

Grant Application Guidance

Why is it important to read the Guidance Notes?

You've seen the perfect funding opportunity for your group's next project or event and are keen to apply. So, why is it so important that you read the Guidance Notes thoroughly before starting to complete the application form?

Well, whether this is your first application for a grant, or you're a seasoned applicant you should understand that different grants will have different criteria and priorities. Reading the Guidance Notes fully will ensure you've understood what's needed, and that you are submitting all the information required. Reading through will help you secure the funding you need as swiftly as possible. So, what do you need to consider?

1 Criteria/Priorities

The Guidance Notes will clearly outline what's required from applicants. It will state the funder's criteria, and the priorities it has for the specific grant. It will tell you what they will, and will not, fund and will allow to assess whether you meet the criteria, and if the fund fits your priorities.



2 Who the funder is

The Guidance Notes will feature a summary of the fund, and explain who the funder is.

This is really useful information for you to research and find out about them, what they have funded before, and how many others have been successful.



3 Grant amount

The amount of grant will be stated clearly in the Guidance Notes, along with any information on how many projects the funder aims to support, any time frame specifications for completion, and how the grant will be distributed.



4 Who can apply

There will be a section in the Guidance Notes which will detail who is eligible to apply

including what type of group/organisation you need to be, whether there are restrictions as to where you are located, and if your turnover needs to be a certain level.



5 Key dates

The closing date for all applications will be outlined in the Guidance Notes. If there are multiple rounds of funding with differing closing dates, they will be listed also, along with information on when projects must be completed.

6 Remember!

Remember, every fund is different! Just because you have applied for funding before, don't assume the requirements/priorities are the same. You should always read the Guidance Notes to ensure you know what is required.

