

Tips for funding applications

Find the right funder

Check that your project meets the aims of the fund to which you are applying.

Be prepared

Before starting your application, get as much information together as you can.

Typically you will need to know:

Organisation

- The status of your organisation – e.g. not for profit, registered charity, voluntary/community group, social enterprise, school etc.
- Where you are located
- Your organisations' aims

Project

- The location of the project
- Who the beneficiaries are – e.g. young people, the environment
- Details of activities that will take place and the timescale
- The aims/outcomes of the project – the practical results, changes and/or improvements you hope to achieve
- Information about how the outcomes/success of the project will be monitored and evaluated
- Information about the sustainability of the project beyond the grant term

Budget

- How much funding do you need?
- Is this 100% of the project cost or have you secured other funding or 'in-kind' donations, or are you applying to other funders? Give full details of amounts and funders
- Inclusion of quotations is useful
- Provide latest accounts (audited if possible) or bank statements if your organisation has recently started up

Review your application

Once you've written your application, leave yourself time to put it aside and review it later. It's also a good idea to ask a friend or colleague to look it over for you. A friend who is unfamiliar with the project will be able to tell you if it makes sense; a colleague who is familiar with the project may be able to make suggestions for points you may have missed.