

# Notes on applying for funding



# Researching funders

- Association of Charitable Foundations website/grant search software/networking
- HAVS website <http://www.hillingdonconnected.org.uk/funding-opportunities>
- Make sure you understand what funders are looking for
- Consider any geographical restraints
- Think about what they have funded in the past
- Think about how you evaluate what you do and how you can demonstrate that you are effective
- If possible, try to talk to your potential funding targets

# Generally

- Check you are up to date with your accounts and reports to the Charity Commission/Companies House
- Read and understand the application guidelines and form
- Consider feedback from other (unsuccessful) applications
- Don't send open appeals
- Answer all the questions fully
- Include all the supporting information requested – but no more
- Completed the declaration section with authorised signatures
- Make sure you use the right postage if it's not an online form

# Completing the application

- Is it clear what any partners' roles will be?
- Have you avoided jargon?
- Have you been concise?
- Have you explained any technical terms and spelt out any acronyms used?
- Are the outcomes realistic?
- Are the costings realistic?
- Are the overheads/core costs realistic?
- Have you demonstrated the need for your project?
- Have you thought about how you might look compared the potential competitors?
- Get a few people to read it and check it through
  - Is it clear what you want to achieve and how you will do it?
  - Get people to ask you questions about the application – e.g., about referrals, outcomes, delivery
  - Does it add up

# After you've sent your application

- If no acknowledgement check it's been received
- Find out when you'll get a decision
- Keep looking for other sources in case you don't succeed with this one
- If you don't get funded try to find out why and take feedback into account in future applications