

## The Northern Powergrid Foundation: End to End Process

The following is an informative guide to help prospective applicants understand the grant application process.

### End to end process summary

PRE-ELIGIBILITY	Applicants can register their interest online and will be notified when the application window opens.
ELIGIBILITY	Applicants will complete an eligibility check ahead of application.
APPLY	Applicants' complete application through the online portal, ensuring all required evidence is attached.
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.
CLAWBACK	Funds must be repaid to the Foundation if Trustees understand funds were inappropriately spent.

## End to end process by stage

### **Pre-Eligibility**

Applicants learn about the Northern Powergrid Foundation, and the support we offer. If the grant window is closed, they can register their interest online by providing their name and email address.

The website also offers access to the Grant Making Policy, Complaint Policy, Safeguarding Policy, Privacy Policy, Application Process, Frequently Asked Questions, Application Form, and Application Toolkit.

### **Grant Window Opens**

Applicants who have registered their interest will receive an automated email notification when the grant window opens.

At this point, instead of an expressions of interest page, applicants will be directed to create an account online.

### **Eligibility**

Applicants must first complete an eligibility check on our website before applying for a Foundation grant. Once eligibility is confirmed, the applicant will be able to progress to the application stage.

### **Apply**

Applications will only be accepted through the online portal, should you wish to see the application questions and requirements before drafting your online application visit the 'Our Documents' webpage and see 'Application Form' under the 'Applications' category.

Applicants will be directed throughout this application process as to what's required, especially supporting documentation and evidence.

Applicants can pause and resume application drafting at any stage.

Once the application is submitted the applicant has until the application window closes to make any required edits. Once the application window closes, the application is locked down and the due diligence and grant assessment process will begin.

Applications must be received by midnight on the closing date. Applications received after the deadline will not be considered and applicant will be asked to submit application at the next available opening.

The applicant will be kept up to date with the status of their application via the online portal and by email.

## **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:

- the applicant's governing documents
- 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
- the applicant's latest accounts and financial position
- the identity 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
- the applicant's governance and operational structures and practices
- the applicant's internal financial controls
- relevant operational policies and procedures that the applicant has in place, for example, in relation to safeguarding children and vulnerable adults, and on equality and diversity
- the applicant's aims and values
- any external risk factors that might affect the proposal.

## **Trustee Approval**

The Foundation Trustees may take up to six months to consider grant proposals and decide if they will award a grant.

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.

## **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: [thenorthernpowergridfoundation@northernpowergrid.com](mailto:thenorthernpowergridfoundation@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.

### **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.