

Grant Application Guidance

Getting started with Funding Applications

These tips are designed to help you understand the usual requirements you need to have in place to apply for grant funding. You'll find common funding terminology, and the steps you need to undertake to create a successful bid.

Things to get in place



- Do you have at least three people (preferably not related), a constitution, and a bank account in the name of the group?
- Do you have set of accounts for the previous year, or a breakdown of the income and expenditure for the past 12 months?
- If you're a new group, do you have cash flow forecast? (a breakdown of how much you think your project will cost over the next 12 months)
- Have you got a project plan? What you want to do? Who is the project for? When will you deliver the project? Where will it be delivered? Why is it needed? What evidence do you have to show that this project is needed?
- Are you insured?
- Do you have clear aims and objectives?
- Do you have a committee, elected at an AGM?
- When did you last review your policies and procedures?
- Do you carry out regular reviews of what you deliver?
- Do you have enough volunteers or sessional workers?
- Do you carry out appropriate checks, e.g. DBS checks?
- Are you aware of the responsibilities that come with managing staff or volunteers?
- Do you keep accurate financial records?
- Do you have good knowledge of the area you work?
- Are you involved in any local networks?
- Do you have different ways to market your service, so people know about it?
- Do you have priorities or targets that you work towards?
- Do you regularly report on your progress and record any important information?
- Do you get, and use, feedback to improve what you do?



Preparing to Write Your Bid - Top Tips



- Think budget, and be specific
- Refer to your governing document/constitution
- Evidence of need?
- Be specific about the problem
- Be specific about what you will do and how you will do it
- Link your project as closely as you can to the funder's priorities
- Take care to read each question carefully
- Give yourself enough time
- Be clear, precise, and positive
- Do not include any attachments
- If the form is online, write your answers in a Word document, and remember to keep a copy
- Ask somebody else to check your form



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Funder Jargon



Aims: These are the organisation's goals, and can encompass mission and values. They often start with 'to...' and describe the changes you are trying to achieve. Words for Aims are: **Improve , Increase , Enhance, Reduce, Decrease**

Objectives:

These define more precisely what a project is trying to achieve and how you are going to do it eg. the activity. Words for Objectives are: **Provide , Organise , Offer, Run**

Inputs: These are the resources put into a project to carry out an activity. For example, **money, time, staff, expertise, methods, and facilities** the organisation commits to bring about the intended outputs and outcomes.

Outputs: These are the products, services or facilities created by your work, and are usually measurable. What products will be produced, in what quantity and of what quality?

Outcomes: These are the changes you will have caused due to the project. They would include words such as; **more, greater**.



Responding to Common Questions



Who will you deliver to, and **who** will deliver it?

- Be specific
- Number of direct and indirect beneficiaries
- Protected characteristics (Diversity and Inclusion)
- Volunteers/sessional workers

Why is the project needed?

- Have you asked for community feedback?
- How have you evidenced the need?
- Local statistics
- Local priorities

What are you planning to do? **What** do you want to achieve with your project?

- Activities you'll be delivering, and how you'll do that
- Number of sessions
- Number of weeks
- Is it a new or existing project?
- The changes your project will bring in your community/for your beneficiaries

How are you the best organisation to deliver?

- Who you are?
- What's your vision?
- Your main purpose/aims
- Main objectives of your organisation
- Sell your organisation, what makes you unique?

Where will the project be delivered?

- Venue/s
- Wards/localities

When will the project be delivered?

- Dates
- Times



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Proving your project is required



How can you prove that your idea/project is required? What evidence might you need?

Local Priorities:

The Community Plan: All local authorities have a duty to prepare a sustainable community strategy to improve quality of life for local communities through a clear set of long-term priorities for their borough.

Partners and collaborations: Having good working relationship with other groups and providers strengthens your funding bid.

Duplications of services: Know your community, make sure you are not duplicating an already existing project/activity in your area.

Gaps in service provision: Know your community, make sure you are not duplicating an already existing project/activity in your area.



Your Local Community Plan

Oldham: [The Oldham Corporate Plan 2022-2027](#)

Tameside: [One Corporate Plan | 2018-2025](#)

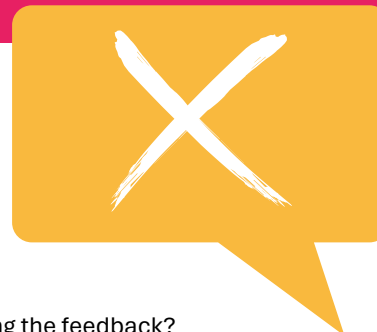
Rochdale: [Rochdale Borough Locality Plan 2020-2024](#)

All boroughs: www.nomisweb.co.uk/

When an application is unsuccessful



- Leave it for a few days and then revisit it
- Don't burn bridges
- Ask for feedback from the funder
- Review your application with colleagues, what could amended/implemented, because of feedback?
- Action Together – request support and feedback
- Look at other funding streams that may be available
- Can you apply again after amending the form and implementing the feedback?
- Can you appeal?



Common reasons for rejection:

Eligibility

- Organisation not in the required area
- Not the right/accepted structure/level of governance
- Project seems overly ambitious/unrealistic for the organisation (size)
- Not got the right policies and procedures in place
- Not demonstrating community need/input/working in isolation
- Not cost effective
- Not enough evidence of sustainability

Application Form

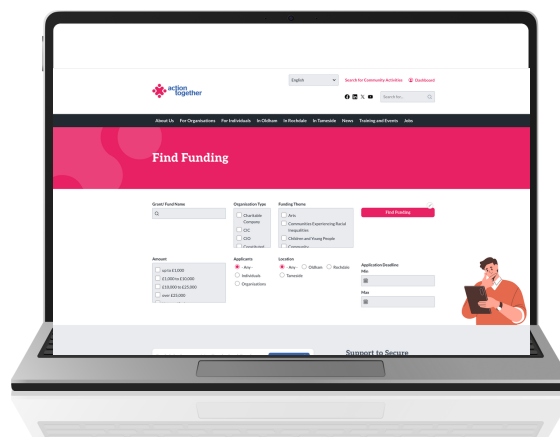
- Project isn't clear enough
- 'Aim' isn't evident
- Grant application doesn't follow directions, e.g. word count
- Missing information/questions missed
- Project period doesn't match foundation's grant cycle
- Budget isn't clear, correct, detailed or even provided
- Organisation didn't meet reporting requirements

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Where to look for funding

- Funds Online
- Grants Net
- GRANTfinder
- The Grants Hub
- My Community
- My Funding Central
- Funding – Locality
- Grants Online
- Charity Excellence
- Your local Community Development Worker
- Other CVS organisations



Action Together Website:

www.actiontogether.org.uk/find-funding