

# Applying for a Grant

## Process Overview

This section provides an overview of our applications process. Please click on each stage in the above diagram to see details on each step of the process.

- Step 1: Basic Requirements Quiz
- Step 2: Project Information Form
- Step 3: Review and Shortlist
- Step 4: Grant Application Form
- Step 5: Grant Decision
- Step 6: Grant Management

## Deadlines

We review applications on a continuous basis throughout the year. It generally takes us between 4-12 weeks to evaluate a project and we strongly advise you to submit your application at least 14 weeks before the start of your project.

## Methodology

We developed our grant-making methodology in conjunction with Cambridge University and London Business School to ensure our grant-making decisions drive cost efficient, high impact outcomes.

## Step 1 Basic Requirements

### Purpose

Before you apply, our quiz checks whether your project would meet the basic requirements necessary to qualify for funding.

### Steps

- Read our Requirements and Frequently Asked Questions pages carefully, to see if your project meets our basic requirements for funding
- Take the quiz online

## Step 2 Project Information Form

### Purpose

This form allows Freedom to Create team to find out about potential projects, and decide if the project is likely to be successful with an application. If the team believe the project has a good chance of receiving a grant, the team will contact you directly, and invite you to apply for a grant. Please note that Step 2 is not a grant application.



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### Steps

- Please take our Basic Requirements Quiz before proceeding
- On correct completion of the quiz, you will be able to download a blank Project Information Form
- Please fill out the Project Information Form and submit this to Freedom to Create Action by: email, at [info@freedomtcreate.com](mailto:info@freedomtcreate.com) or post, to Freedom to Create Action, Level 46, UOB Plaza 1, 80 Raffles Place, 048624 Singapore

### Step 3 Review and Shortlist

#### Purpose

Given competition for our grants is very high, we only invite projects with a high chance of success to complete our grant application form.

#### Steps

- The Freedom to Create team review all Project Information Forms received, on a monthly basis. During this stage, we may contact you with further questions.
- We will contact you within 14 working days to confirm if your project has been shortlisted

### Step 4 Grant Application

#### Purpose

The most promising projects are asked to provide more information by filling out our Grant Application form.

#### Steps

- If your project has been shortlisted, we will send you a Grant Application Form to complete
- Please complete and return this form direct to your appointed researcher
- Following this, our researcher may contact you to seek further clarification on your application

### Step 5 Grant Decision

#### Purpose

Review applications and award grants to selected projects

#### Steps

- Each Grant Application is reviewed by the grant team and presented to our Board for their consideration.
- The Board will decide which projects to fund and the amount to award each project.
- Following the Board's decision, we will inform you on the outcome of your application. You will be informed of the board's decision within two months.



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- If your application is successful, you will be sent a Grant Agreement Pack. This will confirm the amount of the grant awarded, the term & conditions of the grant, and the payment schedule for your grant.
- If your application is unsuccessful, we welcome requests for feedback however the Board's decision is absolute and final.

## Step 6 Grant Management

### Purpose

To facilitate communication, understanding and partnership

### Steps

- Freedom to Create encourages open communication and dialogue
- You will be appointed a specific point of contact within our team, with whom you can liaise with during our partnership
- Successful projects will be required to provide interim and final project reporting to their appointed researcher, who may contact you from time to time for further information and clarification.