

Cadent Foundation Guidelines and Exclusions

FOR GRANT APPLICATIONS





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Guidelines and Exclusions

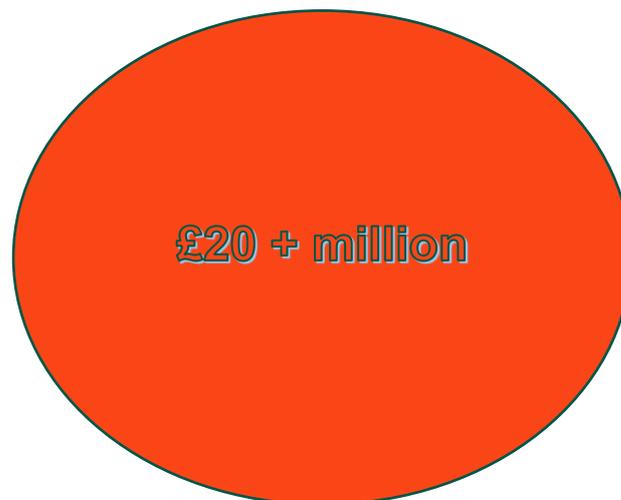
Introduction to the Cadent Foundation

The Cadent Foundation has been established to make a positive and lasting difference in the community's Cadent serves. That's why, over the next 5 years we'll be granting in excess of £20 million to charitable causes. Our ambition is to provide grants to projects that focus on *research and innovation, people in vulnerable situations, the environment and local communities*.

Foundation Advisory Board members provide advice on ensuring the grants awarded to projects can demonstrate its purpose is for the public benefit.

To carry out our charitable activities, the Cadent foundation is administered by Charities Trust (Charity Registration No: 327489). We work with Charities Trust to manage the grant giving and ensure that all funds donated by the Foundation are only used to further charitable purposes and result in benefiting the public. This process applies to all grant and partnership applications. Please read our terms and conditions and privacy policy for further information.

Making a positive and lasting difference to the lives and communities we operate in is important to us. So, we've made a simple guide to help you understand our grant process and to make sure we're receiving grants from organisations that align with our ambition.



Our mission: *To identify and provide support to people in vulnerable situations and energy poor communities, to protect and preserve our environment and create a sustainable energy future.*

By funding projects that aim to further charitable causes and bring benefits to the public.

Grants of up to **£100,000** can be applied for online.

Eligibility Check: Can You Apply?

Thank you for considering the Cadent Foundation, before you apply, you need to check if you and your organisation meets our eligibility criteria.

The projects we seek to fund must lie within our objectives of research and innovation, people, the environment and communities:

People: Projects that help alleviate suffering and hardship of people in vulnerable situations

Environment: Projects that will help protect and preserve the environment

Communities: Projects that provide a better and healthier community to live in and use

Research and Innovation: Projects that help eliminate harmful emissions and support sustainable energy

Online Grant Applications

Contact us:
enquiries@cadentfoundation.com

If your project is within the criteria of people, environment and communities follow our guidelines for our online application process.

If your project is within the realm of research and innovation and wish to partner with the Cadent Foundation, contact us at enquiries@cadentfoundation.com with your project summary and cost, details of your organisation and the overall public benefit. We will contact you if we believe it meets our criteria.

Organisations we can fund:

*MUST be registered in the UK

Research and Innovation:

For the purpose of R&I only, we will partner with:

- not-for-profit organisations or for-profit organisations.

So long as the projects have a charitable purpose.

Grants are only made through contacting us initially at

enquiries@cadentfoundation.com

- Include your project summary, timeline, costs and expected impact from it

People, Environment and Communities Grants:

- **£100 - £5,000** – local community groups and UK registered charities
- **£5,0001 - £100,000** – UK registered charities or Community Interest Groups (CICs) or not-for-profit organisations

Up to £100,000 in funding can be awarded but a breakdown of the costs and where the funds will be spent is necessary in your application.

*If you are applying for a grant under £5,000 you must have a Cadent employee's sponsorship. You will be required to input an employee's business email at application stage, and this will be checked with the employee that they authorised this.

Exclusions: What we can't fund

Unfortunately, we cannot accept applications or grant funds to any of the following groups or related:

- Animal groups
- The benefit of individuals
- The purpose of repaying loans
- Sponsorship of events or activities
- Religious or faith-based groups
- Overseas travel or groups
- Political or lobbyists groups
- Sporting groups
- Natural disaster relief
- Heritage and historic buildings
- Projects that are not sustainable
- Refurbishment of buildings (we may consider community spaces)
- Schools
- Medical
- Projects that are outside of Cadent's region

Additional organisational requirements:

Your organisation must be in operation for more than 2 years.

If you are a registered organisation, you must have been registered with the charity commission for a minimum of 2 years at the time of application.

You must be able to provide your organisation's annual accounts exhibiting your total income upon request.

Bank account:

It is necessary that your bank account has dual signatories for transfer of funds. If you don't, it can easily be set up by your bank. Charities Trust will verify this at the necessary stage.

Project Requirements:

Organisation and Project Location

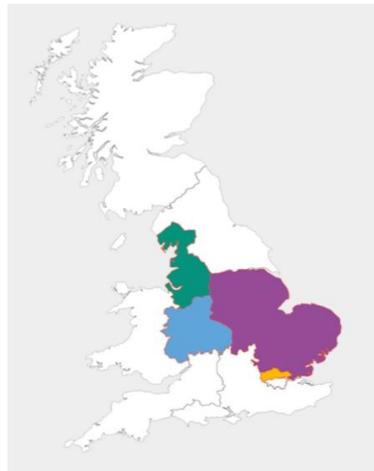
Your organisation must be registered within the United Kingdom.

The project you propose *must* be within Cadent's region. The regions are categorised as: North West, East of England, North London and West Midlands.

You can check whether the project is in the region by following the link and inputting the postcode:

<https://www.energynetworks.org/info/faqs/who-is-my-network-operator.html>

Cadent's Region:



Project Timeline and Completion

The project you are proposing in your application must have a breakdown of its projected timeline and date for completion.

- If awarded a grant of less than £5,000 then your project must be completed within 12 months from the date of receiving the grant.
- If you are applying for a grant of more than £5,000 then your project must be completed within 24 months from the date of receiving the grant.
- Depending on the size of the grant, we may stage the payments to your organisation

Project Funds

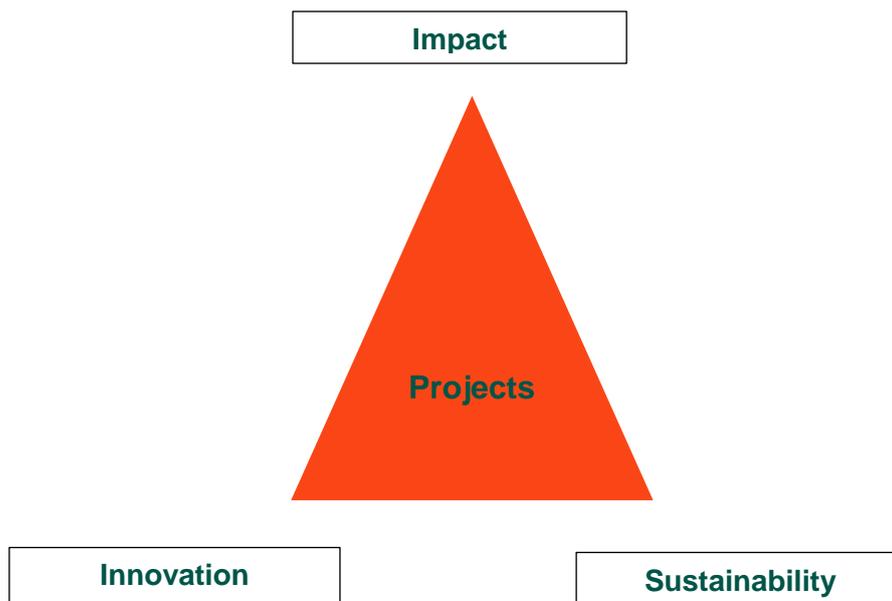
If you are applying for less than £5000, the Cadent Foundation must be the **sole** funder of the project.

For grants of more than £5000, ideally your project must be able to be completed with the amount of funds you're requesting. However, you can still apply if that is not the case.

Projects we're looking for: *Impact sustainability and innovation*

It's important that the projects we fund advance sustainable energy or deliver the best results for people, their communities and the environment.

We're seeking projects that have the pillars of; impact, sustainability and innovation.



Impact

We're looking for organisations with projects that have the biggest impact and that can demonstrate the positive change it will have if it goes ahead.

Evidence we're looking for in the grant application:

- Breakdown of financial planning and cost
- Estimated number of people and/or area the project will positively affect
- Impact in terms of social value, per £ invested

Sustainability

We want to support projects that have a lasting effect and can be sustained once the funding is finished.

Evidence we're looking for in the grant application:

- How the project links in with your organisation/charities' strategy
- Previous projects you've completed which have been sustained
- Future financial planning

Innovation

We want to support projects that are approaching things differently, by creating new and innovative ways to address our objective areas (people, the environment, communities and of course research & innovation).

Evidence of this in the grant application:

- How you're truly doing it differently to others
- If the idea has had endorsement from others
- If the innovation has worked somewhere else but not a similar project

Charities Trust

Charities Trust is the administrator of the Cadent Foundation. Registered office Suite 22, Century Building, Tower Street, Liverpool, L3 4BJ, charity registration number 327489 company number 2142757.

Chief Operating Officer of Charities Trust, Euan Imrie, is a member of the Cadent Foundation Advisory Board. They provide advice on grant giving to ensure grants are being allocated to projects with a charitable purpose and provide public benefit.

Charities Trust is subject to the regulations of the Charity Commission of England and Wales. To understand more about this, go to their website <https://www.gov.uk/government/organisations/charity-commission>

Charities Trust will manage:

- The release of funds
- Grant application assessment
- Due diligence checks
- Notification of application outcome

Details of the due diligence checks are provided in the terms and conditions.

Filling Out the Online Application

Once you've checked your organisation and project are eligible to apply and have read all our documents you can begin the process of applying.

Required information for grants of all sizes:

Begin with your name, your organisations and contact details.

You need to provide details of the organisation's location and project location. This needs to align with Cadent's network which can be checked in the section above 'Project Requirements'.

You will then be asked how much you are requesting, dependant on the type of your organisation you are restricted to the amounts, found in the section above 'Organisations we can fund'.

Each category has a different set of questions, so please make sure you get this right.

Grants £100 - £5,000 (community groups and UK charities)

- *Project Summary*

Outline your project and provide as much detail as possible within the word limit.

How the funding will help, what will the funding deliver, impact, how will the impact be measured?

- *What exactly with the grant be spent on?*

Provide financial details and breakdown of costs in this section – a more thorough understanding of what the money will be spent on will help your application

Have you thought about what will happen with the project once the funds are finished?

- *Cadent Employee Sponsorship*

It is only possible to apply for a grant of less than £5000 if you have sponsorship from a Cadent Gas Limited employee. Supply the business email of the employee and once your application has been received, this will be verified with the employee that they sponsored the project.

Grants £5,001 - £100,000

Below is further detail on sections of the application to guide you and help you successfully complete it.

It is mandatory to provide your organisational/charity registered number for Charities Trust to carry out checks.

- *Project Summary*

Outline your project and provide as much detail as possible within the word limit.

How the funding will help, what will the funding deliver, impact, how will the impact be measured?

- *Public Benefit, Scale and Legacy*

Detail how your project will benefit the public and the local community

Can you provide the estimated number of people the project will have a positive impact on?

What will be the resounding effects to the environment if your project went ahead?

Once completed, detail what the project leaves in its place, and how this will be

- *What exactly with the grant be spent on?*

Provide financial details and breakdown of costs in this section – a more thorough understanding of what the money will be spent on will help your application

Have you thought about what will happen with the project once the funds are finished?

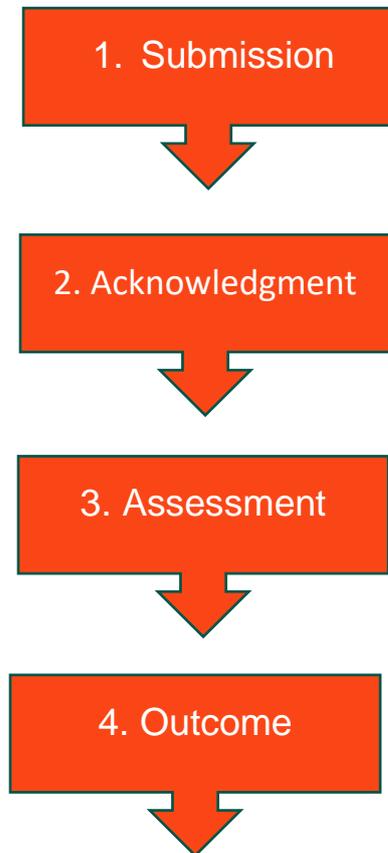
- *Impact of Success*

On some projects the Cadent Foundation may ask for a completed Post Impact Review, an example of which is Appendix A.

Please read this to ensure you could effectively complete it once the project has been carried out.

For grant applications of more than £25,000 you have the option of uploading a maximum of two additional documents to support your application. This is not mandatory.

Assessment of your application



1. Submit your application with all the appropriate fields completed.
2. Upon submission, you will receive an email confirming the submission and informing you that your application details have been passed to Charities Trust, our charity partner.
3. Assessment of the grant application will be done by the Foundation grants team, and they may contact you for further information. If your application request is for an amount above £25,000 it will be assessed by the Cadent Foundation Advisory Board who meet on average bi-monthly.
4. You will be notified by Charities Trust of the outcome of the application.

The assessment of your project will be reviewed against our three pillars stated in the section 'Project Requirements – projects we're looking for'.

If successful, you will be notified of the next steps.

If your application is unsuccessful, we are unable to provide feedback and your organisation is unable to apply for another grant for two years.

Appendix A – Post Impact Review

Post Impact Review Form *(example form)*

Project Name	
Charity name	
Charity Email address	
Charity Phone number	
Registered charity number	
County Benefitting	
The exact amount you received	

About the impact the project had/is having – individual beneficiaries

Please confirm how many people directly benefited from the grant?

- Children (under 18):
- Adults:

Please explain how you calculated this figure:

Describe the specific benefits these people have experienced because of the project that received funding– include their comments where possible.

How many people have indirectly benefited from the grant?

e.g. a piece of equipment in a hospice directly benefits the users, but indirectly benefits the users wider family

- Children (under 18):
- Adults:

Please explain how you calculated this figure:

Describe the specific indirect benefits these people have experienced because of the project that received funding– include their comments where possible.

About the impact the project had/is having – beneficiary organisation

What benefit(s) has the organisation running the project received?

Please answer yes or no to the following questions, where the answer is “yes” please give more details.

We’ve been able to provide new services/products

YES/NO

If yes, please detail (including what and how)

We’ve improved our management systems (e.g. IT, HR, finance)

YES/NO

If yes, please detail (including what and how)

We’ve helped more people

YES/NO

If yes, please detail (including how many etc)

We’ve spent more time with people that use our service

YES/NO

If yes, please detail (including how that time has benefited those people)

We’ve employed more staff, or taken on more volunteers

YES/NO

If yes, please detail (including how many and the difference they have made)

We’ve provided additional training for staff and/or volunteers

YES/NO

If yes, please detail (including how many, and the difference the training made)

We've been able to make cost savings (e.g. by being able to buy a more efficient boiler so saving money on bills which we've then been able to re-invest in our work)

YES/NO

If yes, please detail (including how much you've saved and how)

We've been able have an environment benefit (e.g. reduction of pollution, or Carbon emissions; increase in recycling, access to clean sustainable energy /technology)

YES/NO

If yes, please detail (including what you've done and the environmental benefit)

We've conducted some research, and/or improved our ability to measure our success

YES/NO

If yes, please detail (including how you've improved or the results of the research)

We're more able to lobby for legislative change or improve the organisations

YES/NO

relationship with government/regulators or other bodies

If yes, please detail (including how things have changed)

We've increased our profile (e.g. in the media/community etc)

YES/NO

If yes, please detail (including who with and the impact that's had)

We've been able to secure additional money or support from others because of the grant

YES/NO

If yes, please detail (including how much, and from whom)

We've seen an increase in the morale/motivation of our employees/volunteers as a result of winning

YES/NO

If yes, please detail

Any other impacts you wish to share with us?

Has the project received any 'Gifts in Kind' (e.g. training, merchandise, items donated, office space) or volunteering from Cadent employees? If so, please give details of what and the impact this had on your organisation.

Please finish with any other impacts, stories or information you wish to share with us in relation to the grant you received.