

TOP TIPS

APPLYING FOR FUNDING

1. **Project Planning** – a successful funding application tends to arise from a well planned project. Completing the application forms is the last thing you do! Ensure you have fully researched and planned your project and have all the information required for the submission of your project.
2. Define the need for the project – all funds are given to **solve a problem**. What problem are you trying to address? What research have you undertaken?
3. Show that you will be helping to address the problem. What will be **the outcome** for your project in terms of people? How will you know you have made a difference?
4. **speak to others** with an interest in your project
5. Be selective – only apply to funding organisations where you **meet their priorities**. Show how you meet their priorities throughout the application e.g. where they ask you what your project is, phrase your response to include one or more of their priorities
6. **Be objective** – unfortunately funding is extremely competitive and you'll be against many other worthwhile projects. Show the funders how their *investment* will make a big difference to peoples lives, rather than writing begging letters.
7. **Talk to the grant maker** prior to making an application. They can provide invaluable help and advice and will tell you if it is worthwhile submitting an application.
8. **Read the guidelines** and criteria carefully. Large numbers of good applications are rejected simply because they are ineligible or don't meet the priorities of the funding organisation. For example don't waste time applying to an organisation who can only fund charities if you aren't a charity!
9. In writing the application **keep it clear**, precise and to the point but make sure you use all the space. Assume the funder knows nothing about your organisation and state the obvious!
10. Ensure your project is **accurately costed** (grants can rarely be increased after the award). If you can't add up the budget can you deliver the project?
11. Get a **critical friend** to read through your application and provide constructive criticism!

USEFUL WEBSITES

www.quest-net.org - include a top ten tips on applying for funding

www.green-space.org.uk - includes information on how to finance a project

www.warwickshire.gov.uk - includes 'Grantnet' a searchable database of funding opportunities

www.practicalfunding.com - the website of the Practical Funding for Schools magazine. The website includes a funding update and email newsletter service

www.cee.org.uk - the Council for Environmental Education which is a membership organisation. However the website does contain funding information.

www.governmentfunding.org.uk a searchable database of funding opportunities from government departments

www.acf.org.uk Association of Charitable Trusts website with downloads of advice leaflets and web links to trusts and foundations websites

www.lotterygoodcauses.org.uk links to all the lottery distributors plus information on each of their roles

www.statistics.gov.uk the government statistics which can help you build up a picture of the area

www.ffhb.org.uk information on the funds available for historical buildings

www.fullcostrecovery.org.uk information on applying full cost recovery principals in funding applications