

A Beginners Guide to Completing an Application

If you are in the process of setting up a new group what we look for is that you have a constitution which is signed and dated, SECAD can provide a template for you to adapt to your needs.

We ask that you have a bank / post office or credit union account or permission to use another groups, if you are still in the process of setting up your own, this is so that if your application is successful, at claim stage we will transfer the funds via EFT to your bank account.

In order to start your application you need to register [here](#) with your email address and a username of your choice, you will receive an automatic email from our system with your password, please keep an eye on the spam/junk folder of your email. Contact SECAD if you don't receive an email with your password, 021 4613432 info@secad.ie

Once you have received your password via email, click [this link](#) to login and click the 'application form' button to begin. I recommend downloading a copy of our 'Fund Guidelines' and keeping it to hand when filling out your application, or please feel free to contact SECAD directly 021 4613423 / info@secad.ie to speak to a member of the team.

There are 7 sections to the application form, the majority of these are short, the application does not need to be completed in one sitting, once you have completed a section you can click the 'save draft' button at the end of the screen and save it and come back to it at a later time if you wish.

We ask that you have a quotation or if you are applying for over €5,000, three quotations to support the costings listed or evidence that an attempt was made to obtain three quotations. (online/webpage screen shots are accepted as quotations once the product name and value is visible)

On the final section after you have clicked submit, you will receive an automatic email acknowledging your application with a copy of your application attached.

That's an overview of the application process, however SECAD are also happy to speak with you to go through the process and we are always on hand to answer any questions

you might have when filling out your application we are also available if you need any technical help completing your application form, 021 4613432 / info@secad.ie