

EMERGENCE FOUNDATION

GUIDANCE FOR APPLICANTS

NB this document has been revised and amended as of 8th June 2018

EMERGENCE FOUNDATION FUND BACKGROUND

This fund has been set up by the Emergence Foundation, following a period of strategic review of the Foundation's activities.

In developing the fund, the views of a range of stakeholders have been particularly important.

The Foundation anticipates distributing relatively small grants to individuals and organisations of £1,000 up to £25,000 between 2018 and 2022.

EMERGENCE FOUNDATION AIMS

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

[Applicants will need to explain how their project fits with these aims.](#)

OUTCOMES

The Emergence Foundation want 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

[Applicants will need to identify and demonstrate/provide evidence of how their project delivers at least one of the above outcomes.](#)

TYPES OF PROJECTS

Emergence Foundation supports the following categories and types of projects but is not limited to only these.

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:

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 actualizing one's ideas/vision
- i) collaborative team work

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-actualization 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 i.e.:**
- 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. prioritizing and working towards higher objectives
 - d) constructive questioning and critical thinking with regard to contemporary human experience and culture, as well as governing policies
 - 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, capacity to seek, identify and cultivate shared ground between disparate positions (e.g. communal, political, social).
 - b) practices and programmes designed to facilitate trust and openness, collective action
 - c) training in the principles of individual and collective development: 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.

Applicants will need to consider whether their project fits within one of the above 7 categories and identify which it falls under. If it does not fit within these categories or types, then it will be increasingly important to show how the project delivers the EF aims, and how it can deliver at least one of the outcomes set out above.

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EMERGENCE FOUNDATION: CRITERIA FOR APPLICATIONS

JANUARY 2018 – MARCH 2019

NB this document has been revised and amended as of 8th June 2018

Please note that the Emergence Foundation may alter these criteria annually, during the life of the fund, based on learning and experience. Applicants should therefore check on the website to ensure they are using the most recent annual criteria for the year of their application.

1. WHO CAN APPLY

The following can apply to this fund:

- Registered charities* including Charitable Incorporated Organisations (CIO's)
- 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 a 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. BENEFICIARIES AND THE AREA OF BENEFIT

Both applicants and beneficiaries must be within the following areas:

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

NB Please also note that:

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

3. TYPES OF PROJECTS

An illustrative list of the types of projects is given under the Emergence Foundation objectives, above.

This list is not exhaustive but all applicants should be able to clearly show how their project will:

“Improve the quality of life of individuals, enhance communities and benefit the environment: projects which affect a shift in consciousness and perspective based on the fundamental unity of all life, providing a force of positive change in the world”.

Projects must be educational in nature and for public benefit.

The total cost of the project should be not more than £100,000 in any one year.

Applications can be for 1 year or less. Your project can span multiple years but after the learning we gained from our pilot, it was decided that **EF will only consider 1 year of funding at a time.** You can apply again for subsequent years (whether or not you were successful in year 1) but if successful once, there is no guarantee that you will be funded again for the same application, as all applications are considered on their merits at the time they are received and in the light of all other applications. (There is more information on this in the FAQs document).

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.

The fund will not support the following:

- Capital projects (i.e. building/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
- Extensions to existing projects, unless the element being applied for is new/ novel
- Applications which are simply/predominantly a contribution to the organisation’s overheads/running costs, also known as ‘core costs’. (Note: Overhead/core costs are different to project 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

4. AMOUNT OF GRANT 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 x the number of years of fund operation e.g. if the maximum annual grant is £25k (for organisations) and £10k (for individuals) and the fund operates over 3 years, the maximum grant for any organisation is: £75k (£25k x 3); and for any individual is £30k (£10k x 3).

In the case of applications that span 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 scheme is operating.

Applicants can only submit one application at any given time.

Applicants will not be eligible to apply for another project, until the satisfactory completion of an existing grant.

In light of the above, it is recommended that applicants consider carefully their priorities for submission, against the priorities of the fund.

5. APPLICANT'S CONTRIBUTION TO COSTS (MATCH FUNDING)

Grants can be for 100% of the eligible costs of the project, so applicants do not have to provide any financial contribution i.e. no match funding is required.

However, the assessment process will positively recognise any self-help and commitment to the project that the applicant can demonstrate by way of other grants, volunteer support, free equipment/materials.

6. ELIGIBLE COSTS

The following are examples of eligible project costs:

- Facilitator/ leader/coach/staff costs or salaries*
- 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 but they must also be considered as 'reasonable' by EF and provide 'value for money'. Please refer to the FAQ's for more information on salaries and staffing costs.

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)** - The Emergence Foundation 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 which are explained below:

- 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 complete a specific calculation as defined by EF, to justify their request for the higher percentage/ sum.
Contact/email the Helpline

7. APPLICATION PROCESS

The application process is a **2-stage process**. This is to help applicants to develop schemes that best meet the criteria and not to expend unnecessary time on developing a full application for a project that is unlikely to receive support or that is ineligible.

1. **Complete an Expression of Interest Form** and email it to the address specified below. This form will be considered and you will receive some feedback and a decision as to whether you can complete a full application. The feedback may be one of three types: 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**, providing all the supporting information that is required, by the specified deadline.

Video

In addition to the above, applicants have the option to provide a short (up to 3 minutes) video to support their Full Application. 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 at their meetings.

Please refer to the separate 'Video' sheet. NB the video is only an option for those invited to submit a Full Application and it is not compulsory. Videos must be received by the Full Application deadline.

8. WHEN TO APPLY – all application 'open and closing' dates are published on the web site

There will be 2 rounds of grants per year for both individuals and for organisations. Applications for individuals and organisations will have the same deadline dates; use the same forms and be considered at the same time.

Expressions of Interest forms (EOI's) can be submitted at any time within the specified 'Open for EOI' dates, available on the web site. EOI's will generally receive a response within 2 weeks from submission. The deadlines for Full Applications is also available on the website.

Approximate dates for rounds in future years are also available on the web site. Please note that precise dates for future years will be confirmed on the website as soon as they are agreed.

NB During the run up to a Full Application deadline, EOI's received after the EOI deadline will not be processed in time to allow a Full Application to that round. Instead they will be processed with the potential for a Full Application to the subsequent round. Also, please note that if the next application deadline is in a subsequent year, you will need to reassess your Full Application in the light of any new criteria relevant to that year.

Emergence Foundation (EF) is keen to help bring projects to fruition, hence the potential for 100% grants. Projects that require substantial other funds, that are not yet confirmed, should consider applying only when their project is in a position to proceed with the support of EF funding. In practice this means making an application when the majority of any other necessary funding is in place/confirmed (unless a decision on the other funding is going to take place before the EF panel meet).

9. HOW AND WHEN DECISIONS ARE MADE

Expressions of Interest will be assessed on how well they reflect the aims and objectives of the fund, and how the project demonstrates that it could deliver the improvements for beneficiaries and the changes that are important to EF. There will be a close assessment of eligibility. The aim is to let applicants know the result of their EOI within 2 weeks of receipt.

At Full Application stage, similar principles to those set out above will be used but there will be a more detailed scrutiny of all aspects of the project, including outcomes, methods, scope, realism, project management, supporting documents and evidence.

There will also be an opportunity for applicants to demonstrate their enthusiasm, passion and knowledge via the optional video, which 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.

10. FREQUENTLY ASKED QUESTIONS (FAQs)

Please check on the website for the FAQ's document which may answer a number of general and specific questions. If your specific question is not covered, please contact us as identified below.

NB The FAQ's now contain important additional information that expands on some sections above and also covers additional points – please ensure you have read them before applying.

11. CONTACT

The Emergence Foundation have established a web site, FAQ's and other help sheets to support you with your application. **Please read all the guidance and FAQs carefully.** If you have questions that are not covered or would like some further advice, you can email or call the telephone number set out below. Please note that as a small charity we only have a small staff team, but we aim to respond to enquiries within 10 working days.

Email: Grantenquiries@emergencefoundation.uk Provide details of your question and contact tel. number.

Telephone: 07889 234 340. If answerphone, please provide details of your question and a contact number.

Website: www.emergencefoundation.uk - there is a web form that you can use to contact us.

12. FEEDBACK, SUGGESTIONS AND COMPLAINTS

The Emergence Foundation believes in supporting individuals and organisations with some constructive feedback about their applications. This will be provided either in writing or verbally. Please note however, that ultimately most funders receive more applications than they have money to support, so unfortunately even 'good quality' applications may not be successful.

There is no appeal process regarding the grant decisions of the Emergence Foundation.

If as a result of your dealings with us you wish to complain, please email us and your issue will be considered by the Trustees at their next meeting.

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

DATA PROTECTION NOTE

Please note that if you apply to us we'll need your permission to store your information on our databases for the purposes of making a decision to offer you grant support and, if successful, for the purposes of providing you with finance. If at any time you wish us to remove your details from our databases, please contact us (see details above at 11) and we will remove all your details. However, you should be aware this will prevent us from offering you financial support, or if you've been awarded a grant, from continuing to fund you.

If you submit a video to us in support of your application, you should ensure that it contains no defamatory/ derogatory information or inappropriate acts/ behaviours. You should also ensure that there is no personally identifiable information in it (no addresses, specific locations, names – other than your own name/organisation names). If at any time you wish us to delete your video (which will only be viewed by people involved in the grant assessment and voting process and not available to the general public), simply contact us and we will remove it from our servers and databases. Removal of your video will not adversely affect your application unless you want us to remove all your personal information from our databases (in which case please see the paragraph above). We will routinely delete all videos submitted to us within 3 months of the application closing date.

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