

# Grants and Funding

Completing an application for a grant is very similar to applying for a job, below are some hints and tips which should help you along. More and more applications are now completed online so ensure that whoever is tasked with the job is able to navigate the process, has good internet and saves the work regularly!

## Understand the Grant's Purpose

- Research thoroughly: Know the funder's mission and goals. Ensure your organisation and the project aligns with their outcomes
- Check Eligibility: Ensure you meet **all** the eligibility criteria before applying.
- Give them a call

## Plan Ahead

- Start Early: Grant applications often require detailed information and supporting documents. Give yourself plenty of time - and more besides!
- Create a Timeline: Break down the application process into manageable steps with deadlines.
- SUBMIT!: Submit your application before the deadline - if there is something missing or not quite right they have time to review and get back to you but a deadline is a deadline.

## Create a Clear and Compelling Application

- Be specific: Clearly define the problem you're addressing and how your project will solve it.
- Use Data and Evidence: Support your proposal with relevant data, research, or case studies.
- State your expected outcome and the benefits - show how they align to the funder.

## Communicate Clearly

- Avoid jargon: Write in plain language that is easily understood by someone outside your field.
- Tell a story: Engage the reader by telling the story of your project and its potential impact.
- Don't waffle: Spare the thought for the team reading all the applications.

## Budget Wisely

- Be realistic: Ensure your budget is reasonable and reflects the true cost of the project.
- Detail all costs: Include all expenses, including indirect costs, in-kind/volunteer contributions, and matching funds if applicable.
- Explain funding sources: If you have other funding sources, mention them and explain how they complement the grant.

## Follow the Guidelines

- Read carefully: Adhere to the application guidelines, including formatting, length, and submission requirements. Each funder will be different.
- Answer all questions: Provide complete and thorough responses to all sections of the application.

## Internal Communication

- Ensure the key people in your organisation are aware of the application - especially if you have put someone down as the contact person! Many funders make contact as part of the assessment process. Pick the right person to represent the application.

## Meeting Minutes

- In your board or committee meeting have you discussed and minuted that your organisation is going to apply for named grants? More and more funders require evidence that your governance team have approved the application.

## Seek Feedback

- Get a Second Opinion: Have someone who understand what you are trying to achieve review your proposal
- Be open to critique: Use feedback to strengthen your application.

## Prepare for Rejection

- Learn from feedback: If your application is rejected, ask for feedback to improve going forward.
- The pot is empty: Your application might be great but the funding pot could be empty check in and apply again.

## Follow Up

- Acknowledge Receipt: Confirm that your application was received.
- Stay in Touch: Maintain communication with the funder, especially if you're awarded the grant.

## Accountability

- Up to Date?: Have you had funding from this organisation before? Are your details correct and have you submitted all your accountability from previous application

## On Going Communications

- Open Dialogue: Life happens and challenges can rise - if things change with your project contact the funder early on

