

## 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

ELIGIBILITY	Applicants to check eligibility in order to apply.
APPLY	Applicant to complete application through the online portal.
DUE DILIGENCE	Trustees to review all grant applications against set criteria.
TRUSTEE APPROVAL	Trustees to make grant-making decisions.
ACCEPTANCE	Successful applicants to accept grant terms and conditions.
GRANTS AWARDED	Trustees to award grant via cheque
PROJECT DELIVERY	Applicant to deliver grant project activity.
COMPLETION	Applicant to compile a Project Completion Report for Trustees.
CLAWBACK	Funds refunded if Trustees understand funds were inappropriately spent fund

## End to end process by stage

### Eligibility

Applicants must first answer eligibility for the grant questions on the website before applying for a Foundation grant. Once the applicant has been identified is eligible to apply for the Foundation grant the applicant will be asked to set up a website account.

### Apply

Once an account has been set up applicants can start to answer the grant application questions online.

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.

Applicants can pause and resume application drafting.

Once the applicant is submitted the applicant has until the applications are closed to make edits to it. Once the application assessment is closed the application is locked down and shared with Trustees for due diligence checks.

Via the online application system, the applicant will be made aware on the grant applications progress.

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.

### Due Diligence

Reasonable due diligence will be performed by Trustees on all grant applications to ensure applications are legitimate and in line with Foundation priorities. Due diligence 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 a 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 seek 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 or not.

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, electronic or paper, to sign and return grant terms and conditions.

### **Grants Awarded**

Grants will be awarded via cheque within 10 working days of Trustee receipt of applicant signed acceptance of grant terms and conditions.

Grants will be issued and posted to the organisation named on the application form.

## **Project Delivery**

Successful applicant will deliver the project and remain in contact with the Foundation throughout, mainly by email: [thenorthernpowergridfoundation@northernpowergrid.com](mailto:thenorthernpowergridfoundation@northernpowergrid.com)

## **Completion**

The Foundation Trustees will 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 meeting with successful applicants.

All successful applications will be asked within one month of completing their project to complete a Project Completion report via the online portal. To see a copy of the Project Completion report questions before compiling it on please visit the 'Our Documents' webpage and see 'Project Completion Report' under the 'Project Completion' category.

## **Clawback**

The Foundation Trustees may require repayment of any part of the grant 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.