

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.

Northern Powergrid Foundation is an independent charity established in 2022 to support communities across the North East, Yorkshire and northern Lincolnshire to build community resilience, tackle fuel poverty and develop net zero networks.



Community Resilience



Fuel Poverty



Net Zero Networks

Initially funded by a donation from Northern Powergrid, the electricity distribution network operator for the North East, Yorkshire and northern Lincolnshire, the Foundation has enduring plans to deliver sustained support to its communities as the energy landscape rapidly evolves.



Community Resilience

The Foundation has supported community resilience projects with funding for generators, solar panels and energy storage batteries.

Generators, solar panels and energy storage batteries come with their pros and cons and one solution may be more in favour of a community than another. Build your project with the best solution for your community's resilience problem(s).

Trustees can provide up to £20,000, so consider ways to maximise your grant application.

Don't forget to request funds for all aspects of the project, such as the assets, security and storage. Remember to add all quotes to the application.

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APPLICATION PROCESS

ELIGIBILITY



Applicants will complete an online eligibility check ahead of application.

APPLY



Applicants' complete application through the online portal, ensuring all required evidence is attached.

DUE DILLIGENCE



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. Keeping the team updated on progress

COMPLETION



Upon project completion, awardees will be asked to complete a Project Completion Report for Trustees.

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ELIGIBILITY

Please read our grant-making policy ahead of applying,

Interested parties are required to check eligibility against the following questions ahead of being able to apply.

- Is the organisation that is applying for funds based in the UK?
- Has the organisation been operating for over a year and can supply most recent annual financial accounts, the organisation's governing document and number as part of the application process?
- Is the organisation applying for funds that is not the responsibility of another organisation or statutory authority?
- Is the organisation applying for funds for a project that has not started?
- Is the organisation applying to fund a new project and not supplementary funding as a result of inflationary or other increases?
- Is the project located within Northern Powergrid's geographical areas of North East of England, Yorkshire or northern Lincolnshire?
- Is the project related to the charity's priorities of community resilience?

If eligible, the interested party will be asked to register for an online Northern Powergrid Foundation account and then to log in ahead of applying. Follow the on screen instructions to perform these steps.

Timeframe

It takes a few minutes to complete.
Answer will appear on screen once submitted.

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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.

6

Attach requested documents

Company documentation and itemised and in date quotations to be added to application.

Timeframe

It takes time to develop a promising application and then prepare it online.

Funding round are normally open six weeks.

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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, the energy resilience factors, 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 (500 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 £20,000 or less grant will go towards.

NOTE:

Double-check your application for completeness and accuracy.

Remember, you can edit it until the closing date.

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A woman with short grey hair and glasses is seated at a sewing machine in a workshop. She is wearing a blue long-sleeved shirt and is focused on her work. The background shows other people and sewing equipment, slightly out of focus. The entire image has a semi-transparent red overlay. The text 'Applicant Toolkit' is written in a large, white, sans-serif font across the center. Below it, in a smaller, white, italicized sans-serif font, is the subtitle 'A guide to grant funding applications'.

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A guide to grant funding applications

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ONLINE APPLICATION

[illegible]

ELIGIBILITY QUIZ

[illegible]

STEP 1

The screenshot shows a web application interface for a grant application. The title is "Application for a Grant". The form is divided into five steps, with "Step 1" currently selected and highlighted in red. Each step contains a question and a text input field. The questions are: "What is your idea for the Project?", "What is the purpose of the Project?", "How will the project benefit the local community?", "What is the estimated cost of the project?", and "What is the estimated timeline for the project?". At the bottom of the form, there are input fields for "Name" and "Email", and three buttons: "Save as Draft", "Go Back", and "Next Step". The "Next Step" button is highlighted in red.

Application for a Grant

Step 1 **Step 2** **Step 3** **Step 4** **Step 5**

What is your idea for the Project?

What is the purpose of the Project?

How will the project benefit the local community?

What is the estimated cost of the project?

What is the estimated timeline for the project?

Name **Email**

Save as Draft **Go Back** **Next Step**

STEP 2

Application for a Grant

Step 1 Step 2 **Step 3** Step 4

What is the total cost of the Project? (including GST if applicable)

How much funding are you requesting from the Foundation that you have identified as not including GST if applicable?

Have you applied or received funding for this Project elsewhere in the last 12 months?
☐ YES ☐ NO

If yes, where and how much?

Will any of the funding be used to meet other organisation's core operational costs?
☐ YES ☐ NO

If yes, how much?

Go back to the Grant Making Policy, which also details how we will ensure that our grant is used for its intended purpose.

STEP 3

[Home](#)
[About](#)
[Our Grants](#)
[Our Documents](#)
[News](#)
[Events](#)

THE NORTHERN POWERGRID FOUNDATION

Application for a Grant

Step 1
Step 2
Step 3
Step 4

Does your organization have adequate insurance and permission in place to submit the Project to the permit act in a state and permit (this includes having insurance in place to cover the health and safety of anyone involved in the Project)?

☐ YES ☐ NO

Has your organization passed Training to visit your organization or the Project for the purpose of monitoring the use of the Project that will not harm resources in any way?

☐ YES ☐ NO

Is the Project understood by your local MP or jurisdiction?

☐ YES ☐ NO

Does your organization agree to acknowledge the Northern Powergrid Foundation and the Grant in any publicity material on Project?

☐ YES ☐ NO

Does your organization agree to submit in report or reports demonstrating what progress has been made on the Project?

☐ YES ☐ NO

[Save as Draft](#)
[View Draft](#)

STEP 4

[illegible]

STEP 5

DASHBOARD

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DUE DILIGENCE AND TRUSTEE APPROVAL

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

Eligibility

1

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.

Project

2

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

Organisation

3

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

Overall Assessment

4

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 received in the round

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ACCEPTANCE

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

Applicants will be informed through the grant application portal.

Should applicants be successful they will be requested to accept grant terms and conditions ahead of funds being issued.

Successful applicants 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 applicant will have six to nine months to secure the required funding to complete the project.

Timeframe

Dependent on the applicants time to accept the grant terms.

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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.

Applicants are expected 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 communicated to the Foundation.

The team is eager to hear about the project's progress and expects regular updates throughout its delivery.

The Project Completion Report, to be completed online via the application portal, 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.

Timeframe

Dependent on the project deliverables, but anticipate it to be nine months.

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