

The story of your application

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Your application arrives at Derbyshire Community Foundation.

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We aim to send you a response letter within 7 working days. The response letter tells you who your grants team contact is and will ask you for any outstanding pieces of supporting documentation.

3

Your application is then passed to a member of the grants team 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 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. Assessment also allows you to build a relationship with us as a local funder through personal contact. It also allows us to keep our application form shorter and less daunting. At this stage we can also give you a definite date for the panel meeting, so you know when a decision is going to be made.

4

We aim to get you a decision within 3 months of your application arriving at Derbyshire Community Foundation, although sometimes it can take a bit longer or alternatively it can be much quicker - this is dependent on when your application actually arrives and when panels have set dates to meet.

As such, we always advise you to plan ahead and get applications in a good 4 - 5 months before you need the funds.

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Once the decision making panel has met we will get a written response to you within 2 weeks - often sooner. You can also call us after the panel meeting date to get a verbal update over the phone. We always give open, honest feedback, suggestions and advice where we can.

6

If you are successful, you will receive an award pack containing all the information you need to release the funds and to monitor your project. Within the award pack is a yellow 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. Once we have sent your grant agreement to our finance team we will send you an email that will give you a more definitive date for funding release and will include publicity material and logos you can use to promote your grant.

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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 to us and you should try to include receipts for purchases etc.

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Once you have a grant and if you have any concerns or questions then you can call the grants team or visit our 'Questions about your grant' section via the website.