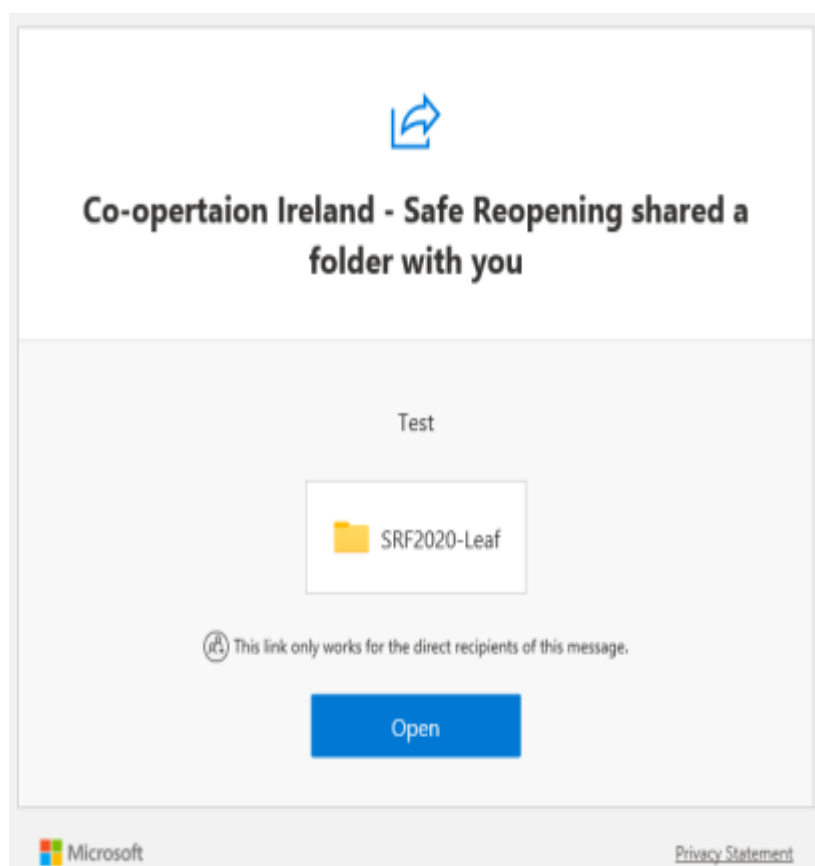# HOW TO UPLOAD DOCUMENTS

As a result of the continuing challenges experienced by many organisations as a result of the Covid 19 Pandemic, the Small Capital Grants Programme will be administered using on-line processes. These processes include:

    a. Making an Application
    b. Providing supporting documents
    c. Requesting Payment of grant aid

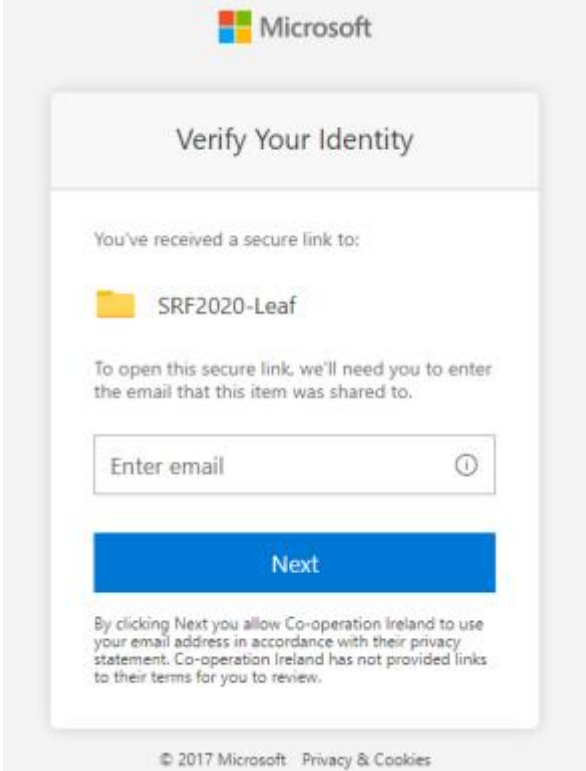## STEP 1 – accessing the folder

i. After an application is submitted, an email will be issued to the contact person named on the application form.

ii. This email will advise that a SharePoint folder has been shared with the contact person, inviting them to access a secure web-portal to which all the required supporting documents can be uploaded. This site will only be accessible to the person using the contact email address.

iii. This email should be received within 10 minutes of the application being submitted. If the email does not appear, it is likely that it has been treated as a "spam" or "junk" email. These e-mail folders should be checked before contacting Co-operation Ireland.
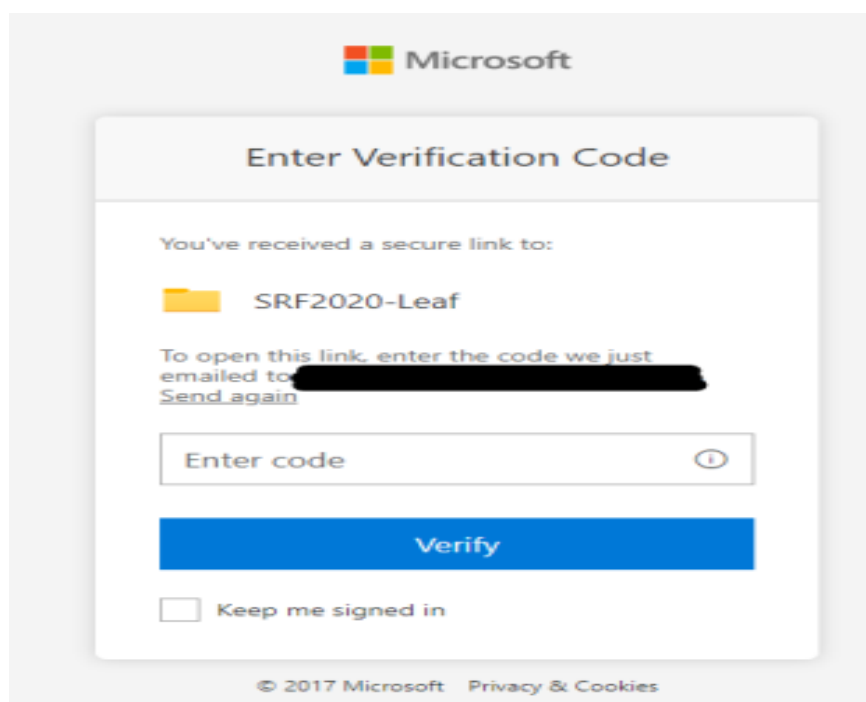
STEP 2 – verifying your details

i.   After the email has been retrieved, the recipient should click the **"OPEN"** button.
ii. This will open a new window on your web-browser
iii. The recipient must then enter the email address to which the email was sent
iv. Click "Next".

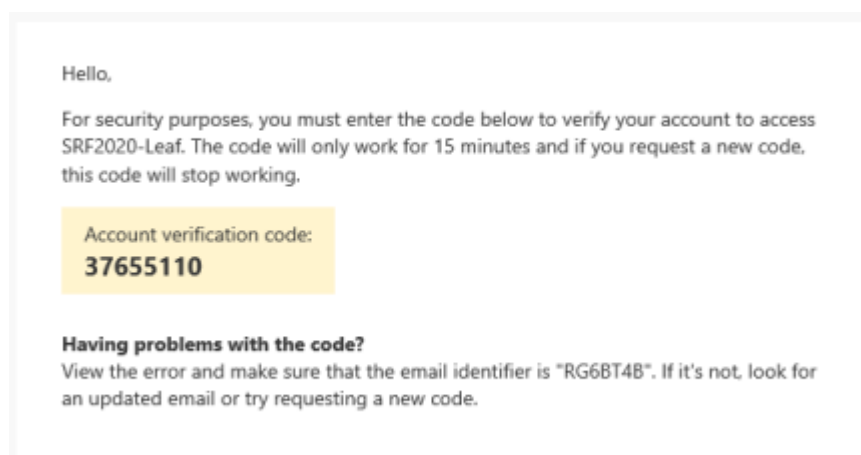## STEP 3 – opening the folder

i.   After completion of Stage 2, a unique verification code will be sent to the contact e-mail address.

ii.   This code must be entered into the appropriate box.

iii.   The code will only work for 15 minutes and if not entered within this period, a new code must be requested.

iv.   Once the code is entered in the box, click VERIFY.

v.   Please make a note of the code, as it will be needed to upload further information when submitting claims for payment.

vi.   Again, if the email is not received, it is best to check if it has been moved to a "spam" or "junk" folder. It is suggested that these folders be checked before contacting Co-operation Ireland.
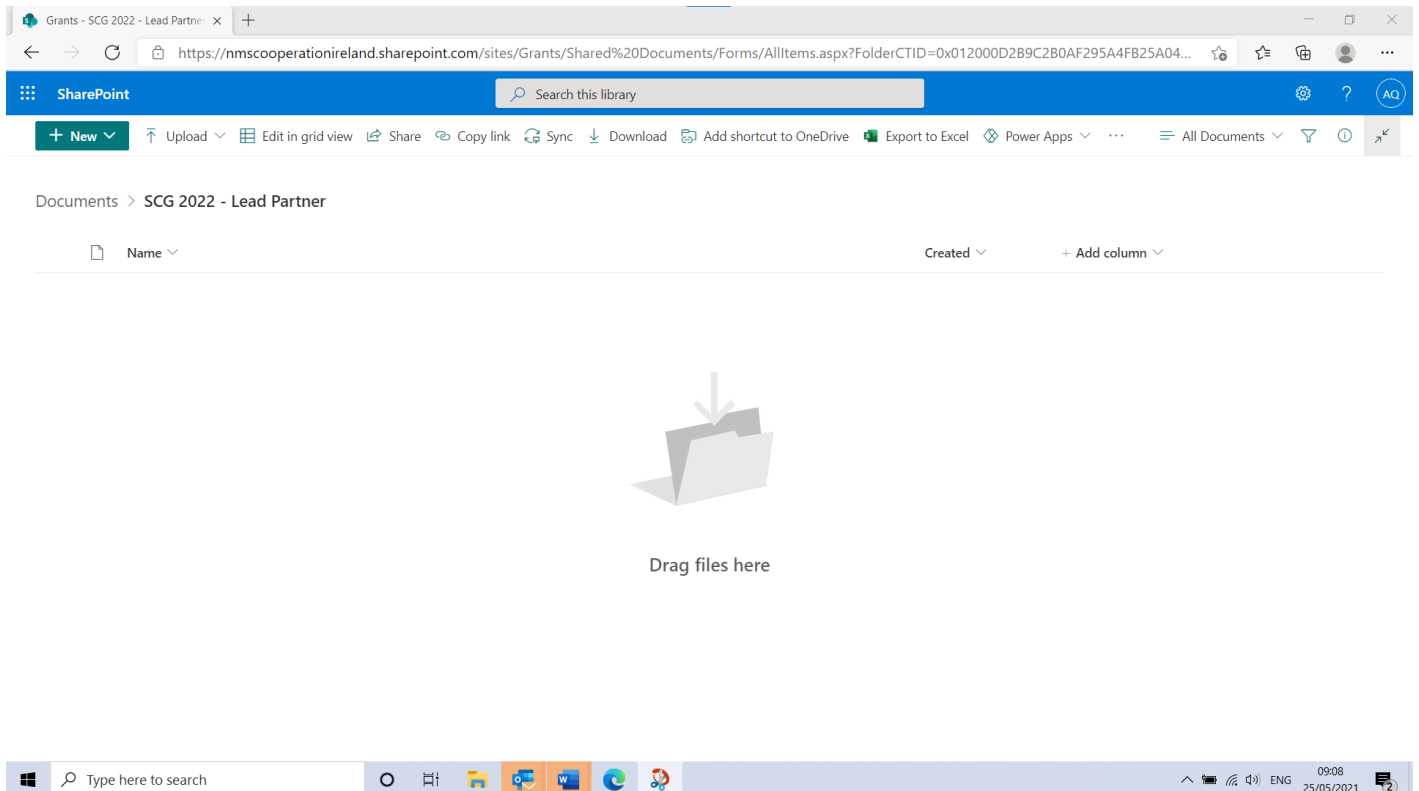
Microsoft

Enter Verification Code

You've received a secure link to:

SRF2020-Leaf

To open this link, enter the code we just emailed to ████████████████
Send again

Enter code

Verify

☐ Keep me signed in

© 2017 Microsoft   Privacy & Cookies

Hello,

For security purposes, you must enter the code below to verify your account to access SRF2020-Leaf. The code will only work for 15 minutes and if you request a new code, this code will stop working.

Account verification code:
37655110

Having problems with the code?
View the error and make sure that the email identifier is "RG6BT4B". If it's not, look for an updated email or try requesting a new code.
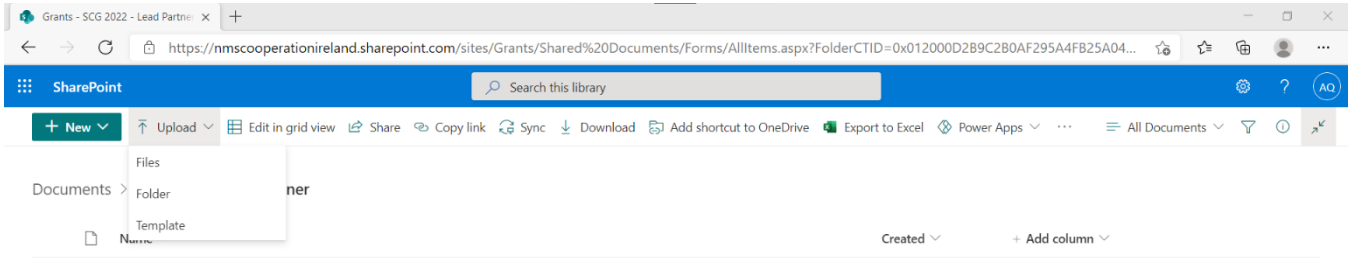
STEP 4 – uploading files

i. At application stage the documents which need to be uploaded are as follows:
   a. *Signed and dated copy of the Constitution for the lead partner;*
   b. *Signed and dated partnership agreements for each of the other partner organisations to the application*
   c. *A copy of a recent Bank Statement for the account to which the grant will be paid; this bank account must be in the name of the lead partner.*
   d. *A copy of the most recent audited accounts (or income/expenditure report) for the lead partner;*
   e. *At least two quotations from at least 2 different suppliers for every item that you wish to purchase;*
   f. *For projects involving building work to land or premises, a copy of the lease or proof of ownership;*
   g. *if applicable, a copy of the Planning Permission / Building Control approval letter*

ii. After you have completed Stage 3 and clicked verify, you will be able to upload files to this SharePoint folder. This folder will be in the name of the Lead Partner.
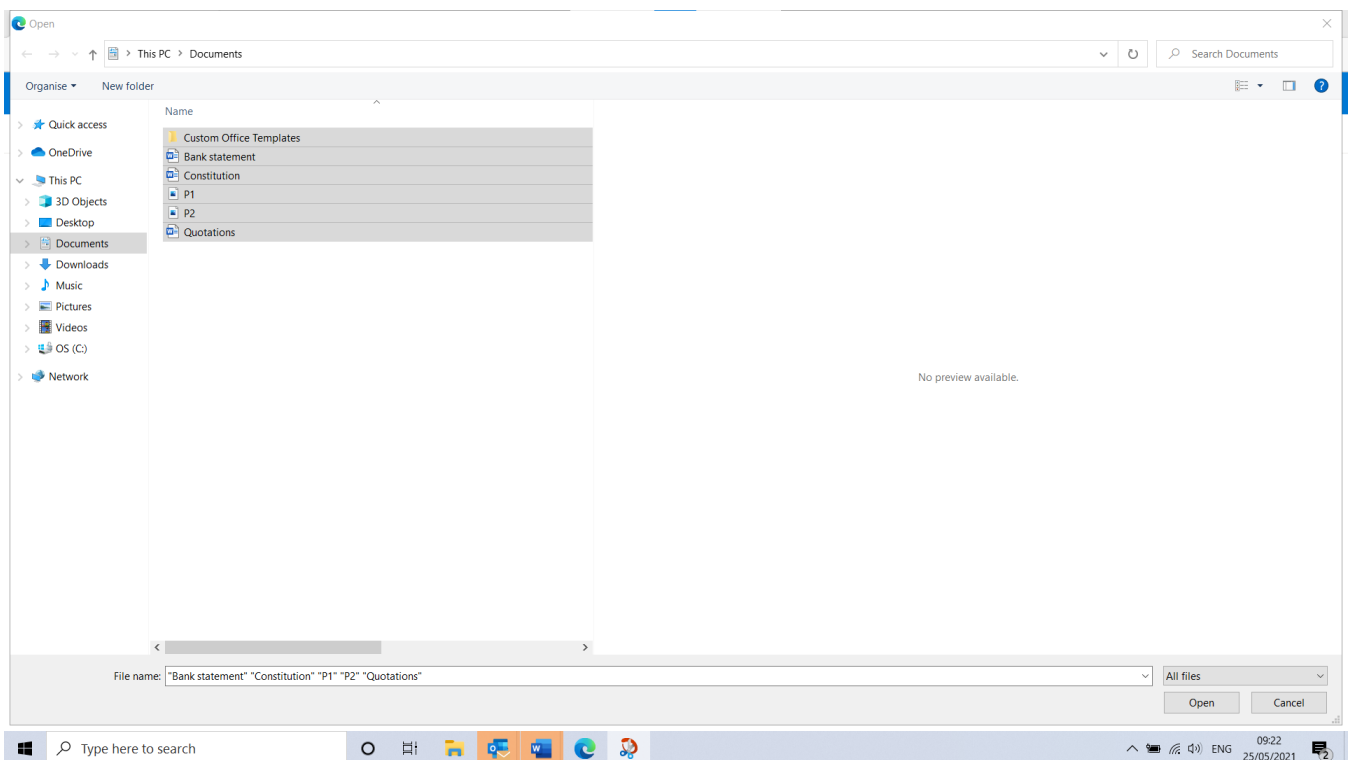
iii. From the Sharepoint folder, select "Upload" then either "Files" or "Folder" depending on how you have stored the documents.

iv. Navigate to where the files are saved on your computer.
v. Choose the files you want to upload, and then press "Enter" or "Open."
vi. Multiple files can be uploaded at the same time, but folders must be uploaded individually.

vii. After a few seconds (depending on the number of files chosen), the files will be displayed in the Sharepoint folder.

viii. Once you can see the files you want in the folder, there is no need for any other action such as press "Submit", "Complete" or Enter". Co-operation Irelands grant team will be able to access the files.

ix. After files are uploaded, they are only accessible to someone who has permission to use the contact email address and access code.

x. Please note that once files are uploaded to this site, they cannot be deleted and will be retained for future audit purposes.

STEP 5 – submitting claims for payment

The same webpage will also be used to submit claims for grant payment.

It can be accessed using the link provided in the email noted in **STEP** 1 – alternatively it can be saved as a *"Favourite"* or "*frequently used*" web-page on your browser.

When submitting a claim for grant aid, the contact person can access the Sharepoint using the same email address as previously

The documents to be submitted when requesting payment are detailed in the following table:

CLAIM FOR GRANT AID		
	1	A Payment Request Form signed by the chairperson of the organisation
	2	A Transaction schedule detailing the items purchased
	3	Invoices from suppliers N.B. Supplier invoices must be in the name of the applicant organisation. Invoices to individuals or other organisations will be considered ineligible for grant aid
	4	Bank statement, in the name of the applicant organisation, evidencing the payment made to suppliers
	5	Two quotations from 2 different suppliers (only if a different supplier has been used than those identified at application stage)

**Queries about the Fund or the application and management processes should be directed in the first instance to smallcapitalgrants@cooperationireland.org
We will endeavour to respond to all enquiries as quickly as possible.**