to scroll down to see this button (this option is only available when you have either saved or submitted a report).
- Click 'Create New Claim' (blue button located at top right hand side of the screen)
- You will need to enter your Tax Number. A current Tax Clearance Certificate must be uploaded if grant payment is for €10,000 or over (TCCs are not required from public bodies or if you have a charity number)
- You must upload a list of all expenditure associated with the project, however, you will only need to upload copies of invoices and proof of expenditure that relates directly to the grant funding
- **Please press SAVE after each entry**
- You can save your work and log in and out as often as you want. To access a saved claim click on 'Make a claim for payment' and double click on the saved version.
- have completed press [Submit](#), once you have done this you won't be able to make any changes

**Individual uploads must be less than 10mb each and be in PDF/JPEG format. All grant aided reports must be uploaded to the system to draw down funding. The size restriction (max 10mb x 6 = 60mb in total) should be advised to anyone commissioned to carry out a report on your behalf. We cannot accept reports outside this size restriction and in any other format (ie cds, via email, hardcopy)**