

# EMERGENCY FOUNDATION

## FAQ

These are some questions you might have. If you don't find the answers you need in this section, our [Grant Assessment Team](#) is happy to assist.

### When is the next round for making an application?

The date of the next round can be taken from our deadline dates.

#### Autumn 2021 / Last Round

EOI open Saturday 4th September

EOI close Saturday 18th September 2021, midnight

Full Application open Monday 4th October 2021

Full Application close Saturday 30th October 2021, midnight

### What is the deadline for submitting an application?

The deadlines for completing an Expression of Interest form as well as for full applications are:

#### Autumn 2021 / Last Round

EOI open Saturday 4th September

EOI close Saturday 18th September 2021, midnight

Full Application open Monday 4th October 2021

Full Application close Saturday 30th October 2021, midnight

Please check the [process & timeline page](#) for further information.

### Who can I contact to discuss a few questions?

# EMERGENCE FOUNDATION

You can discuss any questions or issues with our Grant Assessment team, either by sending an email or phoning. Our contact [details can be found below](#):

## Can I reapply and when?

### a. **Unsuccessful with your Expression of Interest form?**

If unsuccessful with an Expression of Interest form (EOI), you can resubmit in any future round. It's important to make sure a resubmission reflects any previous feedback, unless the nature of the project has significantly changed. If it has changed the new application should clearly show the changes. Please note that even if the project is essentially the same you will need to complete a new EOI form. You should be aware, too, that we cannot guarantee the success of any resubmission as it will be competing with a fresh set of bids.

### b. **Unsuccessful with a Full Application?**

If unsuccessful with a full application, you can reapply with a new EOI in any future round. If you decide to reapply with a similar scheme to the one that was rejected, please ensure that you take full account of any feedback previously given and make that clear in your new EOI.

### c. **You have an active project but want to apply for a new one...**

In the case where you have an existing grant from EF and your project is still active you will generally need to wait until it finishes to reapply. In the event that the deadline for new schemes coincides with the end of your existing scheme, then you will need to ensure you complete the new EOI (and Full Application) to meet the appropriate deadline. For us to consider a new grant application and make an offer it would depend upon you completing all the final paperwork of your previous project in a timely and satisfactory way.

### d. **Your project is finished and you want to apply for a new one...**

If you have had a previous grant from EF and the project has finished, you can reapply with a new EOI in a future round, subject

# EMERGENCE FOUNDATION

to the maximum grant limits (namely, £10,000 pa for individuals and £25,000 pa for start-ups/organisations). You will, of course, be expected to have completed all the final paperwork of your previous project in a satisfactory way.

## **What to do with unused funds?**

Please contact us as soon as possible to discuss it. Normally we would expect unused funds to be returned as we would like to make use of them for supporting other initiatives. Definitely do not spend the outstanding funds on any items not included in your original application or not specifically identified in your offer letter as we may have to ask you to repay this expenditure.

## **Can we get an increased grant if the project costs more?**

If this happens it's essential you contact us within 14 days of recognising it so we can discuss it with you. Normally we would not agree to increase a grant offer but we would want to understand the reasons for it before making any decisions or recommendations. It's really very important, though, that you don't commit to expenditure that you do not have funds to cover and you do not implicate EF in any commitment to additional expenditure.

## **Should my project meet more than one outcome?**

No, we don't regard it as necessary to meet more than one outcome. We see it as far better to create a really good application that solidly delivers on one outcome, rather than spreading yourself more thinly and with less substance. If, however, you feel your scheme genuinely does deliver across more than one outcome then definitely make sure your application reflects that.

# EMERGENCY FOUNDATION

## **We don't yet have all the match funding confirmed...**

You can find an explanation of what to do in the [Criteria for Applicants](#). In essence, if the outstanding match funding is really quite minor then you could apply immediately. However, if it is a substantial sum, we would generally advise against applying until it has been confirmed. If, though, a decision is imminent then it might be best to apply now. Please consult with us if you are uncertain (see 3 above).

Please note, as soon as you know the other organisation's decision it's **essential** you let us know. If you delay or don't inform us it could result in an unfortunate deferral or even rejection of your application.

## **Can I start on some of the project before your approval?**

This is not a good idea because in applying to us for funding we understand you need the money for everything you are asking for. If you start before receiving funding this would suggest you can manage without the money. As a result we may have to decide the parts already begun are ineligible for funding or possibly the whole project.

## **How do you consider projects with a global audience?**

In our Guidance for Applicants section you can see 'the area of benefit' which is a list of countries our funding can apply to. If your project is delivering to a wider area (that is, it includes one or more of those listed countries but goes beyond them) you can still apply. However, your application will be assessed only on the parts that relate to people within our 'area of benefit'. If you're making an application for a project that has global or wider beneficiaries you should take note of these points:

- a. The project must deliver benefit within the eligible area of benefit.
- b. Your application should only reflect the activities and impact you will be undertaking within our area of benefit. In other words, your wider activity is not relevant to the application.

# EMERGENCE FOUNDATION

- c. Any costs associated with any activity outside the area of benefit cannot be funded.
- d. The application will not receive any greater consideration in the assessment due to the fact that it has a global or wider reach.

## **Can I apply for funding for a multi-year project?**

When we were running our pilot round it became apparent that the total request for funding for multi-year projects was very large. In the light of our overall budget this would not have been sustainable. As a result we decided we can generally only fund one year of a project at a time. You can still apply with a project that is going to run over several years but we will only be looking to fund on a year-by-year basis. When you fill in an application please make it clear if your project is going to run over two years or more. Your costs as stated on the application form should only be for the one year (the form makes this clear).

You will certainly be eligible to apply for subsequent years' funding, but you will need to submit a separate application for each year. We have to point out that, even if you received funding for a previous year, for each new round we have to consider your application on its own merits and in the light of all other applications received at that time. This means, of course, you cannot assume your project will receive future funding.

At the same time, it's not that we would give no consideration at all to continuing to fund a successful and thriving project. A fresh application should clearly state why your project deserves refunding.

We'd like to emphasise that it's important in deciding when next you apply to us, to look carefully at the dates of our funding rounds. This is in order to provide continuity for your project. It may mean you have to apply again, before your first grant has finished. This is absolutely fine but should be clearly noted on the form.

## **What if my project runs for slightly longer than one**

# EMERGENCY FOUNDATION

year?

There may be the occasional exception, where a project is designed to run for over 1 year but less than 2 years, for example 14 or 16 months. In these cases, we suggest that you contact us (see 3 above) to discuss how best to phrase and present your application.

## **Is there a limit on staff and individual payments/salary costs?**

When we ran our pilot round it became clear that there was a vast difference in what applicants were asking for to pay their staff or other individuals providing services. In fact, the variation was to the tune of about 600%! Obviously there can be a wide range of factors which affect this. Naturally we want to deliver value for money and so will be looking closely at these costs in all future rounds.

While one of the factors will be the relation of costs to the local market we will also be applying our own view of what seems 'reasonable'. We may, in some cases, at our own discretion apply a cap on salary and staff/individuals' payments.

If you do feel there is a special case to be made for such payments please try to explain this in your application.

When applying for staff costs please make clear if they are employed or self-employed. Please also provide the 'day rate' or 'hourly rate' for each person, along with the annual salary (or equivalent) for those who are employed.

Where we see staff/individuals' payments as too high, it may result in us making a 'conditional offer' that is lower than the grant you requested, based on a reduction in such payments. In these circumstances, it will be a 'without prejudice' offer and you would naturally need to choose whether your scheme remained viable.

# EMERGENCY FOUNDATION

## **Can I change the amounts I'm going to spend on items?**

Our policy is that grantees can, in fact, move money between budget headings up to 15% without telling us. However, if you are considering changes beyond that amount it's essential you inform us and provide the reasons so we can discuss it with you. In agreeing to fund you we obviously were agreeing to fund a particular project, with its specific costs, activities and outcomes. If these get significantly changed we'd naturally need to be consulted.

If you have very sound reasons we would always wish to help your project in the best way possible. We do, of course, at the same time, have a duty to ensure the appropriate use of the grant money. We would also wish, as much as possible, to steer you away from any unfortunate consequences which could arise from substantial changes being made.

## **What should I put as the start date for my project?**

The start date on your application form needs to be set after the date you would be formally notified by written offer letter of your success and after you have returned the Acceptance form as well as the Bank and Expenditure Profile forms.

We suggest you set the project start date at a minimum of 14 weeks after the closure date for full applications. Dependent on everything being in place this would be a reasonable estimate for you to have received a grant payment from us and so begin your project.

## **How soon can we start after we receive the written offer?**

You should be able to start within 14 days of us receiving your Acceptance form, Bank form and Expenditure Profile form. Generally, we can process payments within about 14 days. However, please note that payments into non-UK bank accounts can take longer and this is

# EMERGENCY FOUNDATION

something outside our control.

## How much overhead costs can I request?

Generally, organisations are faced with 2 sorts of costs: 'project' costs and 'overhead' costs.

**Overhead costs** within organisations are known variously as 'core costs', 'running costs' or 'indirect costs'.

Examples of these costs might include such things as:

- Office and administrative staff (salaries, HR costs, etc.)
- Premises costs such as rent, heat, light, rates
- IT equipment costs
- Training, fundraising and governance costs

**Project costs** are also known as 'direct costs' – these are the precise costs based simply on running a project. The reality is that organisations cannot run multiple projects without also finding funding for their 'overhead' costs.

**Individuals:** In the case of individuals, overheads are more likely to be restricted to premises costs such as rent, heat, light, IT costs – arising either from a rented office or a 'home office'. You can claim for these using the Simple method below. If you need further advice on whether other items, such as insurance costs and salary costs are considered as 'direct project costs' or 'overheads', [please contact us](#).

We do, of course, appreciate that you will have overheads and we offer two ways, based on the principle called Full Cost Recovery or FCR, whereby you can recover a proportion of these. The two options are:

### Simple method

Using this option you can recover your overheads without having to make a detailed calculation:

- Simply calculate 10% of the total cost of your project and add this sum to your application, identifying it on the form as 'FCR' or

# EMERGENCY FOUNDATION

<sup>1</sup>Contribution to Overheads.

- You will need to justify this figure by providing some simple information<sup>1</sup> that makes clear your overheads are at least the figure that you are requesting.

<sup>1</sup> This information will be a simple list of your annual overhead costs, provided on a Word or Excel spreadsheet and sent as an attachment with your application.

## **Detailed method**

This option provides you with the potential to more accurately recover overhead costs but is significantly more complicated. Please refer to the spreadsheet provided at the bottom of [this page](#).

There is detailed guidance on this site to help you complete the spreadsheet. You will need to send us a copy of this spreadsheet with your application, including on your application form the calculated value of FCR you are requesting.

Make sure the addition of your FCR/overhead contribution doesn't take your application request above the maximum grant request! If it does you'll need to adjust the scope of your project accordingly.

[Process & Timeline](#)  
[Planning and Milestones](#)