**Shared Endeavour Fund FAQ’s**

**Technical Questions**

**Q: My application form doesn’t seem to be working – what is the problem?**

A: It is likely the browser you are using; please only use Mozilla Firefox, Microsoft Internet Explorer or Microsoft Edge – other browsers are not compatible.

**Q: I’m trying to access my account again through the Groundwork website and Eligibility Checker, however a Survey Monkey page says “You have already taken this survey.” What can I do?**

A: This is because once you’ve completed the eligibility checker and set up an account, you cannot complete it again. To access your account again, please use the link on the email that was sent to you when you created your account, and this will take you straight back to your account.

You can also login to your account and continue with your application via this application portal link: <https://www.GrantRequest.co.uk/SID_123?SA=AM>

**Q: I haven’t received any email after setting up an account – where would it be?**

A: As it is an automated email, it may have gone into your junk/spam folder. Do check there, and add [mail@grantapplication.com](mailto:mail@grantapplication.com) to your safe senders list for future emails. If you’re still having problems, contact us on [sharedendeavourfund@groundwork.org.uk](mailto:sharedendeavourfund@groundwork.org.uk) or on 020 7239 1286.

**General Questions**

**Q: What help can I get with the application form?**

A: We recommend that you thoroughly read through the information on the **Shared Endeavour Fund webpage**, the Shared Endeavour Fund **Prospectus**, and the **Questions and Guidance Notes** for each tier, all of which can be found on the Shared Endeavour Fund [webpage](https://www.groundwork.org.uk/apply-for-a-grant/london-grants/shared-endeavour-fund/).

The Questions and Guidance Notes is particularly relevant to the application form, and we recommend referring to them whilst completing your application. If in doubt, we recommend providing as much detail as possible.

We are also holding application workshops to provide information on how to apply, as well as time for questions. You can register for those on the Shared Endeavour Fund [webpage](https://www.groundwork.org.uk/apply-for-a-grant/london-grants/shared-endeavour-fund/).

If you still have any queries, please contact us through the email or phone number above.

**Q: Can we apply for both tiers?**

A: No, you can only make one application in total.

**Q: Can my project be based outside of London?**

A: No, your project must take place within London boroughs.

**Q: When must my project start and end?**

A: Project delivery can start any time after 5th September 2022 and must be completed by the 31st March 2023. Projects cannot deliver outside of these dates.

**Q: What is the deadline for the grant scheme?**

A: The deadline to submit an application is **9am on Monday 20th June.**

**Q: When would I hear about my application?**

A: We aim to inform applicants of the outcome of their application by mid-August, however please do bear in mind that if the fund is oversubscribed this may change. All applicants will receive feedback and be informed about the outcome of their application.

**Q: When would I receive the money?**

A: The eligibility sifting, evaluation, moderation and due diligence processes will take place from the closing of the application window, with decisions hopefully being announced late summer with the first payment to be made shortly afterwards. It is expected that projects will be able to start in September 2022.

Grant monies will ordinarily be paid in instalments, as follows:

* 40% upfront
* 40% after three months of delivery on completion of mid-project monitoring
* 20% paid in arrears on receipt of all monitoring, evaluation and expenditure information.

**Q: Can groups of organisations apply?**

A: Yes, a group of organisations can apply as a partnership or consortium. However, organisations can only submit one substantive application in which they are the lead organisation.

If applying as a group of organisations, you must clearly set out the responsibilities of the different organisations, and the application must be made by a lead organisation, who will be responsible for all monitoring and financial reporting and will be the organisation that will sign the funding agreement in order to release the grant monies.

It is possible for an organisation to make a substantive application whilst also featuring as a non-lead collaborator on another application. For example, in a small consultancy capacity or to deliver a small percentage of another project. The roles of all organisations will need to be clearly set out in the application.