

Completing a Funding Application

Writing a funding request can be daunting so here is some advice to make your application successful so you get the money to get your project off the ground!

Making a Start

- Writing an applications it is 80% preparation 20% writing so:-
- Work out what it is you want to do
- Why it is important
- Who you will be helping
- What difference your project will make
- Collate statistics and facts to explain there is a need for your proposed activity

Research Funders

- Research funders and the eligibility criteria for the money:-
- Check who can apply for money and you fall into this category
- Identify what purposes the funder wants to give money for and your project meets the criteria
- How much can be applied for – there could be a minimum as well as maximum
- What is the deadline for sending in applications – make sure you send it in before the final date!
- When does the money need to be used by?
- Use the appropriate funder for the level of grant required
- Allow enough time between sending applications and the start of the project
- If you have a large project, split the work into different, smaller projects. Give each project a name and ask the funder for a specific amount of money to fund a particular area
- Ensure that you have funding for the whole project before you start though!

Completing the Application Form

- Remember the funder will not be familiar with your organisation so:-
- Avoid jargon and acronyms keep it succinct, clear and precise
- Choose a title for the project to explain exactly what you want the money for
- Get to the point in the first paragraph:-
- What do you want to do?
- Why it's important?
- How much will it cost?
- Who you are helping?
- What difference your project will make?
- Explain the social benefits not just the financial benefits of your project
- Ask the funder for a specific amount of money to fund a particular area of work
- Make sure you get all your points across and answer all of the questions asked on the application form
- Use facts & figures, evidence the need for your project and provide details of any consultations
- Think about the project as a package – include salaries, volunteer expenses, running costs if applicable

- Give evidence of any partnership work, links to other services
- Include a budget and project plan which includes ideas about what will happen at the end of the project – sustainability and the exit strategy. Funders want to know about longevity of your project
- Get someone to appraise your application before sending it
- Ensure your named contact can confidently answer questions the funder may have about the project
- Ensure the application is signed by the appropriate person and submitted by the deadline date
- Good Luck!