

Application Advice

Grant Fund
2018/19 Funding Round

The Application Forms

Please note all applications must be submitted on the Edge website and we cannot accept additional supporting documents except where specifically requested as part of the application process.

The application form cannot be saved partly completed so please ensure you give yourself enough time to fully complete the application process.

You will need the following information to complete the form:

- Details about your organisation, including when the organisation was formed and experience of operating within technical/professional education.
- Details about your project, including
 - What it is
 - What it will achieve
 - How it meets the funding themes
 - How it will be sustainable post grant funding
 - Why it is needed
 - Where it happens
 - Who it benefits
 - What its aims and outcomes are
 - What the budget is.

A PDF of the questions contained on the Initial Application Form can be downloaded from the Edge website but applications **MUST** be submitted via the official forms.

If you experience any difficulties with the online forms, please contact us by emailing grant@edge.co.uk and explaining what the problem is.

Word Count Restriction

Where stated on the forms, certain answer boxes are subject to content restrictions. Please try to be as succinct as possible whilst providing the information requested.

Funding Themes

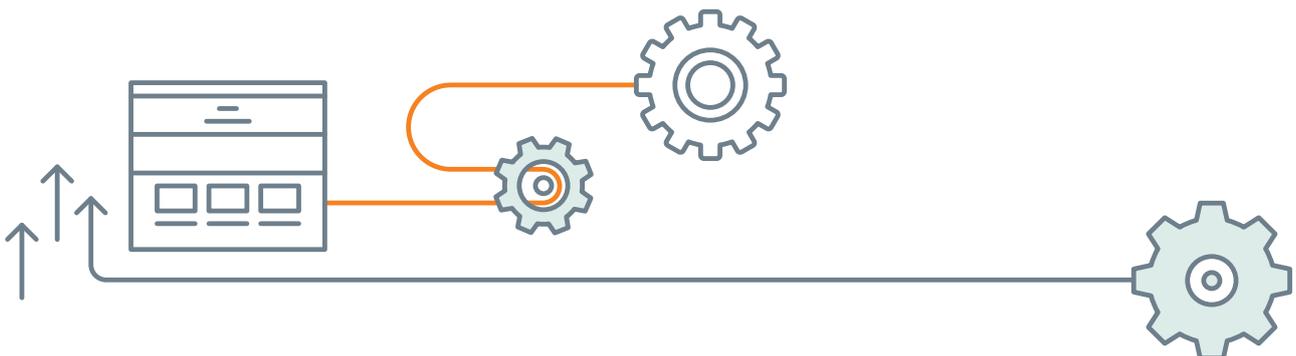
All projects must address areas of skills shortage for the UK economy and at least of 1 of the 5 funding themes (see the Prospectus for more details). Please ensure that you tick all the relevant funding theme boxes on the application forms.

It is essential that your application explicitly demonstrates why and how the project addresses the themes you have indicated.

Finance/Budget Questions

Please make sure you fully complete these questions. If your total project budget is greater than the amount requested from the Grant Fund, please indicate where the additional funds are coming from – giving both amounts and sources of the additional funding. Please also indicate whether any match or other funding is already secured. If your project is funded by a mix of Edge Foundation Grant Fund money and money from other sources, please clearly state what the Edge funding is being spent on.

Please note that the total cost of salaries must not exceed 70% of the total project budget.



Supporting Documents

Please note that as stated above we will not accept any supporting documents other than where specifically requested. Applicants who progress to the second phase of the process are required to provide the following:

Governance Documents: by this we mean something like the Memorandum and Articles of Association; or a Funding Agreement; or a Certificate of Incorporation for example. These should relate to the applying organisation unless the project itself has already been set up as a separate entity in which case we need documentation relating to both the organisation and the project.

Annual Accounts: the most recently produced accounts – again for the applying organisation and also for the project if appropriate.

Project Budget: the completed budget template provided with the Business Plan Application. Please see note above re specifying what Edge funding is being spent on.

Risk Register: the completed Project Risk Register provided with the Business Plan Application. Please ensure that each risk is separately addressed, including mitigation and contingency plans.

Grant Amounts

Please note that funding applications should be for amounts between £30k and £100k. Please do not apply for less than £30k or more than £100k of funding from the Grant Fund as your application will be rejected.

Please also note that funding is provided on a “one off” basis. Projects which make assumptions about follow up funding from Edge will be rejected.

Eligibility

Please carefully check the criteria set out in the Prospectus to ensure that your organisation is eligible. The Grant Fund is not open to individuals or profit making organisations.

Evaluation and Monitoring

Edge will provide template paperwork to successful grant applicants to enable regular reporting on project progress and an end-project evaluation questionnaire to the Edge Foundation. Edge expects all successful applicants to have a robust plan for evaluating and disseminating the project outcomes. Costs relating to these activities should be included within any financial/budgetary breakdowns submitted within the application. A specific plan and budget should be detailed for a full evaluation in addition to the evaluation questionnaire Edge will provide.

Frequently Asked Questions

Please see the Prospectus for a list of the most frequently asked questions. Other queries which are not covered by these will only be dealt with by email. Please email your enquiry to grant@edge.co.uk. Your email query will be dealt with as soon as possible. Please do not phone the Edge Foundation.

