Top 12 Tips when Applying for Funding

Below are 12 top tips that you should consider if you are applying for funding for your club, project or organisation;

1. Have a clear understanding of your project that includes: a brief description of the project, aims, objectives and outcomes of it, how you will deliver it, timescales, resources you require to deliver it, how you will sustain it and how you will monitor and evaluate the success of the project
2. Be clear about your funding requirements before making an application e.g. ensure selection criteria for the funding scheme fits the aims and objectives of your project
3. Be aware of funding deadlines and ensure it is submitted before the deadline
4. Do not start work on your project until funding has been granted – Most funding bodies do not cover retrospective funding
5. Does the club/project have any internal funds it can contribute – funders prefer organisations that can contribute something themselves
6. Check how big the overall funding pot is. From this information you can analyse the potential / likelihood of success
7. Once you’ve found a potential fund, speak to someone from the organisation and discuss the outline of your project. Check whether this would be something they would consider
8. Read all of the guidance notes and funding criteria
9. Include as much relevant information as possible, but do not write excessive amounts and be clear and concise – Don’t waffle
10. Ensure all relevant sections are completed and signed by the appropriate people and ensure the application has the correct contact details for the funder to get in touch with you and the club/project
11. Ensure you attach all necessary documentation, e.g. constitution, accounts, project plan, quotes, appropriate letters of support etc and keep a few copies of the application for future reference
12. Call the funder to check that they’ve received it, and liaise with them where necessary, completing any extra requests promptly