



## Top Ten Tips ... applying for a grant

*What you have to submit to apply for a grant can be different depending on the grant but if you are thinking of making any application here are our top ten tips ... they can't guarantee that you will be successful but they will help you to avoid losing out because of a basic mistake.*

- 1.** Most applications will have some notes or guidance ... read them carefully they are intended to help you make a successful bid. If you don't read them and do what they say there is a good chance your application will fail.
- 2.** Understand what the grant will fund and be clear that is what you are asking for. Applications often fail not because they are not worthy but because they ask for something that the grant is not intended to support.
- 3.** When you provide a breakdown of what you will be spending the grant on, double check that it is correct.
- 4.** If you are asked to provide copies of documents such as annual accounts or safeguarding policy don't forget to include them. When they aren't attached funders usually get in contact but when there are a lot of applicants yours may be rejected.
- 5.** Make sure that the contact person given on the form is available in the period just after submission so if there are any questions they can be sorted out quickly.
- 6.** The key questions in any application will be a description of who and how many will benefit and what those benefits will be. Be as clear and precise as you can be about this.
- 7.** It usually helps a bid if you can show that you have raised some of the money needed directly.
- 8.** You will usually be asked to make an end of grant report. We know that this can be a nuisance but where we are drawing down government money we have to prove expenditure so we will need your reports. If these are hard to get from you a future bit may not be treated so sympathetically.
- 9.** We will often ask for photos or information for publicity purposes. This helps us to get more funds for future grants. Organisations that have help with this always deserve a sympathetic consideration for future bids.
- 10.** If there is anything you are not sure about then ask, problems often occur with things that could have been easily fixed early on.