

## Guidance Notes - Making Grant Applications to WCF

**The following guidance should be considered when writing your grant application to WCF. Although this guidance is specific to WCF, it may also be useful when submitting applications to other funders.**

1. Before you start, read **all** the grant information provided on our website.
2. Make sure your project fits our published criteria. We get lots of applications which do not fit the fund criteria! We don't want you to waste your time writing ineligible applications and we don't want to spend time assessing them!
3. Review the whole application form **before** you start typing to make sure you will be able to provide answers to all the questions, that you can provide all the documents required and, that your organisation complies with the statements in the declaration (including having a minimum of three directors).
4. Answer **all** the questions on the application form – if you omit essential information this may be detrimental to your application.
5. Be sure to attach **all** the documents required – make sure these are within the date parameters. E.g. your bank account statement should not be more than 3 months' old and your accounts/financial statements should not be more than 12 months' old. If they are we will need your latest management accounts as well. If you are asking for a capital grant, please attach costing evidence such as webpage screen shots or a supplier's quote.
6. Don't waffle! Write clearly and succinctly. We do not need you to repeat information in several answers. Less is more!
7. Please type out in brackets your acronyms the first time you use them in an application. For example, NVR (Non-violent Resistance). You may know what they mean but we might not because we are not specialists in your field and some acronyms have multiple meanings. For example, FSM (Free School Meals) can also mean Financial Management System, or even Female Seeking Male!
8. Be honest in your answers and do not try to hide information. E.g. if your accounts show your organisation is having financial difficulties, please explain why and what mitigating steps you are taking.
9. Make sure you can deliver the project for which you are applying. E.g. That you have the organisational infrastructure to manage the project.
10. If a WCF grant will only part-fund your project, please tell us where you are going to get the rest of the funding. This may be from other fundraising efforts, grants or income received from a project and how much this will add up to. E.g. 12 clients a week may pay £/per week for 12 weeks towards attending a craft session.
11. Provide examples – don't just say you need something; say why you need it and what would happen/not happen if you can't have it/do it.

12. Provide evidence in your answers which supports your request. This might be in the form of national statistics or community consultation conducted.
13. We like case studies – a personal story always gives weight to your request.
14. We like quotes from beneficiaries – these provide gravitas to your application.
15. In our due diligence, we look at your entry on the Charity Commission/Companies House website. If your organisation is late filing, this can be detrimental to your application and you should explain why this is. Other information provided should be consistent with these entries.
16. If you are struggling to write your answer within a required word limit, try taking out any repetition, bullet points or unnecessary spaces.
17. You might find it useful to draft your responses in a word processing program before completing the application form. This means you can check your spelling and word count beforehand.
18. When cutting and pasting into the application form from another document, make sure all the text is entered into the field. The application form will cut off anything inputted after the word limit is reached.
19. Remember to save your progress regularly to prevent you from losing your work in case of internet disruption.
20. If you want a copy of your submission, select the print option at the bottom of the form, then 'print to pdf' which you can save to your hard drive. You should get a confirmation pdf emailed to you in any case.
21. Don't worry if English is not your first language – we will make allowances for that. Or you might find it useful to ask a native speaker to check your application before submitting.
22. If you have accessibility issues with our application process, please contact us on 07779 423639 or email [karen.mcveigh@worcscf.org.uk](mailto:karen.mcveigh@worcscf.org.uk) and we will do all we can to assist you in your application.