

APPLYING for FUNDING – TOP TIPS



- ☺ **Explain** who you are and what your organisation does.
- ☺ **Project Planning:** a successful funding application comes from a well planned project. Spending time on this will pay dividends later.
- ☺ **Define the need** for the project. What are your aims and objectives and what are you trying to achieve? All funds are given to solve a problem so make sure you are clear about what you are trying to address.
- ☺ What will the **outcome** for the project be – in terms of community/people?
- ☺ **Speak to others** with an interest in your proposed project.
- ☺ Be aware of the **deadlines** which apply for the fund and how regularly the applications are assessed and decisions made.
- ☺ Do not start work on your project until funding has been **granted**.
- ☺ Be selective. Only apply for funding if you are sure your project meets the **priorities** stated in the applicant **guidelines** - read them carefully and make sure you follow them.
- ☺ **Partnership** working can target the wider community and helps funders get a greater return for their invested monies.
- ☺ Show the funders how their investment will **make a difference**: funding is very competitive and you are likely to be against other worthwhile projects.
- ☺ **Talk to the grant maker** before you submit your application. A quick phone call or email could really help you out and save you time.
- ☺ When **completing the application** be precise, clear and to the point. Potential funders are unlikely to have any detailed knowledge about your organisation so state the obvious!
- ☺ Take time to thoroughly **plan and prepare** your application and make it as professional as possible. Make it **stand out** from all the rest; include photos, make it neat and easy to read.
- ☺ It's unusual for grants to be increased after the award so ensure the cost of your project is **accurately calculated**.
- ☺ Ask someone else to **check** your application and provide constructive criticism so it's not sent back to you for alterations.
- ☺ Emphasise any **voluntary commitment** to your project and the efforts you are making to support the project from sources other than grant assistance, i.e. your own fundraising, sponsorship etc.
- ☺ It's unlikely funding bodies will consider a project that hasn't completed the application form properly or does not attach relevant supporting material. Do you really want your application to be sent back because it is incomplete?
- ☺ Be enthusiastic – show how important your project is to you
- ☺ **GOOD LUCK**. Remember: unless you ask you might not get!