

## How to sign into the new Grants portal

Our grants software we use has recently launched a new portal. This will require you to make a new account even if you have applied for grants from us before.

How to set yourself up on the new portal is explained below:

Applicant Portal

ENTER YOUR ACCOUNT DETAILS BELOW

Email address\*

This input is required

Remember me

Sign in

Need help signing in | [Create account](#)

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Firstly, press the **Create account** link which can be found at the bottom of the screen

Select one of the options and follow the on-screen steps to create an account.

YourCause<sup>®</sup> from Blackbaud

Sign in or sign up

Continue with SSO

Continue with Google

Continue with Apple

Continue with Email

Need help? Have questions?

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  Rural Engagement Arts Programme - example prog

[View Guidelines](#)

Accepting applications until 18 Jul 2025 02:05 PM

The purpose of the Rural Engagement Arts Programme (REAP) is to provide an integrated, cohesive approach to the needs of local rural communities while recognising some specific issues they face.

The primary theme of REAP is combatting isolation and loneliness, promoting social inclusion and to improve equality of access and opportunity to arts provision across all Section 75 groups, encouraging greater participation in the arts within all communities.

[View all my applications](#) [Start new application](#)

Press **Start New Application**

(Note: this is an example and this page will differ depending on the programme you are applying to)

You will then be asked to enter your organisation. If you are registered to Companies House or the Charity Commission this will be the same information as contained on those databases.

If you are not registered to Companies House or the Charity Commission, please insert your Organisation's name.

The screenshot shows the 'Select Your Organisation' page. At the top, there is a search bar labeled 'Search by name or Registration ID'. Below it, a note states 'The Registration ID is the nonprofit's official ID'. A dropdown menu is set to 'All countries'. A link for 'Help Center' is visible. At the bottom right, there is a 'Go to my applications' link.

The screenshot shows the search results for 'Arts Council of Northern Ireland'. The search bar contains the name. Below, there are two tabs: 'Organisations' and 'Other'. Under the 'Organisations' tab, a result is shown with an icon, the name 'Arts Council of Northern Ireland', and the address '1 Exchange West, belfast, BL, BT8 6YL, UK'. At the bottom, there is a link '+ Add organisation' and a 'Select' button.

... If your name does not appear select + **Add Organisation**

The screenshot shows the 'Add Organisation' page. It has two main input fields: 'Location\*' with a dropdown arrow and 'Government tax identification number' with a text input field. Below the second field, there is a note: 'Government tax identification number such as EIN, Tax ID, VAT, BN, or PAN'. At the bottom, there are 'Cancel', 'Back', and 'Next' buttons.

Under **Location** select United Kingdom or Ireland depending on your Organisation's address.

For **Government tax identification number** please provide your organisation's Charity Number or Companies House Number. If your Organisation is not registered to either the Charity Commission or Companies House, insert the name of your Organisation into this field.

**Please note, this is not a mandatory field.**

**Add Organisation** ?

Organisation name\*

Organization website

Icon

Click or drop files here to upload  
Maximum file size: 29MB

Accepted file types include: bmp, gif, jpeg, jpg, png, tif, tiff, webp  
Add an icon or logo for the Nonprofit Profile that will be created. If none is provided, a generic icon will be used.

Cancel Back Next

Add your **Organisation Name**

You can also add your website and icon here if you wish but this is optional.

**Add Organisation** ?

Address line 1\*  Address line 2

Country\*  City\*

State, province or region\*  Postcode\*

Cancel Back Next

Add your Organisation's address. For the **'State, province or region'** box please select the country your organisation is based in from the dropdown list. E.g. Northern Ireland.

**Add Organisation** ?

To proceed with your application using this nonprofit, click 'Submit and continue'. If you wish to return to search click 'Cancel'.

 **BETTER ARTIST ORG**  
1 Better Artist Street, Belfast, BT, BT28 1LF, UK  
Better Artist Org

Cancel Back Submit and continue

Finally check all information then press **Submit and continue**

**You will only have to do this once and all information will be stored for the next time you login.**