The Northern Powergrid Foundation: End to End Process

The following is an informative guide to help prospective applicants understand the grant application process for grant funding using the Expression of Interest (EOI) Process

End to end process summary

Expression of Interest	Applicants can submit an EOI at any time via the online portal. Before accessing the EOI you will need to complete an eligibility check, results are instant. New applicants must create an account first.
EOI Review	The Foundation team reviews EOIs , assessing eligibility and feasibility against defined criteria.
Outcome Notification	Applicants receive an email confirming whether they can progress to a full application within 14 days of submission If successful, they gain access to the full application form. If unsuccessful, feedback is provided, and guidance on reapplying (if applicable) is shared.
Application Submission	Eligible applicants complete the full application online. The EOI remains valid for **2 grant rounds**.
DUE DILIGENCE	All grant applications will be reviewed against the criteria outlined in the grant making policy.
TRUSTEE APPROVAL	Trustees will review recommendations made in assessment stage and make final grant-making decisions.
ACCEPTANCE	Successful applicants are notified and asked to accept our grant terms and conditions.
GRANTS AWARDED	Following receipt of a signed agreement, payments will be issued via cheque.
PROJECT DELIVERY	Successful awardees move into the delivery stage of grant project activity.
COMPLETION	Upon project completion, awardees will be asked to complete a Project Completion Report for Trustees.

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End to end process by stage

Expression of Interest (EOI)
Before starting an expression of interest, you will be asked to complete our eligibility quiz, results are immediate. New applicants must create an account to start the process.
If eligible Applicants can submit an Expression of Interest at any time through the online portal. can be saved as drafts, but any draft left for more than three months will be abandoned by the Foundation team. Once submitted, EOIs cannot be amended.

EOI Review
The Foundation team will review each EOI. The assessment includes an initial eligibility check based on five key questions and a scoring process that evaluates feasibility and impact. *EOIs that achieve an average score of seven or above will progress to the full application stage.*

Outcome Notification
Applicants will receive an email confirming the outcome of their EOI within 14 days. Successful applicants will be given access to the full application form, while unsuccessful applicants will receive feedback and guidance on whether they may reapply.

Application Submission
Applicants who have passed the EOI stage will be able to complete a full application through the online portal. The EOI remains valid for 2 grant rounds, and the application must be submitted within this timeframe. Applicants can pause and resume their application at any stage, and the portal will guide them through the requirements, including supporting documentation and evidence. Once submitted, applications are assessed during the next grant assessment period.

Due Diligence

Reasonable due diligence will be performed by the Foundation team on all grant applications to ensure applications are legitimate and in line with the Foundation's priorities ahead of making recommendations to our Trustees. This process can include any of the following:

- Review applicant's governance and operational structures and practices including relevant policies (Safeguarding etc)
- Review, if applicable, the applicant's status as a charity, including (where it is required to do so) evidence that the applicant has been registered with the charity regulator
- Review of applicant's latest accounts and financial position
- Review of the applicant's directors, trustees, executive committee or other key personnel, in particular, to establish whether they are authorised to act in that capacity
- Review of internal financial controls
- Review the applicant's aims and values and any external risk factors that might affect the proposal.

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Trustee Approval
The Foundation Trustees will inform applicants of their decision in writing.

If an applicant is awarded a grant, the Foundation Trustees will:

- set out the key terms of the grant and any conditions that are attached to it in a grant letter; and
- ask the applicant to sign the grant letter to indicate that they accept the terms and conditions.

If an applicant is unsuccessful, the Foundation Trustees may, if requested by the applicant, give the applicant such written feedback on the reasons for their decision as they consider appropriate. All common reasons for unsuccessful applicants can be found in the FAQs. Trustee's decisions are final.

Acceptance
Successful applicants are requested to sign and return grant terms and conditions, either electronically or by post.

Grants Awarded
Grants will be awarded via cheque within 28 days of receipt of the applicant's signed acceptance of the grant terms and conditions.

Grants will be issued and posted to the organisation name and address as provided in the grant agreement.

Project Delivery
Successful applicants will deliver their projects and remain in contact with the Foundation throughout, mainly by email: foundation@northernpowergrid.com. The Foundation team will check in periodically to understand project progress and identify any additional support needs.

Completion
The Foundation Trustees must take steps to monitor the use of the grant and verify that the grant has been used for the purposes that have been agreed. The arrangements for monitoring will vary according to the nature of the grant, but the Foundation Trustees will always seek to ensure that the arrangements are appropriate and proportionate.

This could include copies of receipts, progress updates and meetings with successful applicants.

All successful applications will be asked within three months of completing their project to complete a Project Completion report via the online portal. To see a copy of the Project Completion report questions ahead of this, please visit the 'Our Documents' webpage and see 'Project Completion Report' under the 'Project Completion' category.

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Clawback
The Foundation Trustees may require repayment of the grant, or any part of it, if:

- the project or purpose for which it was awarded does not proceed
- part of the grant remains unused when the activities that the grant was intended to fund have been completed
- the grant is used for a purpose other than that which has been agreed.

The Foundation Trustees will get in contact with applicant in writing should repayment be required.

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