

# EMERGENCE FOUNDATION

## GUIDANCE FOR APPLICANTS

In this section you can find various supporting documents to assist you in both considering whether to apply and how to prepare an Expression of Interest form and a Full Application form.

NB Please read this Guidance for Applicants carefully. You should find here all the information you need concerning eligibility and how both your Expression of Interest Form and your Full Application will be assessed.

### Background to our fund

After a careful review of the Foundation's activities we set up this fund beginning in early 2018. In developing it, the views of our Stakeholders were given prominence.

Our plan is to distribute relatively small grants to individuals and organisations of £1,000 up to £25,000 between 2018 and 2022.

### Our aims

Emergence Foundation wants to support projects that improve the quality of life of individuals, enhance communities and benefit the environment: projects which bring about a shift in consciousness and perspective based on the fundamental unity of all life, providing a force of positive change in the world.

All projects must be educational in nature and for public benefit.

As part of the application process we will, naturally, ask you to show how your project fits with these aims.

### Outcomes

Emergence Foundation intends their funding to:

1. Enhance beneficiaries' inner enrichment, sense of meaning and purpose in life: catalysing conscious moral and spiritual development through a heartfelt connection to 'other(s)', nature, life, and a motivation to contribute positively to the future

2. Create/inspire in beneficiaries the qualities of courage, inner strength and a commitment to improving the lives of others
3. Enable beneficiaries to discover a more holistic, integrated relationship to life; to collaborate with others in order to counter the fragmentation, alienation and partisan attitudes so prevalent
4. Address the current moral, spiritual, cultural, and/or environmental crises that endanger humanity and all of life, by developing practical, measurable, holistic solutions

As an applicant you will need to say which of these outcomes you will be delivering – at least one – and how.

## Examples of projects we wish to support

The following examples are given to provide some further guidance of the kind of projects we wish to support. These are only examples, though, and not exhaustive.

We would like, however, to ask you to consider whether your project fits within one or more of these 7 categories and, in making your application, identify which ones. If you feel it does not fit within any, then it will be particularly important to show how it delivers on our **aims** and at least one of the **outcomes** set out above.

Projects that:

### 1. Aim to improve the quality of life of individuals by cultivating:

- a) Sense of meaning and purpose
- b) Self-awareness and empathy
- c) Confidence and empowerment
- d) Vision and creativity
- e) Moral strength and integrity
- f) Agency and responsibility

### 2. Develop individuals' knowledge of and skill in:

Areas such as enquiry, meditation, mindfulness, contemplation, contextual thinking and dialogue resulting in, but not limited to, **any of the following capacities:**

- a) independent thinking: the willingness to radically question, maintain an open mind, engage in sustained enquiry
- b) contextual awareness: seeing situations within a larger context
- c) holistic thinking: embracing complexity, systems and process thinking; an understanding of the principle and implications of unity and interconnectedness in relation to diversity
- d) altruistic sensibilities: developing empathy and mutual respect as a basis for creative thinking and/or solutions beyond self-interest
- e) flexibility, creative responsiveness: letting go of fixed positions, adapting to changing circumstances
- f) emergent dialogue: radical listening, developmental thinking, non-linear solutions
- g) imagination and visionary thinking
- h) creative agency: following through and actualising one's ideas/vision
- i) collaborative teamwork

**3. Address (through any of the above or other means):**

Existential issues such as alienation, disempowerment, lack of meaning, and rootlessness

**4. Facilitate in beneficiaries:**

- a) the self-actualisation of an individual's gifts and capacities to contribute to society
- b) healing, reconciliation and/or mental health with an emphasis on self-authorship, empowerment and responsibility

**5. Uplift and develop culture (i.e. groups, communities) through educational programmes that develop capacities for coherence, meaning qualities like:**

- a) inclusivity: seeking unity within diversity e.g. transcending division and/or creating bridges through finding common ground, shared humanity and/or a higher common objective
- b) empathy: proactive ways of understanding and working with difference, reducing the tendency toward 'otheration' or objectification; caring and understanding the needs of the whole
- c) understanding and applying the principles and values intrinsic to collaboration i.e. prioritising and working towards higher objectives
- d) constructive questioning and critical thinking with regard to contemporary human experience and culture
- e) expanding perspectives and new ways of thinking
- f) cultivating egalitarianism – recognition of and respect for the fundamental equality of all people
- g) global, holistic awareness including but not limited to:
  - 1) a deep time cosmic perspective
  - 2) an understanding of the relationship between past and present, historically

**6. Offer skills in developing collective environments i.e. communities, effective teams, groups, including but not limited to:**

- a) dialogue skills: facilitating the art of radical listening - awareness of connecting threads and capacity to seek, identify and cultivate shared ground between disparate positions (e.g. communal, political, social)
- b) practices and programmes designed to facilitate trust/openness/collective action
- c) training in the principles of individual and collective development
- d) understanding key elements in creating conditions for change and growth

**7. Address and/or offer solutions to the environmental crisis including but not limited to:**

- a) educational initiatives on sustainability, including the recognition of our moral responsibility as human beings
- b) non-profit projects supporting environmental awareness and innovative solutions
- c) programmes that support multicultural practices and ways of thinking relevant to current issues i.e. planetary degradation, social fragmentation, individual alienation

**Please note:** Applications connected with the current teaching work of Andrew Cohen will not be considered.

# EMERGENCY FOUNDATION: CRITERIA FOR APPLICATIONS

We may find it necessary, during the life of the fund, to alter these criteria from year to year. You should check this website to make sure you are using up-to-date criteria for the year of your application.

## 1. Who can apply?

The following can apply to this fund:

- Registered charities including Charitable Incorporated Organisations (CIOs)
- Constituted voluntary organisations
- Community Interest Companies (without shares/dividends)
- 'Start-up' organisations with a bank account (in the name of the organisation), a constitution and income/expenditure projections
- And
- Individuals promoting schemes that deliver benefits to other people/the wider community

**Please note that the following organisations/individuals are not eligible to apply:**

- Organisations with an annual turnover of more than £500,000 in the existing or preceding 2 years
- Organisations with more than 2 years of operating reserves (unless there is an acceptable reason for it)
- Branches of larger organisations
- Commercial or 'for-profit' organisations
- Religious or political organisations
- Individuals seeking funding for their own benefit
- Schools and statutory organisations

## 2. Area of benefit

Our charity fund applies to the following countries. Both applicants and those receiving benefit must be within these:

UK	Austria	Belgium	Denmark	Finland
France	Germany	Greece	Holland	Israel
Italy	Ireland	Norway	Portugal	Spain
Sweden	Switzerland			

**Please also note that:**

- Preference will be given to applicants and projects within the UK
- Applicants must comply with UK Charity Commission regulations and any local country requirements

### 3. Length and limits of funding

Applications can be for 1 year or less. Your project can span multiple years but we decided as a result of our pilot round to **only consider 1 year of funding at a time**. You are welcome to apply again for subsequent years (even if you were unsuccessful in year 1) but even if you have been successful, we cannot guarantee that you will be funded again for the same application. All applications are considered in each round on their merits and in the light of all other applications. (You can read more about this in the [FAQs](#) section.)

If your project will last slightly longer than a year, say 14 or 16 months, then please [contact us](#) for advice on how best to present your application.

We would like to make it clear that our funding will not cover the following:

- Capital expenses (i.e. building costs/purchase of large equipment)
- Projects that cost more than £100,000 in any given year
- Projects that have already started or that are committed to by way of contract, before the application is considered
- Continuation of existing projects, unless the element being applied for is clearly new and different
- Applications which are simply/predominantly to make a contribution to the organisation's overheads/running costs, also known as 'core costs'
- Applications that involve the further distribution of the funds by the applicant as in the form of grants
- Applications from individuals that are mainly/significantly for the applicant's own benefit

If you have any uncertainty if any of your costs are eligible or not, please ask our [Grants Enquiries team](#).

### 4. Amount of grants and number of applications

**Organisations can apply for grants of:** minimum £5,000 and maximum £25,000 per year.

**Individuals can apply for grants of:** minimum £1,000 and maximum £10,000 per year.

There is a maximum amount of grant that any one applicant can receive during the life of the fund. This is set at the following amounts:

Annual maximum grant multiplied by the number of years of fund operation *e.g. with the maximum annual grant set at £25k for organisations and £10k for individuals and, if the fund runs for 3 years, the maximum grant for any organisation is £75k (£25k x 3) and for any individual £30k (£10k x 3).*

If your project spans more than one year, the maximum grant that you can apply for can be multiplied pro-rata by the number of years/months that the project lasts.

**Applicants can only submit one application at any given time.**

Applicants cannot apply on behalf of another project until they have reached the satisfactory completion of their existing grant. (See [FAQ](#) section for more on this.)

## 5. Applicant's contribution to costs (match funding)

**Grants can be for 100% of the eligible costs of the project**, so it is not required that you provide any other financial contribution i.e. no match funding is needed.

At the same time, in assessing your application, any self-help and commitment to the project along the lines of other grants, volunteer support, free equipment/materials, etc. will be viewed very positively.

## 6. Eligible and ineligible costs

Here are some examples of typical eligible project costs:

- Facilitator/leader/coach/staff expenses and/or wages\*
- Facility hire
- Minor equipment and materials used in the project
- Larger items of 'non-fixed' equipment up to a value of £1,500 (not IT or AV)
- Volunteer expenses
- Marketing and promotion
- Relevant insurances
- Relevant training
- Monitoring and evaluation of the project
- A fixed contribution to organisational overheads or a calculation of Full Cost Recovery (see \*\*below)

\*Salaries and staff payments must be not less than the minimum wage in the country that the person is being paid/working in, but we would also have to see them as being 'reasonable' and providing 'value for money'. There is more on this in the [FAQs](#).

The following are examples of costs that are not normally eligible:

- Capital costs (any building works or physical items costing over £1,500)
- General running costs (with the exception of allowable contribution to overheads or FCR, see below)
- Purchase of vehicles
- Purchase of personal clothing/equipment
- Film/AV equipment
- IT equipment and software
- Travel (with the exception of volunteer expenses and travel costs that are inherent to the nature or delivery of the project)
- Accommodation
- Meals, subsistence and catering e.g. food and drinks
- Fundraising
- Maintenance and repairs

\*\*Overheads and Full Cost Recovery (FCR) - We recognise that a contribution to organisational overheads can be important. In light of this organisations can opt to recover overheads via either of 2 methods:

- Simple method. Applicants can apply for a contribution to their overheads of up to 10% of their project costs when submitted with a simple, costed 'overheads' rationale.

- To apply for FCR of a larger sum/percentage, applicants will need to provide a specific calculation. [We can advise you on this.](#)

## 7. Application process

The application process has two phases. Our aim is to help you, as an applicant, to develop your project in a way that best meets the criteria without spending lots of time crafting a full application for a project unlikely to receive support or that is ineligible.

The two phases are:

1. **Complete an Expression of Interest Form** and email it to [eoi@emergencefoundation.uk](mailto:eoi@emergencefoundation.uk). This form will be looked at carefully. You will be given some feedback and also a decision as to whether you should complete a Full Application form. The feedback will be one of three types, which are: proceed to full application; unlikely to be a priority without some amendments; not eligible/unlikely to be a priority.

Then, if invited to do so:

2. **Complete the Full Application form**, giving us, of course, all the information required and by the specified deadline.

### Video

Along with your Full Application you can, if you wish, provide a short (up to 3-minute long) video to support your submission. This video will be available for a group of EF Stakeholders to view, prior to them voting on projects that they want to support. The Stakeholder vote, along with the assessment of the written application, will be important factors considered by the Grants Panel in deciding which projects to fund. It's not, though, a requirement to add this video.

To find out more about this please refer to the separate [Video sheet](#). Videos have to be received by the deadline of the Full Application.

## 8. When to apply? – you can find all application [‘open and closing’ dates](#) on the web site

It is intended to have 2 rounds of grants per year for both individuals and organisations. Applications for both have the same deadline dates, use the same forms and will be considered at the same time.

Expressions of Interest forms (EOIs) can be submitted at any time within the specified [‘Open for EOI’ dates](#). We aim to give you a response to your EOI within 2 weeks. You can also find here the deadlines for Full Applications.

You can also find the [approximate dates](#) for rounds in future years. Please note, we will put up precise dates for future years as soon as they are decided upon.

NB In the case of EOIs received after the EOI deadline, we won't be able to process them in time to allow a Full Application to that round. They can, however, be processed with the potential for a Full Application to the subsequent round. You should be aware, however, that if the next application deadline is in a different year, you should make sure your Full Application includes any new criteria relevant to that year.

We are very keen to help bring projects to fruition and for this reason are prepared, where appropriate, to give 100% grants. Projects, however, that will depend on substantial other funds that are not yet confirmed should consider applying only when their project is in a position to go

ahead with the support of our funding. In practice this would mean making an application when the majority of any other necessary funding is confirmed.

## 9. How and when decisions are made

The assessment of Expressions of Interest will be based on how well they reflect the aims and objectives of our fund, and how your project demonstrates that it could deliver the kind of benefits to others and the sort of changes that are important to us at EF. We will also be looking carefully at your eligibility as this is very important to us.

When it comes to the Full Application stage, similar principles to these are used but we will be looking more thoroughly at all aspects of the project, including the outcomes, methods, scope, realism, project management, supporting documents and evidence.

There will also be an opportunity for you to demonstrate your enthusiasm, passion and knowledge via the optional video, which our Stakeholders will be able to view when they consider the project.

The Grants Panel will assess each scheme along with the Stakeholders' views and make their decisions on which schemes to fund. Applicants will be informed of the decisions after the Trustees of EF have ratified the Panel's decisions. We hope to let all applicants know the outcome within 16 weeks of the deadline of the Full Application submissions.

## 10. Frequently asked questions (FAQs)

We would recommend **all** potential applicants to look through the FAQs as you will find information there which is really helpful. If you still have unanswered questions after that, please contact us (as below).

## 11. Contact

**Email:** [Grantenquiries@emergencefoundation.uk](mailto:Grantenquiries@emergencefoundation.uk)

**Phone:** 07889 234 340. If it goes to voicemail, please leave details of your question and a contact number.

Or via the **Contact Form**

Please note that as a small charity we do not have a large staff team. We aim, though, to respond to enquiries within 10 working days or sooner.

## 12. Feedback and suggestions

We aim to support your applications with some constructive feedback which we'll give either in writing or verbally.

We are not able to operate an appeal process. However, if something arises that you wish to bring to our attention, [please email us](#) and this will be dealt with by the Trustees at their next monthly meeting.

In addition, if you have any suggestions for improvements you feel we could make, please let us know.



## Data protection note

Please note that when you make an application we'll need your permission to store your information on our databases for the purpose of making a decision to offer you grant support and, if successful, for the purpose of funding you. If at any time you wish us to remove your details from our databases, please [contact us](#) and we will remove all your details. However, you should be aware this would prevent us from offering you financial support or, if you've been awarded a grant, from continuing to fund you.

If you decide to submit a video with your application, should you, at any time, wish us to delete it simply contact us. We will then remove it from our servers and databases. Removing your video will not affect your application. We will, in any case, routinely delete all videos submitted to us within 3 months of the application closing date.

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