PROCESS MAP – EMERGENCE FOUNDATION GRANTS

Read all the guidance on the web site carefully to check your eligibility to apply and whether your project meets the criteria set out.

Note the 2-step process and the closing dates.



Step 1: **Submit an Expression of Interest form** (EOI) before EOI closing date.

Open for approx. 4 weeks.



Your project will be assessed against the criteria and you will either be:

- a) Invited to submit a Full Application
- b) Be provided with some feedback about how your EOI could be improved for potential re-submission for full application
- c) Informed that the scheme is not eligible/ unlikely to be a priority.

Response to EOI's within 2 weeks.



Step 2: If invited to do so, **submit a Full Application** by the closing date. Upload a video in support of your application – this is optional.

Open for approx. 6 weeks, including EOI period.



The application will be:

- Evaluated against the published criteria by professional assessors
- Voted upon by stakeholders, who will also be able to view the video
- Assessed by EF Panel who will make recommendations for grant support.



The EF Board will ratify the Panel's recommendations.



Applicants will be informed of the decisions on grant support.

From the full application deadline to having a decision is approx. 10 weeks.



Unsuccessful applicants will receive some feedback Successful applicants will receive an Offer letter with Conditions.



Successful applicants will need to sign and return an Acceptance form (relating to the Offer Conditions) and complete some paperwork regarding payments of the funding.

You will have approx. 2 weeks to return the acceptance.



Funding starts and then the project starts

(with potential scheduled, interim payments during the life of the project).



Funding ends and the project ends

Evaluation and final certification of expenditure forms returned to EF.

Tell us about any significant changes during the project.