



Foundation
Derbyshire



Eight Steps

In Your Journey.

January 2022.



The story of your application in 8 steps.

1. Your online application is submitted and arrives at Foundation Derbyshire.
2. We aim to send you a 'Check-in' email within 7 working days. This 'Check-in' email tells you who your grants team contact is, which fund we've selected for you and the date the donor panel will meet to make a decision on your bid. It may also ask you for any outstanding pieces of supporting documentation.
3. Your application is then passed to your grants officer for assessment.

During assessment we will read through the application and prepare it for a panel meeting, where volunteers will make a decision on your bid. When we read through the bid we will be able to anticipate what questions the panel may ask about your specific project. We are looking to plug any knowledge gaps, so that we can present the best possible case for you. The extra questions we come up with are not generic but will be unique to your bid and should lead to a stronger chance of success. This personalised assessment process also allows you to build a relationship with us as a local funder and for us to keep our application form shorter and less daunting.

4. We aim to get you a decision within 12 – 16 weeks of your application arriving at Foundation Derbyshire. Sometimes it can take a bit longer or be much quicker, dependent on when your application actually arrives and when the panels are set to meet.

In light of this, we always advise you to plan and get applications in a good 5 – 6 months before you need the funds



5. Once the decision-making panel has met, we will get a written response to you within 2 weeks but often sooner. You can also call us after the panel meeting date to get a verbal update over the phone. We always give open and honest feedback, suggestions and advice where we can.
6. If you are successful, you will receive an email award pack containing all the information you need in order to release your funds and monitor your project. Within the award pack is a document called a grant agreement. Once you have signed and returned this, our Trustees can release the funds directly to your group bank account via an electronic BACS payment.

We aim to have a BACS run every two weeks. How quickly you return the paperwork to us determines how quickly we release funds.

The email award pack will also contain links to publicity material and logos that you can use to promote your grant.

7. Once you have completed spend you will need to return a simple monitoring form to us. You will be given a date for this to be submitted and a link to the online monitoring form within the award pack described above, so please keep it safe. We do ask you to include receipts for purchases etc., so please keep these in a safe place.
8. Once you have a grant you can call the grants team or visit our 'Grant Holders' section on our website, if you have any concerns or questions.



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