

# EMERGENCE FOUNDATION

## GOOD PRACTICE SHEET

### APPLICATION

- Make sure that everyone on your committee has seen/ understands the application (organisations)
- Provide as much evidence on the form as you can that supports the application
- Explain any assumptions and avoid jargon and abbreviations unless you spell them out first
- When setting out your income and expenditure, show all the calculations that lead to the totals
- Get quotes for costs – don't guess
- Undertake Health & Safety and Risk assessments, building appropriate actions into a project plan
- Incorporate any necessary insurance cover in your costs
- Incorporate costs of DBS (Disclosure and Barring Service) checks if relevant
- Be realistic about numbers and outcomes – try not to over inflate them (ambition is fine!)
- Do not exceed word limits on the form
- Double check that you have completed all sections and that all enclosures have been attached
- Make sure you have taken a copy of your application and all associated data

### GRANT OFFER

- If you receive a grant offer, ensure that you have carefully read and understood all the implications and conditions of the offer before you sign and return the acceptance
- If you don't understand anything then ask us about it straightaway
- Return paperwork when it is due/ requested
- Keep EF informed about any significant problems that may adversely affect the nature, delivery, cost or outcomes of your project

### PROJECT

- Ensure that people and methods are in place, throughout the project to fulfill the monitoring and evaluation requirements
- Review the project as it progresses against your milestones
- Address problems as they arise – don't ignore them
- Contact us for advice if there are any issues that may adversely affect the delivery of your project.
- Implement appropriate Health & Safety and Risk assessment actions, identified in your project plan

### FINANCE

- Stick to your budget and regularly monitor income and expenditure
- Keep financial records of transactions as you will need them for the final expenditure report to us
- Inform EF within 14 days of becoming aware, if you predict that expenditure on your project will exceed your grant/ income
- Inform EF if your income increases/ expenditure decreases and so you don't require all the grant.

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