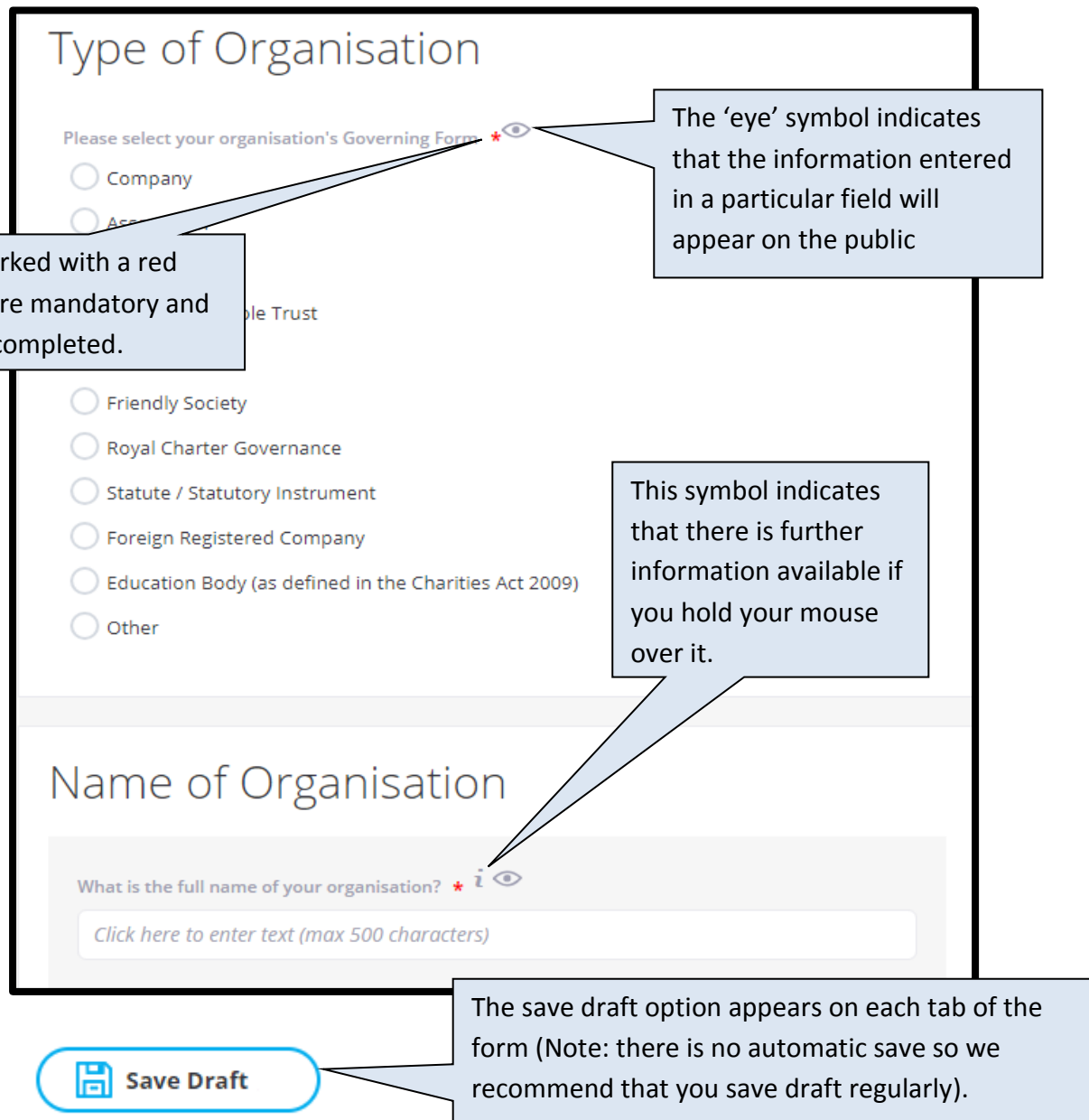


User Guide – Small Charities (Simplified) Application Form

Use this form to apply to register your organisation if it qualifies for the small charities (simplified) application process – see 'Introduction' below.

In this Small Charities (Simplified) Application Form there are eight tabs to be completed:

Introduction (criteria), Details, Purpose, Contacts, Financial, Trustees, Further Information and Declaration.




Type of Organisation


Please select your organisation's Governing Form: *

- Company
- Association
- Public Trust
- Friendly Society
- Royal Charter Governance
- Statute / Statutory Instrument
- Foreign Registered Company
- Education Body (as defined in the Charities Act 2009)
- Other

Name of Organisation

What is the full name of your organisation? * *i* 

[Click here to enter text \(max 500 characters\)](#)

 **Save Draft**

The 'eye' symbol indicates that the information entered in a particular field will appear on the public

Fields marked with a red asterisk are mandatory and must be completed.

This symbol indicates that there is further information available if you hold your mouse over it.

The save draft option appears on each tab of the form (Note: there is no automatic save so we recommend that you save draft regularly).

1. Introduction

You must tick the boxes to confirm that your organisation meets the qualifying criteria for the small charity (simplified) application process.

The criteria are:

- The annual income of your organisation is expected to be less than €20,000 for the foreseeable future;
- Your organisation does not have ‘the advancement of religion’ as a charitable purpose;
- Your organisation was established in the Republic of Ireland and will only operate and carry on activities in the Republic of Ireland;
- Your organisation does not own, or intend to own, any land or buildings;
- Your organisation does not have, or intend to have, any employees;
- The activities of your organisation do not, and will not, involve working with vulnerable groups (including children).

If your organisation does not qualify for this small charities (simplified) application process, go back to your *MyAccount* home page and click on ‘Apply to Register a New Charity’ and then select ‘Charity Registration Application’.

2. Details

Governing Form

This is the form/structure of your organisation for example a trust, a Company Limited by Guarantee or an association.

Full name

Please enter the full official name of your organisation. Please note: it must meet certain standards to be acceptable, these are set out in section 42 of the Charities Act 2009. In summary it must not:

- Be the same or very similar to another charity
- Mislead people regarding the purpose or activities of the charity
- Lead people to incorrectly believe it is connected to another body
- Cause offence to a reasonable person

If your organisation is a company, when you enter your company number the legal name of your organisation will be automatically populated.

Click on the 'Check Name' button in order to check if your chosen name is similar to or matching an existing organisation.

Other names

Enter any other names or abbreviations which your organisation uses.

Date of Establishment

Enter the date your organisation was officially established.

CHY number

If your organisation currently or has ever held a CHY number (charitable tax status) granted by the Revenue Commissioners, please provide the number, or indicate if it has ever been refused a CHY number.

Regulation

Tell us which other bodies regulate, inspect or audit your organisation, if any. We have provided a list for you to select from. If a body relevant to your organisation is not listed, please select 'other' and enter the name of the body.

3. Purpose

Governing Document

Upload a copy of your governing document (e.g. constitution, trust deed).

Documents to be uploaded must be PDF and less than 5mbs in size.

Please ensure that it is the current version, that it includes the required standard clauses – Income and Property; Winding-Up; Additions, Alterations or Amendments - and that it is not missing any pages.

For assistance with drafting a governing document, please refer to the Registration Guidance and model constitutions, available on our website.

Main object

The main object is set out near the beginning of a governing document.

When registered, it will be visible in the public Register and will inform potential donors and the wider public of what your organisation does/plans to do. Therefore, it should be clear and precise. It should leave no doubt in the reader's mind of what your organisation was set up to do.

It must outline **what** an organisation is set up to achieve, **where** it will operate, **who** it will help and **how** it will achieve its objectives.

You must enter the main object only as it appears in your governing document, do not include any subsidiary objects, powers or additional text.

Charitable purpose(s) and Public Benefit

The Charities Act 2009 sets out specific categories of charitable purpose. Your purpose must fall within one or more of these categories.

- Relief of poverty or economic hardship
- Advancement of education
- Advancement of religion
- Other purpose that is of benefit to the community

When you select a purpose you will then be asked to supply more detail about how your organisation provides benefit. Where we have provided a list for you to select from, if nothing in the list is relevant to your organisation, please select 'other' and enter a brief description (max 70 characters) using keywords only.

You will then be asked to provide more specific details under the headings **What, Where, How** and **Who**

What – enter a short summary of the outcome(s) your organisation expects to achieve

Where –select each relevant county from the drop down list

How – select each relevant method from the drop down list

Who – select your main beneficiary types from the drop down list and answer the questions relating to fees and charges. Depending on your responses you may be asked to upload a document outlining your fee structure. You are also required to outline your beneficiary selection policy.

4. Contacts

Principal Address

Your organisation's principal address must be in Ireland. This should be the address from which your operations are managed. The principal address cannot be a PO Box, it must be an actual physical address.

You can enter the address or Eircode in the Search Address bar and then click the result to autofill your address. If your address is in an area with many non-unique addresses (such as a rural townland) you will need to enter your Eircode into the Search Address bar, or else enter the address manually, remembering to include your Eircode.

Other addresses

You can add other correspondence or operational addresses. If you have an address for correspondence which is different to your principal address, please enter it here.

Contact Information

You must provide us with a contact phone number and email address for the organisation. If your organisation has a website, or uses social media such as Facebook or Twitter, you can also add details here.

5. Financial

Financial Accounts - If you have commenced operations you must provide a breakdown of your income and expenditure and a copy of your accounts for the most recent financial year, or bank statements for the most recent 6 months.

Accounts - You must enter details of all bank accounts and/or credit union accounts operated by your organisation.

Fundraising - We have provided a list for you to select from. If nothing in the list is relevant to your organisation, please select 'other' and enter a brief description (max 70 characters) using keywords only.

6. Trustees

A charity trustee includes (as per Section 2 of the Charities Act 2009):

- (a) in the case of a charitable organisation that is a company, the directors and other officers of the company, and
- (b) in the case of a charitable organisation that is a body corporate (other than a company) or an unincorporated body of persons, any officer of the body or any person for the time being performing the functions of an officer of the body.

You must provide details of all of the current trustees. It is a requirement under section 39 of the Charities Act 2009 to provide the full residential address of each trustee (residential addresses are for internal use only).

Trustees

Number of Trustees * *i*

Click here to enter value

Trustees

No Trustees in this list

Add Trustee

To add a trustee, click on 'Add Trustee' to open the pop-out – enter the required details and 'save'. Continue this process until you have added all of the trustees.

Add Trustees

Trustee Name

This Trustee is an * *i* *eye*

Individual

Organisation

Title * *i* *eye*

Click here to enter text (max 10 characters)

First Name * *i* *eye*

Click here to enter text (max 70 characters)

Last Name * *i* *eye*

Click here to enter text (max 70 characters)

Trustee Address

Save Cancel

One trustee must be assigned the role of Chairperson. If your organisation is a company, one trustee can be assigned the role of Company Secretary.

Please ensure that the start date for each trustee (the date the individual became a trustee) is also entered.

Once you have all the trustees added you must upload a PDF copy of a signed Trustee Declaration for each trustee – click on ‘Upload File’, select the file and upload. If you are adding more than one trustee the declarations can be scanned into one PDF and uploaded together, or you can upload all of them as separate documents. Documents for upload must be in PDF and less than 10mb in size.

Conflict of Interest

You must upload a PDF copy of your Conflict of Interest policy. If you do not have a policy, please refer to our Managing Conflicts of Interest guidance which is available on our website – it includes a template policy.


7. Further Information

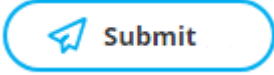
Any other documentation which you feel may be relevant or in support of your application can be uploaded (in PDF format only) in this tab.

8. Declaration

This tab provides a review of the information submitted and asks you to certify that all the information provided has been checked by the trustees, is correct and is complete to the best of your knowledge and

that all trustees agree to this submission and have read and accept the privacy terms and Statement of Information Practices.

Once you are satisfied with this you can click on  **Preview** to download a PDF of your information.

Then click on  to submit your application to the Charities Regulator.

Our first step in processing your organisation's application is to check that it is complete and valid and we may contact you to request additional information. Once your organisation's application is deemed to be complete, it will be assigned to one of our case officers and a full assessment will be carried out. The case officer may return your application to you seeking further detail or clarification and it is in your organisation's interests to respond to the case officer as quickly as possible.