

Community Services Programme

Support Fund Application

Technical User Guide

March 2016



pobal

government supporting communities



An Roinn Coimirce Sóisialaí

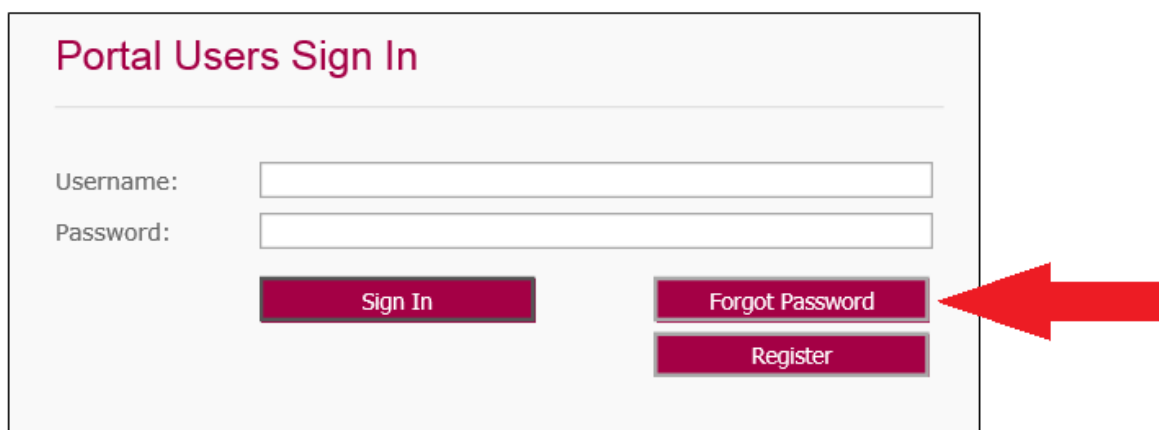
Department of Social Protection

Guide to Completing the CSP Support Fund Application

All Fields marked with a red asterix (*) are mandatory and must be completed in order to submit the **CSP Support Fund Application**. The **Support Fund Application** has a **Save as Draft** function which will be discussed further below. It is important to highlight that this function **DOES NOT** submit the **Support Fund Application** to Pobal and is therefore separate from the **Submit** tab which is required to be selected for submission. Before submitting the **Support Fund Application**, please ensure that every component is correct as the form **CANNOT** be edited once it has been submitted.

Login Issues

Please use your current CSP Portal login credentials in order to access the **Support Fund Application** template. If for any reason you are unable to login to the CSP portal using your username and password, you can request a new password from the CSP login page. Simply click on the **“Forgot Password”** tab and then enter your email and the verification code on the next page. Then click the **“Send Password”** tab and a new password will be sent to you by email.



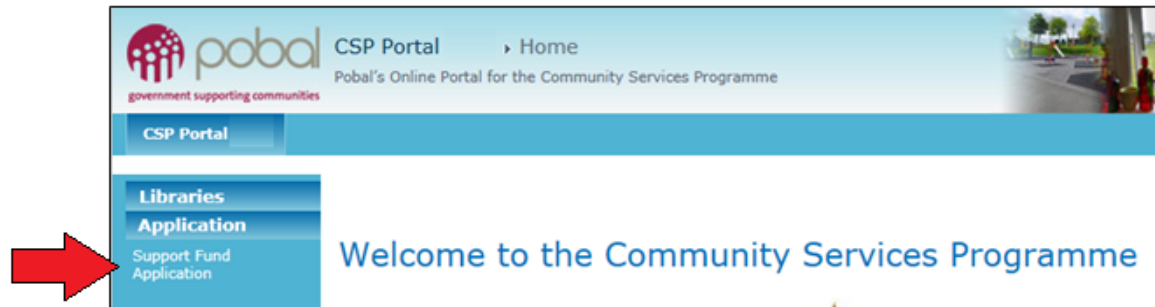
Portal Users Sign In

Username:

Password:

[Sign In](#) [Forgot Password](#) [Register](#)

Once you have logged into your account, you will be able to access the Support Fund Application via the left hand navigation bar (below)



Request Amount Details

Applicants can only apply for a set amount per FTE per year. The details on the amounts are contained in the **CSP Support Fund Application Fact Sheet** ([click here to view](#)). Please ensure that you read the **CSP Fact Sheet** prior to completing your **Support Fund Application**.

Amount per Year: Enter the total amount requested for 2016, 2017 and 2018.

Number of FTEs: Enter the number of FTEs for which the **Support Fund** is being sought.

<i>Amount Requested per Year</i>	2016	2017	2018
	<input type="text" value="*"/>	<input type="text" value="*"/>	<input type="text" value="*"/>
<i>Amount Requested</i>	€0.00		
<i>Number of FTEs for which Support Funding is being sought</i>	<input type="text"/>		

Income and Expenditure Table

The **Support Fund Application** requires you to provide information on income and expenditure for 2015 and 2016. Please see the table below for details on each section of the **Income and Expenditure Table**.

INCOME AND EXPENDITURE			
INCOME		2015	2016
		Amount	Amount
Traded Income		*	*
CSP Grant Income		*	*
Other Sources			
<input type="text"/>		<input type="text"/>	<input type="text"/>
<input type="button" value="Insert item"/>			
Total Amount of Other Sources		€0.0	€0.0
Total Income		€0.0	€0.0
EXPENDITURE		2015	2016
		Amount	Amount
CSP Supported Staff	Number of Positions Supported		
Manager		*	*
FTE		*	*
Total Salaries for CSP staff		€0.0	€0.0
OTHER SALARIES			
OPERATIONAL COSTS			
TOTAL EXPENDITURE		€0.0	€0.0
Surplus/Deficit		€0.0	€0.0

A. Traded Income - refers to income generated by your Company as a result of the provision of a service(s) that is paid for. The essential element in traded income is that there is a transaction between two parties. The amounts for 2015 should be the actual figures, while the amounts for 2016 should be projections.

B. CSP Grant Income - refers to the total funding contribution received from Pobal under the Community Services Programme.

C. Other Sources - refers to income other than the CSP funding contribution and traded income such as public funding from other sources, fundraising, sponsorships or donations

D. Manager - refers to the CSP supported manager position. The amount refers to the CSP Manager contribution, plus Employers PRSI and any top-up.

E. FTE - refers to the number of Full Time Equivalent (FTE) positions supported under CSP. The amount refers to the CSP FTE contribution, plus Employers PRSI and any top-up.

F. Other Salaries - refer to the total amount of non-CSP related salaries, including employers PRSI.


G. Operational Costs - refer to non-salary related overheads costs.

Deleting/Adding Other Sources of Income

In the income section of the form you can add other sources of income by selecting “**Insert item**” located underneath “**Other Sources**” Once selected a blank text box will appear for you to complete.

INCOME AND EXPENDITURE


INCOME	2015	2016
	Amount	Amount
Traded Income		
CSP Grant Income		
Other Sources		
<input type="checkbox"/> Insert item		



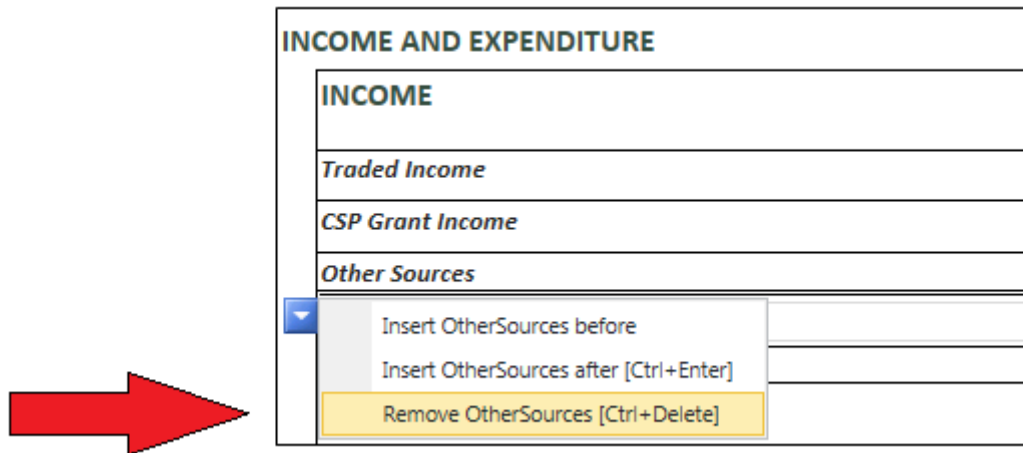
To delete an income source simply hover your mouse to the left of the textbox that you wish to delete. A grey box with a downward facing arrow will appear (below).

INCOME AND EXPENDITURE

INCOME	2015	2016
	Amount	Amount
Traded Income		
CSP Grant Income		
Other Sources		
EXAMPLE - Fundraising		
EXAMPLE - TUS		
<input type="checkbox"/> Insert item		



Click on the grey box and the option to “**Remove Other Sources**” will appear (below).



The screenshot shows a form titled "INCOME AND EXPENDITURE" with a sub-section "INCOME". Under "INCOME", there are three rows: "Traded Income", "CSP Grant Income", and "Other Sources". A dropdown menu is open next to the "Other Sources" row, showing three options: "Insert OtherSources before", "Insert OtherSources after [Ctrl+Enter]", and "Remove OtherSources [Ctrl+Delete]". A red arrow points to the "Remove OtherSources" option.

Reserves

The amount of reserves carried from 2014 refers to the total figure on your balance sheet as at 31st December 2014.

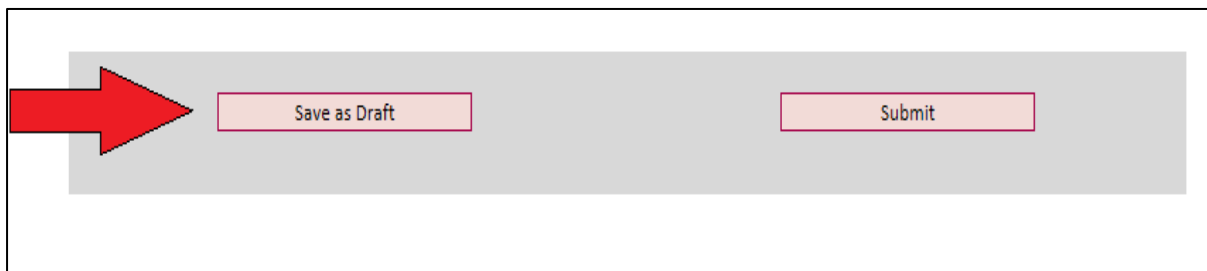
Similarly, the amount of reserves as at the end of 2015 refers to the total figure on your balance sheet as at 31st December 2015.

If you have unrestricted reserves, please indicate the amount and include details of specific plans for these reserves.

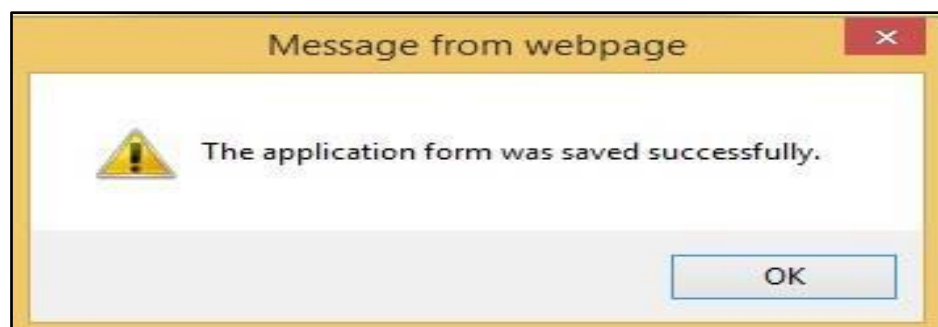
RESERVES	
<i>Amount of reserves carried from 2014</i>	<input type="text"/> *
<i>Amount of reserves as at the end of 2015</i>	<input type="text"/> *
<i>Outline any specific plans for your unrestricted reserves (if applicable)</i>	
<input type="text"/>	

Save Support Fund Application as Draft

Your **Support Fund Application** can be saved as a **Draft** if you wish to re-visit and complete your application at a later stage. Simply select “**Save as Draft**” at the bottom of the page.

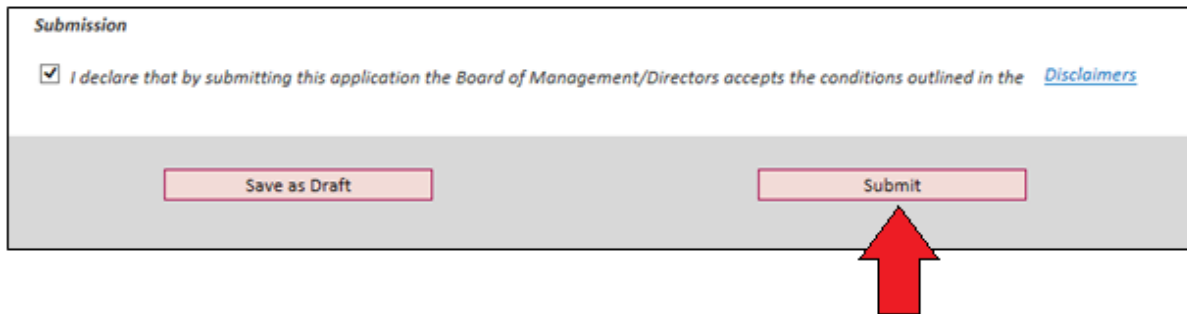


Once the “**Save as Draft**” button has been selected a pop-up message will appear to show that your **Support Fund Application** has been saved successfully (see below)



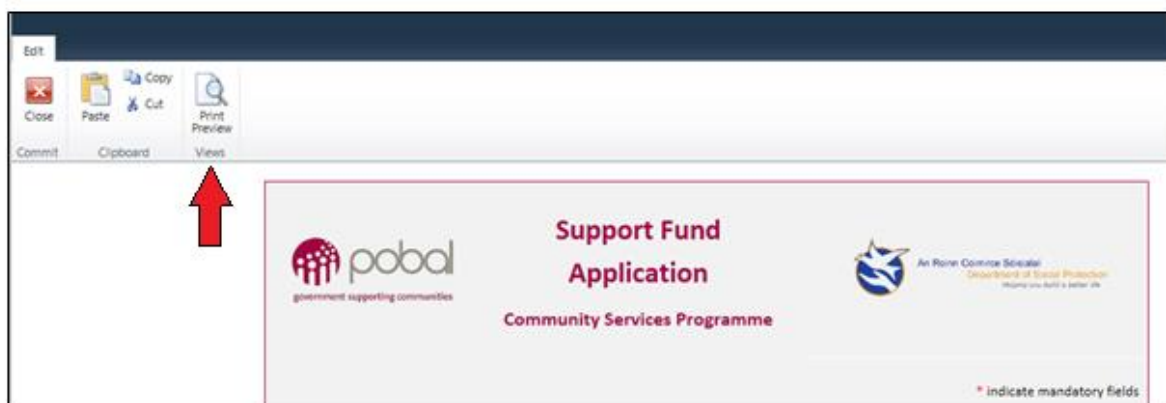
Submitting the Support Fund Application to Pobal

When you are ready to submit the **Support Fund Application** simply select **Submit**. Any omissions/errors will be highlighted with a red dotted line around the text box. When all errors/omissions have been dealt with you will be able to click the “**Submit**” tab (below). Please ensure all information is correct before you submit the **Support Fund Application** as it **cannot** be edited once submitted.

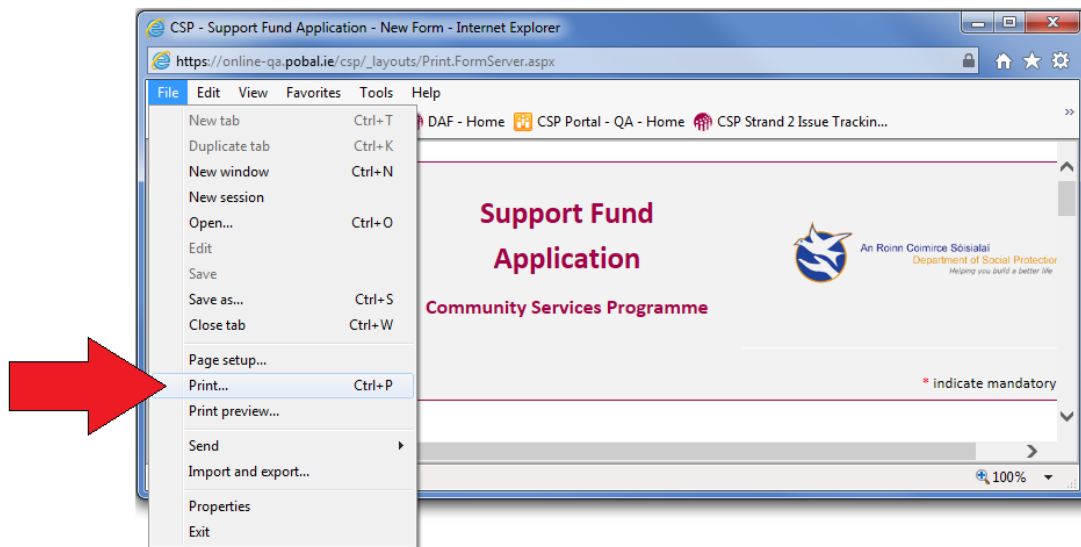


Printing the Support Fund Application

To print the **Support Fund Application** click “**Print Preview**” at the top of the page. This will open up another tab which will contain the full **Support Fund**.

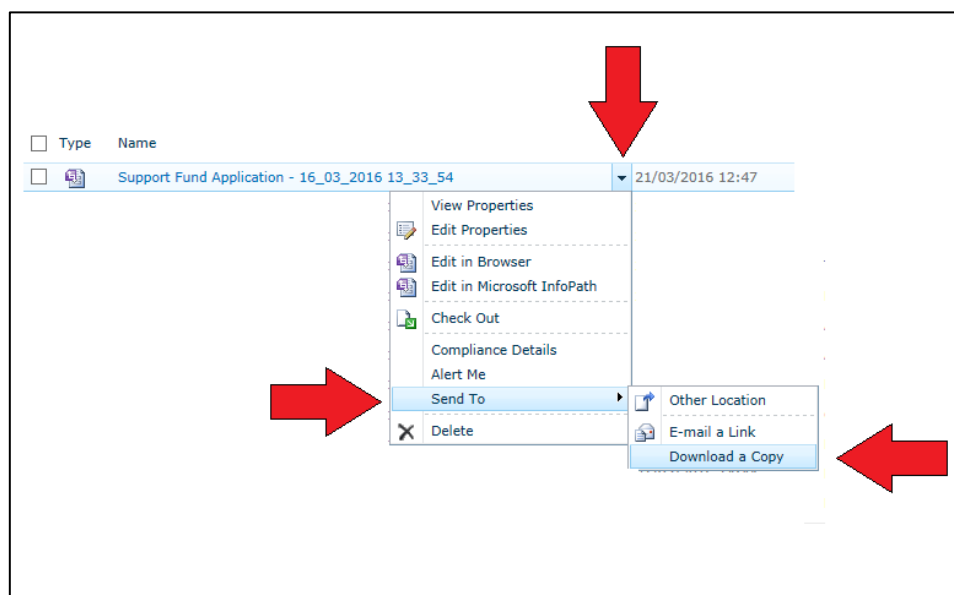


From here select **File -> Print -> Ok**. Alternatively you can press **Ctrl + P** to bring up the print screen



Downloading the Support Fund Application

At any stage of completing the **Support Fund Application** you can choose to download a copy to your computer. To download a copy of the **Support Fund Application**, click on the downward facing arrow, select "**Send To**" and then select "**Download a Copy**"



Technical Issues

Please refer to the **Community Services Programme – Troubleshooting Guide** for information on attaching documents, putting multiple files into a zip folder, dealing with file size limits and errors.

<https://online.pobal.ie/csp/Documents/CSP%20Troubleshooting%20Guide.pdf>

Further Support

If you have any further queries or require any assistance please do not hesitate to contact our Online Support Team either by email – onlinesupport@pobal.ie or by phone – 01 5117222.