

Applicant Toolkit

A guide to grant funding applications

This toolkit is here to guide you through the grants application process. We highly recommend reading our Grant Making Policy, FAQ guide, and toolkit thoroughly before starting your application. These documents are packed with valuable information to help you succeed.

Please note: This toolkit is intended as a general guide to support you through the grants application process. While we strive to provide accurate and helpful information, programmes and projects may change or differ over time. Always refer to the most up-to-date policies and guidance documents before submitting your application.

We provide funding programmes in the following areas;

Enhancing Resilience
Helping communities prepare for and respond to the impacts of a changing energy system, so they can stay strong and connected when it matters most.

Creating Opportunities
Providing the support needed for communities to find and deliver the solutions that work for their individual needs.

Overcoming barriers
Supporting grass-roots community organisations to address the challenges placing their services at risk, helping them keep their lights on and their doors open.

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www.northernpowergridfoundation.org.uk

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APPLICATION PROCESS

EXPRESSION OF INTEREST



Complete an eligibility quiz, if eligible complete an expression of interest which is reviewed by the foundation team to determine full application eligibility

APPLY



Eligible applicants are asked to complete the full application process. There are no guarantees of funding

DUE DILLIGENCE



A full assessment is undertaken on the application.

TRUSTEE APPROVAL



Trustees will review recommendations made in assessment stage and make final grant-making decisions.

ACCEPTANCE



If successful, you'll need to agree to our terms and conditions before we can release your grant payment via cheque.

PROJECT DELIVERY and COMPLETION



Start your project! Please keep us updated as you go. Once your project is finished compile your project completion report.

Please note: Each of our grant processes can differ slighlty, please refer to the grants webpage to find out its personalised process.

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EXPRESSION OF INTEREST

Before starting an expression of interest you will be asked to complete our eligibility quiz, results are immediate. New applicants must create an account first.

If eligible, you can submit an Expression of Interest (EOI) at any time via the online portal. The Foundation team reviews EOIs, assessing eligibility and feasibility against defined criteria.

Key questions:

- Project Location
- Building Ownership or Permission
- Planning Permission
- Organisation Focus
- Geographical Area Served
- Use of Grant Funding
- Funding Amount Requested
- Additional Funding

You will receive an email confirming whether you can progress to a full application within 14 days of submission.

If successful, you would gain access to the full application form.
If unsuccessful, feedback is provided, and guidance on reapplying (if applicable) is shared.

The EOI remains valid for 6 months.

Eligible applicants complete the full application online through the portal.

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APPLY

PRE-APPLICATION TIPS

1

Research Northern Powergrid Foundation

Consider how your project fits the Foundation's priorities and complies against the Grant-Making Policy and apply for funds that the Foundation are in support of.

2

Reach out to successful applicants

Review the website material on previously successful projects and consider making contact with their leadership team to learn more.

3

Plan your project

When planning your project, thoroughly research the equipment to ensure it meets your needs. In-person quotes are usually more accurate than online ones, and it's important to research your installer

4

Provide insights

Write concisely and make your pitch stand out by including information about your organisation, the community served and how the community will benefit from the project.

5

Use multiple eyes

Ask several people to review your application before submitting to catch errors and to ensure your applications meets the grant guidelines. Through the portal you can invite others within your organisation to read or amend your application

6

Attach requested documents

Company documentation and itemised and in date quotations to be added to application. Where quotes are requested as part of the Foundation's application process, 2 quotes will need to be obtained please read our guidance on quotes from our online documents.

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APPLY

KEY QUESTIONS

We are committed to supporting impactful projects, so we encourage applicants to spend time developing your application to showcase the community and the positive benefits your project will bring.

1

What is your vision?

i.e. who is it for, what is the long term outlook (4,000 character limit)
Detail why the project is needed.
Ask yourself, is this application clearly describing that the funds will go towards community resilience?

2

What is the purpose?

Include information on how the project may support the community in line with the Foundation's priority areas (resilience, fuel poverty and net zero networks. Focus on the "why" behind the project, providing a clear rationale and justification for its need in your community.

3

How will the local community benefit?

Include information on the community demographics and how the community will benefit at a local and macro level. Don't rely on the Foundation grant application team knowing the specifics of the community – make sure you provide details about the community, such as demographics, location geography, power cut interruptions and service offering

4

What will the grant be funding?

Include high level and then itemised view on all items the funds will be used for. Supported by the supplied quotes, list the items that the grant funds will go towards. Should you be seeking funds or match funding explain in detail what the Foundation's grant will go towards

NOTE: Double-check your application for completeness and accuracy.

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DUE DILIGENCE AND TRUSTEE APPROVAL

Due diligence of all applications received within the grant application window is performed in stages.

1 **Eligibility**
Applications will be excluded from consideration if they lack required documentation, do not comply with the Grant-Making Policy, fall outside our geographical area, or do not align with the Charity's priorities.

2 **Project**
Applications would be scored based off of the Projects strengths based on Application Details, Impact Assessment, Demographic Data and Location Specifics.

3 **Organisation**
Applications would be scored based off of the organisation based on Organisation Details, Financial and Regulatory Information, Governance and Additional Checks

4 **Overall Assessment**
An Overall strength of application assessment would be completed by 2 assessors

Recommendations to approve and reject are shared with the Board of Trustees to perform grant making decisions.

Timeframe It takes the Foundation team several weeks to assess all applications. Assessment windows will be communicated throughout the year.

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ACCEPTANCE

Within a week of the Board of Trustees performing their grant making decisions you will know the outcome of your application. *Please note that the Board of Trustees decisions are final.*

You will be informed through the grant application portal and via email.

If successful you will be requested to accept grant terms and conditions ahead of funds being issued.

You should read and understand all the terms and conditions ahead of signing and sending back to the Foundation.

If the project was funded for resilience purposes, the site is expected to serve as a hub to keep the community safe, warm, and illuminated during power interruptions. We would provide your contact details to Northern Powergrid so they can collaborate with you to ensure the hub is available when the community needs it most.

If applicable, the you will have six to nine months to secure the required funding to complete the project.

Timeframe Dependent the time it takes you to accept the grant terms and the work required for the project

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GRANTS AWARDED , PROJECT DELIVERY AND COMPLETION

Funds will be released within a month of the Foundation receiving the signed grant terms unless otherwise stated.

Applicants are required to deliver the project according to the grant terms and conditions. The project should commence within nine months from the date of the grant. Any changes or delays must be submitted to the Foundation via the Project Change Request form.

The team is eager to hear about the project's progress and expects regular updates throughout its delivery through reports assigned within your dashboard.

The Project Completion Report is to be completed online via the dashboard, it must be submitted within three months of the project's completion. This report will detail how the funds were spent, evaluate the project's success, and identify lessons learned.

Feel free to share your Northern Powergrid Foundation-funded project with others. Tag the Foundation in social media posts, press releases, and annual reports.

Occasionally, the team will visit projects to see first-hand what has been achieved and celebrate the work you project is making in your community.

All project related documents can be found at
https://www.northernpowergridfoundation.org.uk/our-documents