

Grants Application Portal

Emigrant Support Programme

User Guide



Government of Ireland
Emigrant Support Programme



An Roinn Gnóthaí Eachtracha agus Trádála
Department of Foreign Affairs and Trade

Follow this step by step guide



Visit [Ireland.ie/EmigrantSupportProgramme](https://ireland.ie/EmigrantSupportProgramme)



General Information

When?

Grant round 2027/2028 will open for applications on Wednesday 9 December 2026 at 9:00 Irish time and close on Thursday 14 January 2027 at 23:59 Irish time.

Where?

A link to the application portal will be found on [Ireland.ie/EmigrantSupportProgramme](https://ireland.ie/EmigrantSupportProgramme)

Who?

Organisations seeking more than €30,000* (or above the local thresholds below) should apply to this system. Applying for less? Refer to the Small Grants Scheme.

Region	Amount in local currency
Britain	GBP £26,000
United States	USD \$35,000
Canada	CAD \$45,000
Australia	AUD \$50,000
Rest of world	EUR €30,000

*The threshold relates to the total amount funding sought per organisation and not per project.

Sign in



Click on the “Sign in” button to access your account on the Grant Application Portal.



Welcome to the Grant Application Portal for the Department of Foreign Affairs of Ireland

To use this site you must have an account. If you already have an account you must sign in.



Enter the e-mail address that you registered with and your password. Answer the security question and click “sign in”.



Sign in

Sign in with your email address

Email Address

Password

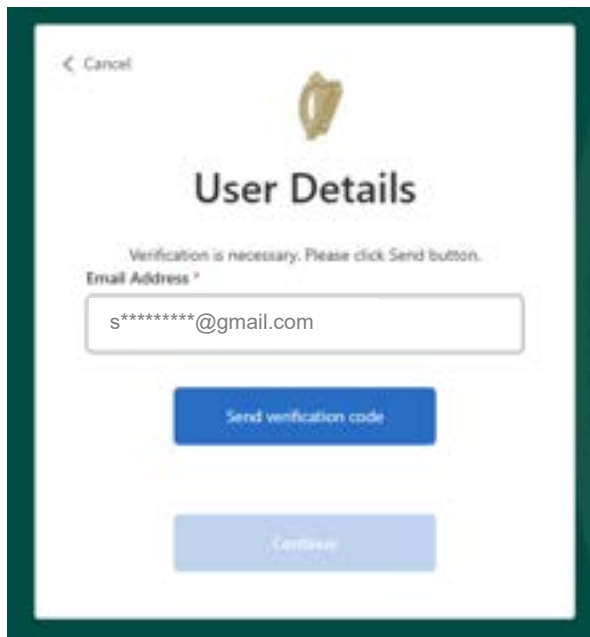
[Forgot your password?](#)

Help us beat the bots

Enter the characters you see

Sign in

Verification



< Cancel



User Details

Verification is necessary. Please click Send button.

Email Address *

s*****@gmail.com

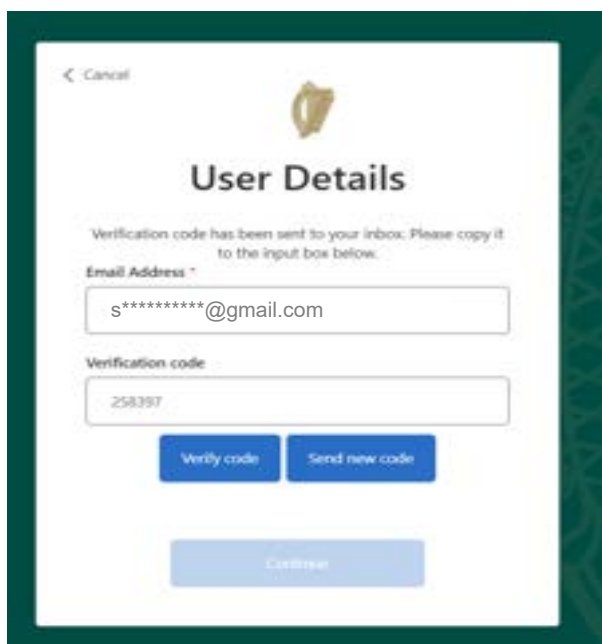
Send verification code

Continue

You will then be asked to verify your e-mail address.

Enter your registered e-mail address and click 'send verification code'. A unique six-digit code will issue to that address.

Key in the verification code, click "Verify code" and then "Continue". This will take you to your organisation's profile page.



< Cancel



User Details

Verification code has been sent to your inbox. Please copy it to the input box below.

Email Address *

s*****@gmail.com

Verification code *

258397

Verify code

Send new code

Continue

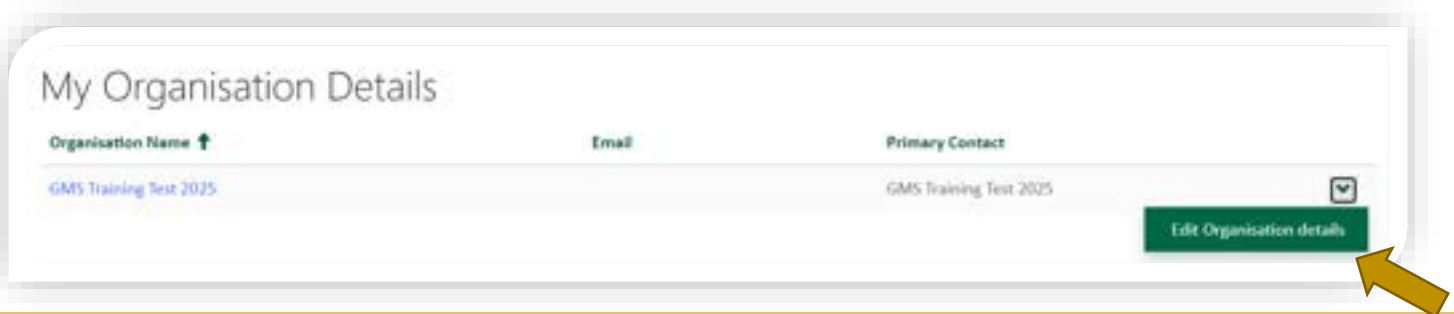
Once you have signed into your account on the Grant Application Portal you will need to update your organisation details before creating an application.

Click on 'Manage Contacts & Organisation' to get started

NOTE: If you cannot see this, then the management of your organisation details is controlled by a colleague



Once you are in the 'Manage Contacts & Organisation' tab scroll down to 'Organisation details' as seen below, press the downward arrow and click 'Edit Organisation details'



It is important to fill out the 'Main Information' and all details that are applicable to your organisation.

IMPORTANT: It is vital that you select the correct currency that you are applying under when filling in this section

Once you have completed all applicable fields, press submit.

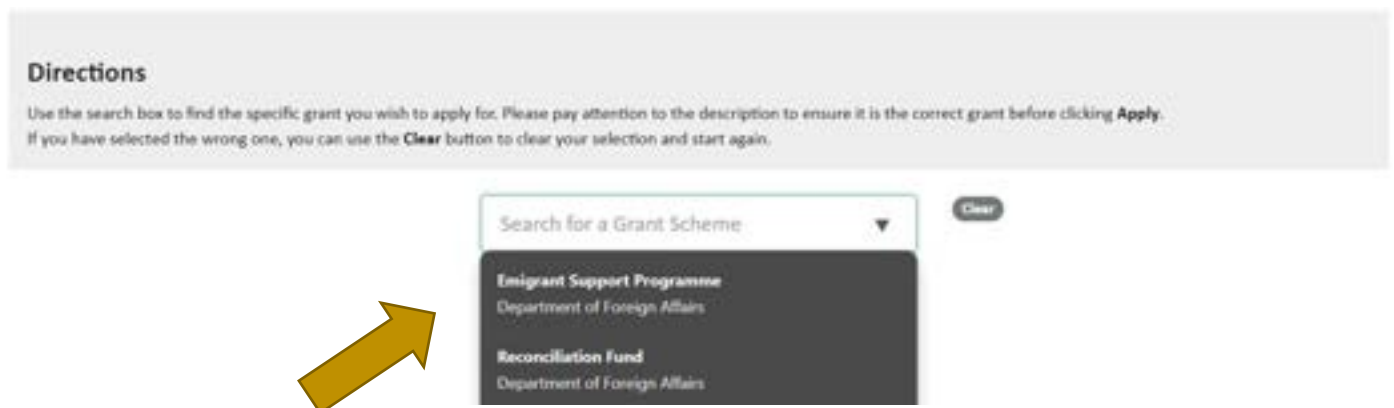


The Application

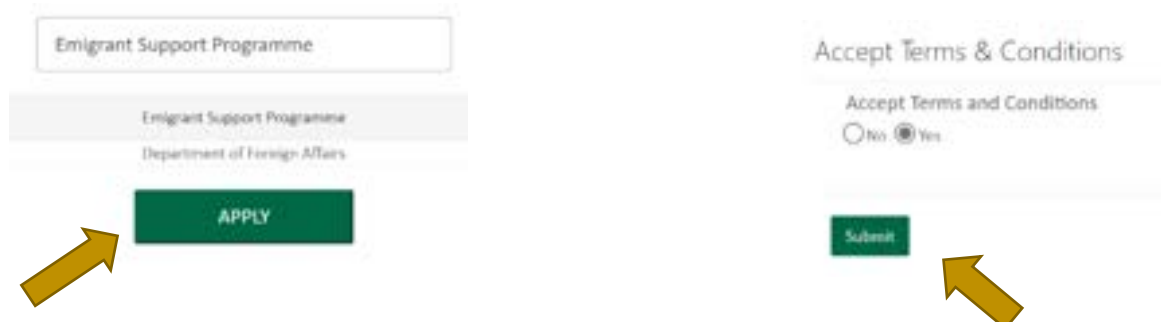
If you are ready to begin your application, click on 'Applications' as seen below and select 'Begin new application'. You can also view your submitted and un-submitted/in draft applications here.



Select the 'Emigrant Support Programme' Grant Scheme from the drop down list.



Once you have selected the Emigrant Support Programme Grant Scheme, press 'Apply'.
Once you have read and accepted the terms and conditions, select 'yes' and 'submit'.



The Application

The application is comprised of 9 sections. All sections must be completed in order to submit your application. More information on submitting more than one application will be provided further along in this guide.



Organisation Details Organisation Background Income and Funding Proposed Project Outcomes and Impacts Budget Attachments Review Declaration & Submission

Organisation Details

Information completed in your organisation's profile will be prepopulated in this section.



Please select your nearest Irish Embassy or Consulate

Irish Embassies and Consulates Abroad Link
<https://www ireland ie/en/dfa/embassies/>

Nearest Irish Embassy/Consulate *

Select

Select

Argentina - Embassy Buenos Aires

Australia - Consulate General Sydney

Australia - Embassy Canberra

Austria - Embassy Vienna

Belgium - Embassy Brussels

Brazil - Consulate General São Paulo

You must however select your nearest Embassy or Consulate by either searching or selecting from the drop down, as seen to the left.

If you are unsure of your nearest Embassy or Consulate, a link to Ireland.ie for guidance is provided.

If you are ready to proceed to the next section select 'Save and Next'

Save and Next

You can also save your application in draft at any time throughout the form by clicking 'Save as Draft'. You can then find your application in un-submitted applications.

Save as Draft

The Application

Organisation Background

In this section you must fill in key background information on your organisation such as the objectives, programmes and beneficiaries.

Applying for more than one project?

IMPORTANT: If you are applying for more than one project you must submit separate applications. Your first application should include all details relating to the organisation's background.

If you are submitting more applications you do not need to duplicate information. The boxes are mandatory, therefore, we advise you to input 'See first application' where you have completed these steps previously. See example below.

Organisation Background

Please outline the main objectives of your organisation and, where relevant, indicate clearly how the organisation benefits the Irish or local community *

See first application.

Please outline your organisation's programmes, both current and planned *

See first application

The Application

Income and Funding

**If you are applying for more than one project this section should only be completed on your first application*

In this section you must fill out your organisation's income and funding over the last 12 months and other funding sources.

Creating Entries

The questions in this section allow you to create separate entries for your income and funding. Select the 'Create' button as seen below.



A screenshot of the application form header. It features a table with the following columns: Scheme/Fund, Grant Receipt Date, Previous Application ID, Project Title, Amount Sought, Amount Received, Currency, and Final Report Due. In the top right corner, there is a green button with a white plus icon and the text 'Create'. A yellow arrow points to this button.

Once you have selected 'Create' a box will pop up as seen below. Fill in your information and select 'Submit'.

Repeat these steps to create more entries.



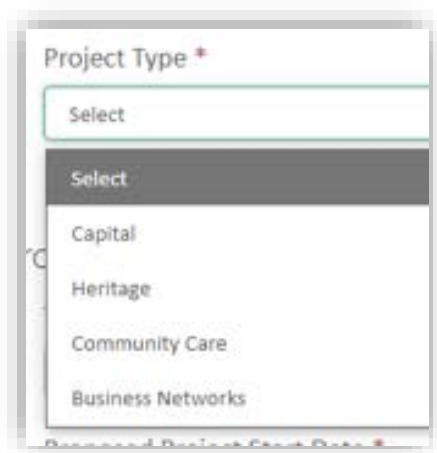
A screenshot of a modal form titled 'Create'. It contains several input fields: 'Scheme/Fund' (with a dropdown arrow), 'Amount Sought' (with a currency symbol), 'Amount Received', 'Currency' (with a dropdown arrow), 'Previous Application ID', 'Project Title', and 'Final Report Due' (with a date picker icon). At the bottom left of the modal, there is a green 'Submit' button. A yellow arrow points to this button.

The Application

Proposed Project

In this section you must fill in details relating to the project you are requesting funding for.

Project Type

A screenshot of a web form titled 'Project Type *'. Below the title is a dropdown menu with a 'Select' button. The menu is open, showing a list of options: 'Select', 'Capital', 'Heritage', 'Community Care', and 'Business Networks'. The 'Select' option is highlighted in a dark grey bar.

For more details on project type visit [Ireland.ie/EmigrantSupportProgramme](https://ireland.ie/EmigrantSupportProgramme)

Outcomes and Impacts

In this section you must fill in details relating to the outcomes and impacts of the project you are requesting funding for, including, how it aligns with the Emigrant Support Programme and who it will benefit.



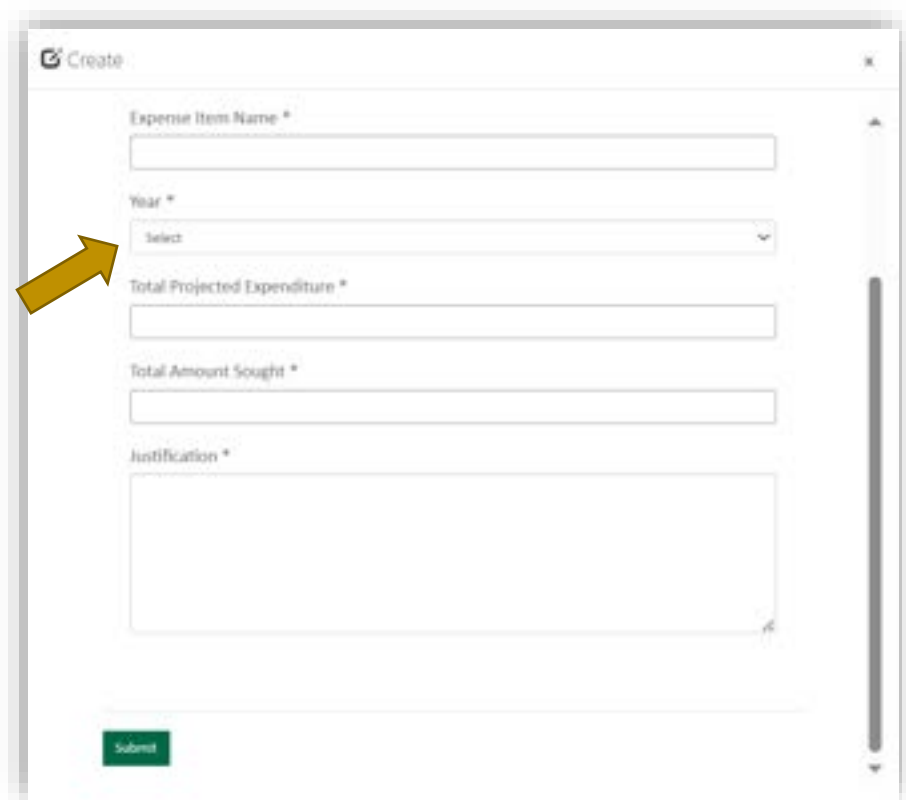
The Application

Budget

In this section you must fill in details regarding the project costs, funding sought for each item including staffing and other funding sources.

Creating Entries

As previously seen in the 'Income and Funding' section, you must create entries for each funding item, indicating the total cost, funding sought and justification for each entry. Select 'Create', fill in the information and submit.



The screenshot shows a web form titled 'Create' with a close button in the top right corner. The form contains the following fields:

- Expense Item Name ***: A text input field.
- Year ***: A dropdown menu with 'Select' as the current option. A yellow arrow points to this field from the left.
- Total Projected Expenditure ***: A text input field.
- Total Amount Sought ***: A text input field.
- Justification ***: A large text area for input.

A green 'Submit' button is located at the bottom left of the form.

You must select a year as seen to the left. Please select 'Year 1' as the Emigrant Support Programme runs annually.

The Application

Budget Continued...

See below example of complete expenditure entries.

Expense Line Item	Project Title	Year	Total Projected Expenditure	Total Amount Sought	Justification
Venue Hire		Year 1	€10,000.00	€5,000.00	Funding needed for... 
Outreach Worker (Full time)		Year 1	€50,000.00	€25,000.00	Funding need for... 
Utilities		Year 1	€15,000.00	€7,000.00	Funded need for... 

You must fill in entries also if you are seeking funding for staff costs. See below example of a complete staff expenditure entry.

Job Title	Already recruited?	Currency	Start Date	Hours per Week	Annual Salary	Currently funded by Irish Government?	Term of contract (in months)
Outreach Worker	Yes	Euro	01/01/2025	35.00	€40,000.00	Yes	12 

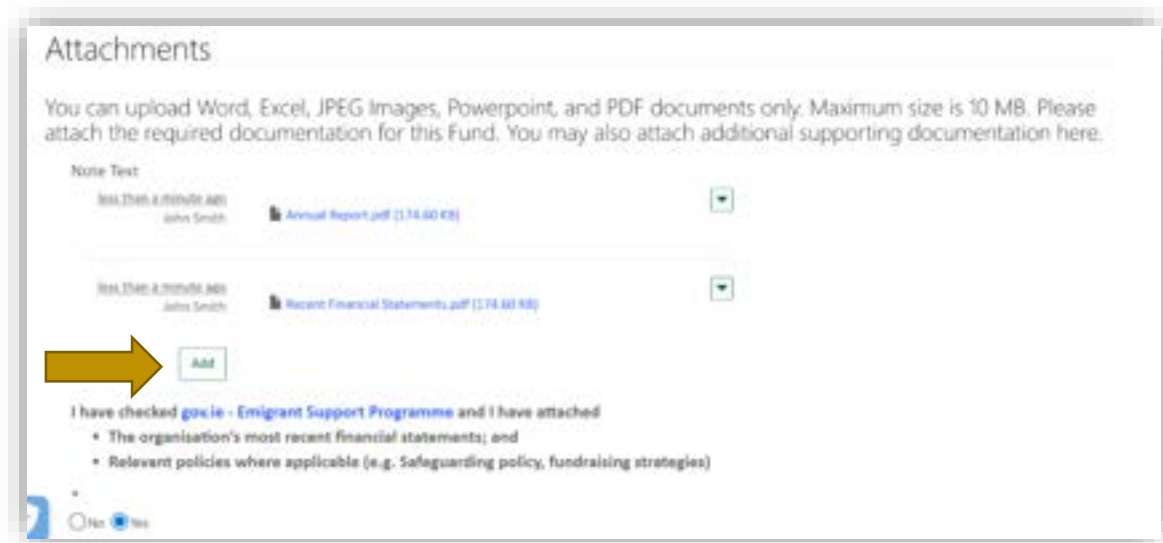


The Application

Attachments

This section is where you attach the required documentation to complete your application, including any additional documentation to support your application.

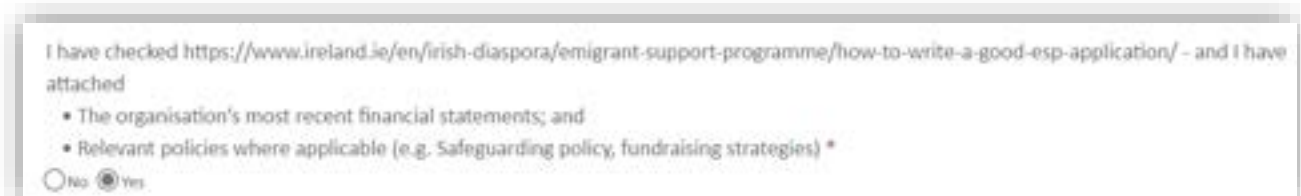
To upload documents, select 'Add' as seen below.



The screenshot shows the 'Attachments' section of a web form. At the top, it says 'You can upload Word, Excel, JPEG Images, Powerpoint, and PDF documents only. Maximum size is 10 MB. Please attach the required documentation for this Fund. You may also attach additional supporting documentation here.' Below this, there are two rows of attachments. The first row shows a file named 'Annual Report.pdf' (1.74 MB) with a dropdown arrow to its right. The second row shows a file named 'Recent Financial Statements.pdf' (1.74 MB) with a dropdown arrow to its right. A yellow arrow points to a green 'Add' button located below the second row. Below the attachments, there is a text area with the text 'I have checked [gov.ie - Emigrant Support Programme](https://www.ireland.ie/en/irish-diaspora/emigrant-support-programme/how-to-write-a-good-esp-application/) and I have attached' followed by a bulleted list: '• The organisation's most recent financial statements; and' and '• Relevant policies where applicable (e.g. Safeguarding policy, fundraising strategies)'. At the bottom, there are two radio buttons: 'No' and 'Yes', with 'Yes' being selected.

You must upload the organisation's most recent financial statements and relevant policy documents where applicable.

To Note: You can also attach further documents to support your application including annual reports, strategic plans and photos.



The screenshot shows the declaration section of the application form. It contains the text 'I have checked <https://www.ireland.ie/en/irish-diaspora/emigrant-support-programme/how-to-write-a-good-esp-application/> - and I have attached' followed by a bulleted list: '• The organisation's most recent financial statements; and' and '• Relevant policies where applicable (e.g. Safeguarding policy, fundraising strategies) *'. At the bottom, there are two radio buttons: 'No' and 'Yes', with 'Yes' being selected.

Please visit [Ireland.ie/EmigrantSupportProgramme](https://www.ireland.ie/en/irish-diaspora/emigrant-support-programme/) for information on required documentation and select 'Yes' as seen above. Once you are satisfied with your attachments, proceed to the review and declaration sections.

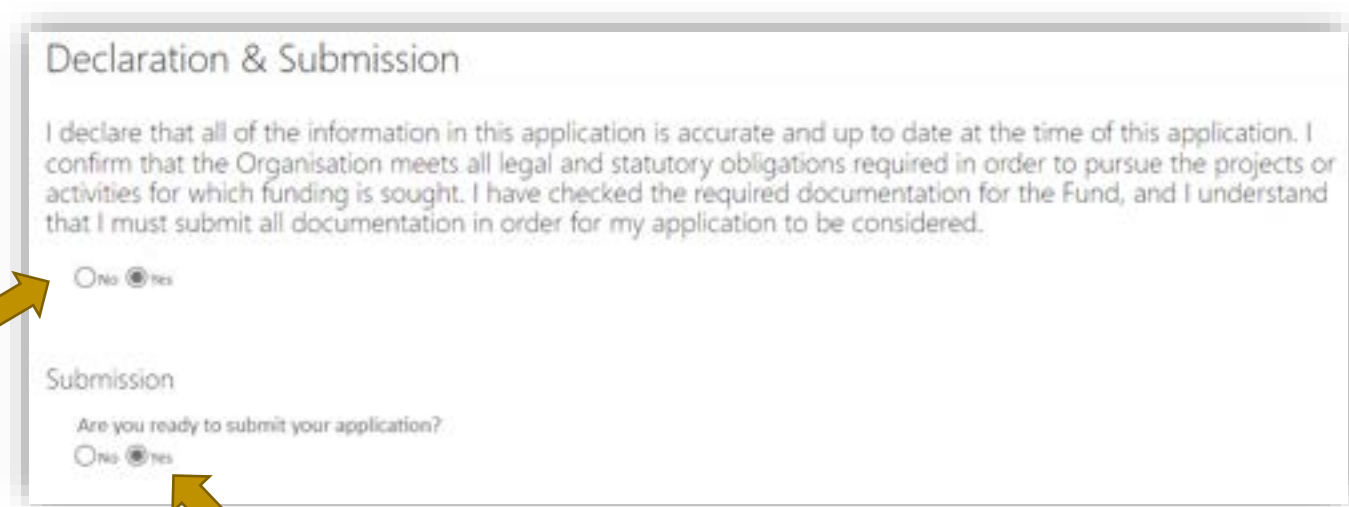
The Application

Review

You now have an opportunity to review all the information you have provided in this application. Make sure that all of the information is correct and once you are happy, select 'Save and Next' and proceed to the declaration section.

Declaration and Submission

To complete your application, you must accept the declaration and select submit.



Declaration & Submission

I declare that all of the information in this application is accurate and up to date at the time of this application. I confirm that the Organisation meets all legal and statutory obligations required in order to pursue the projects or activities for which funding is sought. I have checked the required documentation for the Fund, and I understand that I must submit all documentation in order for my application to be considered.

☐ No ☒ Yes

Submission

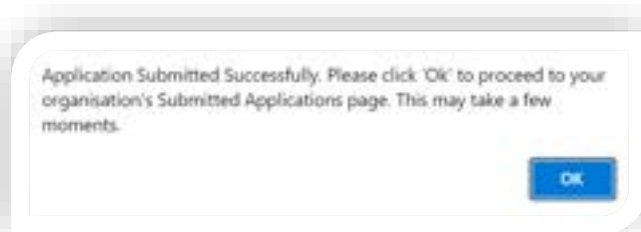
Are you ready to submit your application?

☐ No ☒ Yes

If there are any errors with your application the system will indicate this.



You should receive a popup as seen to the right if you have successfully submitted your application!



Application Submitted Successfully. Please click 'Ok' to proceed to your organisation's Submitted Applications page. This may take a few moments.

OK