



T3SC Factsheet

Funding Applications

When writing a funding application there are **eight** basic things that all funders want to know. They are:

1. What do we want to do?	(aims)
2. Why?	(reasons)
3. How will we do this?	(objectives)
4. Who will we work with?	(target group)
5. What will happen as a result of the funding, and why this benefits the community?	(outputs and outcomes)
6. How much will it cost?	(budget)
7. What will happen when the grant ends?	(exit strategy)
8. How will you keep track of your progress?	(monitoring and evaluation)

You may find it useful to put aside the application form and answer each one of these questions on a separate piece of paper. This will form a good basis for your application.

The grant-making body

Appropriate donor

- ♦ Do their policies and practice (if you know them) match up with your appeal? (if not, why should they break their own rules?)
- ♦ Are you asking for an appropriate amount? (What's their income? What size grants do they make?)
- ♦ Is the timing right? (When do they need the application by? How long will it take them to make a decision? When do you need the money by?)

The actual application

Some points to bear in mind!

- ♦ Is it personalised or does it look like a circular?
- ♦ Have you got the right name and address, and spelt them correctly?
- ♦ Is it too long or too short? Too glossy or too scruffy? Legible? Too full of jargon or abbreviations? Assumes they're idiots? Assumes they're experts?
- ♦ Have you included all the necessary additional material – create a checklist if the funder didn't supply one?

When applying to charitable trusts and foundations:

Do your research! Make sure you are applying to the right funders at the right time.

Funders often publicise what they are about so make sure you have read and understood this before you spend time on your application! Many funders will welcome an initial phone call from you to clarify anything you are unclear about before you submit an application. They would rather spend five minutes discussing it with you over the phone than several hours considering an inappropriate application at a Trustees meeting! It also saves you wasting time filling out application forms that have no chance of being successful. If you are successful, thank the funder. Also, ensure you comply with. Also, ensure you comply with any terms or conditions of the funding and return monitoring when required.

For more information please contact T3SC
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