Guidance for the Northern Powergrid Community Resilience Fund Recipients

Introduction

Congratulations on your successful application to the Northern Powergrid Foundation's Community Resilience Fund. We're excited to be working with you to support you with your energy resilience project.

As outlined in the grant agreement, there are certain reporting and communication requirements attached to the funding. These requirements are in place so that we can understand how your projects are progressing and support you with any challenges or barriers you might face. In addition, we need to ensure that your project complies with the grant agreement and that the funding is being used for the purpose it was intended.

There are a number of documents which will need to be completed, and this guide will take you through each one step by step – You can refer to this document at any point throughout the duration of your project.

As always if you have any questions or need to get in touch with us, you can do so via our email address; foundation@northernpowergrid.com

Pre-Project Questionnaire

Our pre-project questionnaire has been developed to allow us to gather some current data regarding your organisation. It will allow us to measure the impact of your project once it has been completed and allows us to know more about the people using your facility who will also benefit from the project.

The pre-project questionnaire is a quick form – It should only take a few minutes to complete. We would appreciate it if you would complete this in line with the deadline added to your grant offer letter.

To access the form please log into your Applicant portal, your form will be assigned to you. We ask that you complete all of the questions which apply.

Quarterly Monitoring Reports

The quarterly monitoring report is designed to give us updates on the progress of your project, any successes you have made or any challenges you may have faced. It will also be a useful indicator for us as to whether your project is on track for completion.

The quarterly report document can be found in the documents section within your online applicant portal.

You do not have to worry about remembering the dates for submission of your report, we will do this for you and you will receive an email from ourselves when it is time to complete your report. We will add a deadline for completion but again don't worry we appreciate how busy you are and therefore we will give you plenty of warning.

Within your quarterly report we just need to understand where your project is at, as well as anything you have learnt along the way. We would also love to see photographs of your

Copyright © 2026 Northern Powergrid Foundation, all rights reserved.

progress and any quotes from people who use your facility to highlight the benefits and impact of the project.

Project Change Request (PCR)

We understand that from time to time a project may need to change from its original purpose as outlined in the application and grant agreement. However, we would need you to notify us of any changes you may wish to make as these would need to be approved by the board of trustees.

A change is defined as;

- A change in the ownership, control and nature of the business of the grant recipient
- Changes to project spending including an increase or decrease in amount
- Change to project outputs
- Changes to the source(s) or amount(s) of additional or matched funding which may impact the project
- A change to the main point of contact or secondary point of contact for the project
- Changes to project duration and key milestones
- Change to financial profile
- Other changes which may affect the content or delivery of the project

The form will be available for you at any time through your applicant portal.

The form will be reviewed by the assessment team and recommendations made to the board of trustees as to how to progress the project. You will receive a communication from us with the recommendations and approval to proceed with the change. If the change is not granted, we will work with you on a solution.

Marketing and Communications Asset Pack

Feedback from previous grant beneficiaries highlighted a need for us to provide you with some advice and guidance around the marketing and communications of your grant or project. We have therefore created an asset pack which contains lots of information that you can use in press releases and on your website. We are also providing you with high-resolution copies of the Northern Powergrid Foundation logos that again you can use freely in conjunction with our brand guidelines.

If you require any additional support with the promotion of your project, please do not hesitate to get in touch.

Project Completion Report and Post-Project Questionnaire

For us to close off your project and mark it as complete, we require a project completion report. This document will contain questions similar to the quarterly reports, however we just ask that you give us further details relating to the overall impact that your project has had and showcase the importance of the grant.

Copyright © 2026 Northern Powergrid Foundation, all rights reserved.

We will also require you to complete a post-project questionnaire, but this will be sent 6 months after your project completion, hopefully by then the impact of your project will be felt by your local community and will really showcase the importance the grant has had.

Site Visit and Cheque Presentation

Once your project is complete, we'd love to come out and see it – We are always really proud of the communities we support and want to celebrate your success with you. You will receive a communication from us when it is time to arrange your site visit, and we will do this at a suitable time for you. You will be visited by one of the Northern Powergrid Foundation team or a member of our board of trustees, we will also use this as an opportunity to get some photographs and these will be used across our digital communication channels.

During this visit, we would love to see around your facility, see the project or installation and learn about the types of activities you have going on. We don't want to take up too much of your time and the visit will be flexible around the opening times and availability of staff or volunteers.

Copyright © 2026 Northern Powergrid Foundation, all rights reserved.