

Getting started with our Grants Hub

A step-by-step how-to guide for organisations



Contents



1. What is the Grants Hub?
2. Check your eligibility
4. Sign up and register
8. Apply for Funding
11. Accessing your account after submission
13. Team access
15. Quick checklist
16. Contact and support

What is the Grants Hub?

The Community Foundation Wales Grants Hub is our online portal where individuals and organisations can apply for funding.

It's designed to make the grant application process as straightforward as possible, allowing you to manage your applications, track their progress, and complete any reporting requirements all in one place.



SECTION 1: Check your eligibility

Ready to apply?



Triple-check your eligibility before starting an application. Read the fund criteria carefully and make sure your organisation and proposed application meet our minimum standards.



All supporting documents must be in PDF format, e.g. governing, safeguarding, and financial documentation. Convert any Word documents, spreadsheets, or images to PDF before uploading. Most computers allow you to 'Save as PDF' or 'Print to PDF'.



We recommend drafting your application in Word or Google Docs to use spellcheck, AI tools, and collaborate with colleagues. Then, copy and paste your responses into the application.

Eligibility

Before logging on check you're eligible to apply.

Each Fund has it's own funding criteria.

Eligibility Criteria

Make sure you're eligible

Please read the following text to ensure your eligibility before beginning your application:

- Is your organisation a non-profit, such as a Charity, Charitable Incorporated Organisation, Community Interest Company (CIC) with an asset lock, Private Company Limited by Guarantee (not for profit), Social Enterprise, or voluntary/community group with a dissolution clause? (We will ask for your rules/constitution/governance document.)
- If you are a Community Interest Company (CIC) registered in the last 18 months, you are not eligible to apply for this funding. If you do apply within your first 18 months of trading, your application will be rejected.
- Does your organisation have at least 3 unrelated trustees, committee members, or directors? (We will check against Charity Commission or Companies House records.)
- Can you provide official accounts or an income/expenditure sheet signed and dated by your Chair, Treasurer, or Director, no older than 18 months? (If within your first 18 months, a financial forecast is acceptable.)
- Does your organisation have a bank account in its own name? (We will request a recent bank statement or paying-in slip for successful applications.)
- Does your organisation have a Safeguarding Policy, which is reviewed and updated at least annually? Is there at least one named person responsible for safeguarding (trustee, director, or staff)?
- Does your organisation have adequate insurance cover?

If you are unable to answer **'yes'** to all six of the eligibility questions, please be aware that, as part of our due diligence and assessment process, your application may unfortunately be **automatically rejected**. These criteria help us ensure that organisations we fund are set up securely and responsibly to manage charitable grants.

If you have answered **'no'** to one or more of the questions, don't worry, support is available. We have included helpful links below to guide you through the steps needed to meet each requirement, so that you can confidently answer **'yes'** to all six in the future. Taking the time to strengthen your governance will not only help with this application but will also benefit your organisation in the long term.

Are you eligible to apply for this funding?

Yes

No

Please note if you start an application and submit and we find that you were not eligible then this may result in your application being rejected.

Login required

In order to start an application you must be logged into the portal. Please use the button below to Login to the portal.

Login

SECTION 2 - Sign up and register

Community Foundation Wales

To access this page, you have to log in to Grants.

Enter your email

Log In

Sign Up

Community Foundation Wales employee? [Log In](#)

Step 1: Visit our website, find the Fund you wish to apply for, and click the **Apply Now** button to access the Grants Hub.

First time using the Grants Hub? Click **Sign Up** (see image and area highlighted in yellow, opposite).

Already registered on our new Grants Hub? Enter your email address and click **Log In**.



Please note this is a new system launched in 2026. Any previous login details will not work, so you will need to register again if you haven't already done so.



First Name

Last Name

Email

Step 2: Create Your User Profile

If you're new to the Grants Hub, you'll need to create a user account. Complete the required details, including your first and last name and email address.

Please ensure your email address is entered correctly, as a one-time passcode will be sent to it to access your account. If you enter it incorrectly, please contact us, and we can amend it.



If you work or volunteer for the organisation you're applying on behalf of, please use the email address associated with your role.



Verify Your Identity

To verify your new account, enter the verification code we sent to asha@communityfoundationwales.org.uk.

Verification Code

Cancel

Verify

[Resend Code](#)

Step 3: You'll receive a verification email. Check your spam or junk folder if you don't see it within a few minutes.

The Grants Hub uses one-time verification codes for security. Each time you log in, a unique code will be sent to your email address. Enter this code when prompted to complete your login. These codes expire quickly, so use them promptly.

You'll find direct links to the Grants Hub in our email communications once you have signed up. The Grants Hub is available online 24/7.



Bookmark the Grants Hub page in your browser so you can find it quickly in future.

Troubleshooting common login issues

If you experience problems logging in, here are some things to try:

- Check that you're using the correct email address registered to your account.
- Check your spam or junk folder for the one-time verification code email.
- Ensure you enter the code before it expires (codes are time-limited).
- Try clearing your browser cache, or use a different browser.
- Contact Community Foundation Wales if you're still having problems. Email grants@communityfoundationwales.org.uk
- Click on the video link below to watch How to Guides.



[How to use our Grants Hub – Community Foundation Wales](#)

SECTION 3: Applying for funding

Work through the sections to submit your application in the Grants Hub.

- Work through all of the 11 sections (see image on opposite) of the application form, answering all questions fully.
- You can view and complete the sections in any order.
- Save your progress regularly as you go.

 A warning will appear to remind you of unanswered questions in the section.

 A green tick will appear next to the section to confirm you have answered all the questions within it.

- Click 'Submit' once you're happy that everything is complete and accurate.

Introduction
The Organisation
Application
Budget
Details
Beneficiaries
Outcomes
Main contact
Declaration
Feedback
Submit

Accessing your organisation

Once you start your application, you will need to link your user account to your organisation in **The Organisation** section. Follow these steps:

- **Search for Your Organisation:** Use the search function to look up your organisation by its registered or legal name. Take care to use the exact name.
- **Link to an Existing Organisation:** If your organisation is already registered in the system, select it from the search results and request to be linked to it.
- **Create a New Organisation** (if needed): If your organisation does not appear in the search results, you can create a new organisation profile. Make sure you use the correct legal or registered name.

Common application mistakes to avoid

If you experience problems submitting your application, here are some tips:

- **Not saving progress** – Save regularly to avoid losing your work.
- **Uploading documents in the wrong format** – Only PDF files are accepted.
- **Leaving sections incomplete** – All required fields must be filled in. A warning message will appear if any questions have not been completed.
- **Submitting without reviewing** – Always read through your full application before submitting.
- **Not seeking help if needed** – Contact Community Foundation Wales if you experience any issues.
- **Need help?** Click on the video link below to watch our How-to Guide videos.



[How to use our Grants Hub – Community Foundation Wales](#)

SECTION 4: Accessing your account after submission

Submitting your application is not the end of your journey on the Grants Hub. Your account remains an important tool throughout the grant process. Here is what you can do after submission:

- **View submitted applications:** keep track of everything you have applied for via the Grants Hub.
- **Check the status of applications:** see what stage your application is at, e.g., Submitted, In Assessment, Pending Panel Decision, Approved, Rejected, Active, or Completed.
- **Accept Grant Agreements:** if you're awarded a grant, you will need to formally accept the Grant Agreement through the Grants Hub.
- **Access active grants:** complete end-of-year and end-of-grant reports. Reporting requirements must be completed through the Grants Hub.
- **Update organisation details:** keep your organisation's information current.

Application outcome

You'll receive an email notifying you of your application outcome. If successful, log in to the Grants Hub to formally accept your Grant Agreement.

Before accepting, take time to carefully review any conditions attached to your grant, read the terms and conditions in full, and confirm the indicators that will be used to measure the impact of your work.

Familiarise yourself with your reporting requirements and payment schedule. It is important you understand and are happy with all of these before accepting.

Reporting requirements

If you've been awarded a grant, you'll need to complete an end of grant report. If you are receiving multi-year funding, you will also be required to submit an annual end of year report. Subsequent payments will not be released until we've received your end of year reports.

You can update your report throughout the year, capturing key milestones and reviewing your progress against your outcomes and indicators. However, reports cannot be submitted until 30 days before their due date.

SECTION 5: Team access

The Grants Hub allows **3 people** within your organisation to work together on applications. We hope this functionality will be live by May 2026.

In the meantime, you can connect colleagues/volunteers to your organisation. Here's how to manage your team:

Adding Colleagues/Volunteers

- Get them to sign up and register their details in the Grants Hub.
- Navigate to My Organisation's profile.
- Complete the steps outlined on page 9: Accessing Your Organisation
- An email will be sent to the primary contact of the organisation to approve access. They will receive a confirmation email when approval has been accepted.



Best Practice



You can have a maximum of three users linked to your organisation at any one time. Plan carefully to ensure the right people have access.



Carry out a regular review of who has access to your organisation's account, especially after staff or volunteer changes.



Removing access: If a team member leaves your organisation or no longer needs access to the Grants Hub, please remove their access promptly. Go to **Manage Organisation** and remove them from the **People** section.



Quick checklist

- ✓ Confirm you meet the eligibility criteria for the fund
- ✓ Complete all sections of the application form
- ✓ Register your details to receive one-time verification codes
- ✓ Link your account to your organisation
- ✓ Review your application thoroughly before submitting
- ✓ After submission, check your account for updates and accept your Grant Agreement if awarded

Contact and support

www.communityfoundationwales.org.uk

grants@communityfoundationwales.org.uk

029 203 79580

 [@walescf](#)

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