

John Ellerman Foundation

Application Timelines Explained

There are no deadlines for applying to the John Ellerman Foundation (except our Museums and Galleries Fund). The three main grant categories are open all year around and you can apply at anytime.

There are three main stages to the assessment process: 1. Eligibility Check 2. Review of First Stage Application 3. Review of Second Stage Application.

1. **Eligibility Check:** Upon submitting your application online it will be assessed against our criteria to ensure that it is eligible. This this takes place **every month**, usually in the middle of the month as set out in the table below. Applications that meet our eligibility requirements then move on to the next stage of assessment, which takes place at the beginning of each month.

e.g.: The Eligibility Check in November feeds into the Review of First Stage Applications in early December.

2. **Review of First Stage Application:** In this meeting two of our Trustees, assisted by the Grants Team, read and assess all the applications and decide which will go through to the Second Stage. Applicants that are not successful at this stage will be told in an email as soon as possible about our decision, including a short explanation as to why we cannot take them forward on this occasion.

3. Review of **Second Stage Application:** If you are invited to complete a second stage application, this means completing a more detailed four-page application form, as well as providing a more detailed financial overview of your organisation, three proposed outcomes for your work and other relevant supporting evidence. You will also be asked to attend an in person or virtual meeting with one of our Trustees and/or a member of our team, during which you will be able to talk through your application in more detail. Following this in person or virtual meeting, a report is taken to the Board, alongside your application, with a recommendation as to whether or not we should fund you. Your application alongside the recommendation are then discussed by the whole Board which makes a decision about whether or not to award a grant. The decision made at the Board is shared informally over the phone or in an email shortly after the meeting, followed by a formal letter, which is sent via email the following week.

The table below outlines the sequence of the three stages above, alongside key dates:

Eligibility Check (Middle of the month)	Sifting Meetings (Beginning of the month)	Board Meeting (End of the month)
SEPTEMBER	OCTOBER	JANUARY
OCTOBER	NOVEMBER	
NOVEMBER	DECEMBER	MARCH
DECEMBER	JANUARY	
JANUARY	FEBRUARY	MAY
FEBRUARY	MARCH	
MARCH	APRIL	JULY
APRIL	MAY	
MAY	JUNE	SEPTEMBER
JUNE	JULY	
JULY	AUGUST	NOVEMBER
AUGUST	SEPTEMBER	

Please use the above table as a guide to a potential timeline for an application from submission to the grant being made (or rejected at either the Sifting or Board meeting stages).