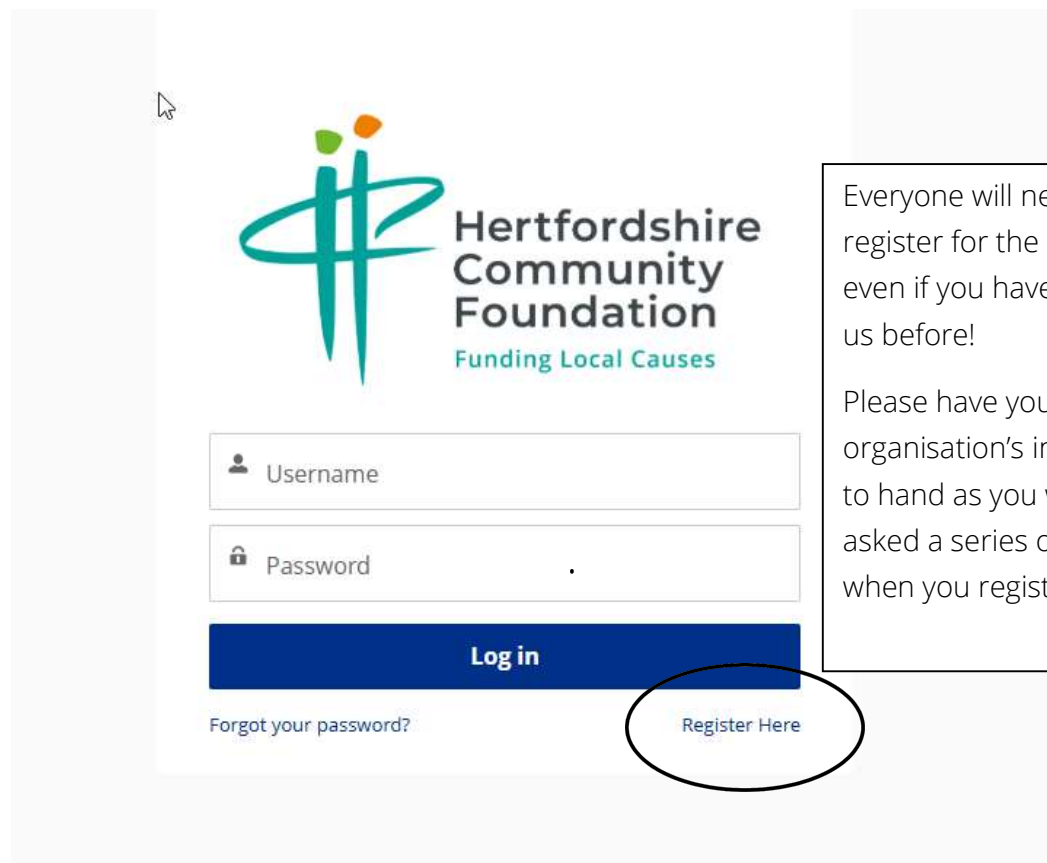


Hertfordshire Community Foundation – new application portal launches Autumn 2025

Hertfordshire Community Foundation has launched a new database. This will change the way you apply for, and manage, grants in the future. This is a short guide to help you understand what has changed, and things you need to be aware of.

1. Getting started – registering for the new portal

- Everyone will need to register as a new user on the portal via this link <https://hertsfordshirecf.my.site.com/fundseekerportal/s/login/> even if you have applied to us before.
- The portal will automatically link you to your organisation if it can match your email, or organisation name or address, to one that exists on our system.
- If you are not already on our database you will need to enter your organisation's information, which will create a new record in our system.



The screenshot shows the login and registration interface for the Hertfordshire Community Foundation. At the top is the logo, which consists of a stylized teal figure with green and orange dots above its head, followed by the text "Hertfordshire Community Foundation" and "Funding Local Causes" in teal. Below the logo are two input fields: "Username" with a person icon and "Password" with a lock icon. A blue "Log in" button is positioned below these fields. To the left of the button is a link "Forgot your password?". To the right of the button, the text "Register Here" is circled in black. A text box on the right side of the image contains the following text:

Everyone will need to register for the portal – even if you have applied to us before!

Please have your organisation's information to hand as you will be asked a series of questions when you register.

2. Features of the new portal

- Once you have registered you will be able to:
 - o create new applications.
 - o check the progress of submitted applications.
 - o complete monitoring reports.
 - o view previous applications and submitted monitoring reports.

3. How to apply for a grant

- You can view all open funding programmes by selecting 'Funding Programmes'.
- Choose the programme you would like to apply to
- Read the information carefully to make sure you are eligible to apply.
- Click 'apply here' to get started.
- Work through the application form one section at a time. Some sections must be completed in one go, but others can be saved and returned to later.

PLEASE NOTE: Once you have completed a section on the application form it will show as complete with a green tick. At this stage you can not return to the section to amend it. If you want to make any changes to information you have submitted, please email us on grants@hertscf.org.uk and we can re-open the relevant section of the form to enable you to make the changes required.



4. Resuming An Application

- Log In to the portal.
- Select - My Applications (or More - Applications on the top header).
- Select - Funding Programme Name.
- Select - Apply Here and it will take you back into your application.

5. Viewing a Submitted Application

- Log in to the portal.
- Select - My Applications (or 'Applications' on the top header).
- You will be presented with all your past and current applications which you can click into for reference.
- Active applications are those you have submitted, which are being processed by staff at the Foundation. The different statuses you might see here are explained below:
 - o **Submitted** – your application has been completed and is waiting to be processed by Hertfordshire Community Foundation
 - o **In Review** – your application is being reviewed by a member of staff at the Foundation, or is awaiting review by a funding panel or committee
 - o **Awarded** – your application has been approved by a funding panel, or committee, and you will receive a formal offer email or letter
 - o **Rejected** – your application has been declined by a funding panel or committee
 - o **Fully disbursed** – your grant has been paid
 - o **Closed** – your application has been paid, and your monitoring report has been accepted for the grant.
 - o **Withdrawn** – your application has been removed from the process

If you have any in progress applications they will show below:

ACTIVE APPLICATIONS

Funding Request Name	Funding Program	Application Date	Status
Sarah's Social Setting	Training and Development Grants 2023-2024	19/01/2024	Submitted
Sarah's Social Setting - T&D Test Record	Training and Development Grants 2023-2024	26/01/2024	Submitted
Sarah's Social Setting - T&D Test Record	Training and Development Grants 2023-2024	01/02/2024	Submitted

[View All](#)

If you have any closed applications they will show below:

PAST APPLICATIONS

Funding Request Name	Funding Program	Application Date	Status
Sarah's Social Society - Test Record	HCF Grants Up To 5k November 2025 Round	29/10/2025	Awarded
Test Ware Charities	Hertfordshire Children's Fund The Ware Charities 25/26 Legacy		Awarded

[View All](#)

6. Accessing monitoring forms

- When a new monitoring form is set up for you to complete, you will be sent an email informing you to login to the portal.
- Select - My Monitoring Forms.
- Select the relevant Grant Application name.
- You will be presented with all your pending and previously completed monitoring forms.

Answers to questions you might have about the new portal/system

How can I find out the status of my application?

- Please login to the portal and you will be able to see what stage your application is at by clicking 'My Applications'.

I would like to withdraw an application

- Please login to the portal and select 'My Applications', then find the active application. When you click on the application you will see an option to 'Withdraw'.

Can I change my application to a different round/programme?

- Please email us on grants@hertscf.org.uk or call us on [01707 251351](tel:01707251351) and we can move your application if appropriate.

I have submitted my application/part of my application, but I would like to amend some information (including amending budget)

- Please email us on grants@hertscf.org.uk or call us on [01707 251351](tel:01707251351) and we can support you with this.

Can you send me a copy of my application form / monitoring form?

- Please login to the portal and you can access all previous applications / monitoring forms here.

I am having issues with my application/monitoring form. What can I do?

- Please email us on grants@hertscf.org.uk or call us on [01707 251351](tel:01707251351) and we can support you with this.

I would like to amend my budget / the amount I have applied for.

- Please email us with the amended budget on grants@hertscf.org.uk or call us on [01707 251351](tel:01707251351) and we will update your application.

Can I extend my monitoring deadline?

- Please email us to explain the reason for the extension, and what date you will be able to complete the form by on grants@hertscf.org.uk or call us on [01707 251351](tel:01707251351) and we will update your due date.

I am now the main contact for the organisation. What should I do?

- Please contact us on grants@hertscf.org.uk or call us on [01707 251351](tel:01707251351) and we will update your record.

How can I update my organisations address / registered name / organisation type / phone number / bank details?

- Each time you submit an application you will have the opportunity to update your organisational details. The portal will tell you when you last updated your information when you login and start your next application. If you make any changes these will automatically update in our system.

Check Contact Details

Status: Optional, please check and update if required

Check and update the contact details we hold for you and your organisation.

Check Details

Optionally add backup details for yourself.

(Less than 5 minutes.)

About Your Group or Organisation

Status: Completed, last checked and confirmed 4/11/2025

Please provide details about what you do and what type of group or organisation you are.

Add or Update Information

If you've previously provided this information you can also update it here.

Please also provide current bank account details.

(Between 5 and 30 minutes depending on the size and complexity of your group or organisation.)

How can I see the documents I have previously submitted via the portal?

- Login to the portal and click this icon which can be found at the top, right-hand side of the screen. You will then be able to view any previous documents you have submitted, and your basic contact details.

