

ARE YOU READY TO APPLY FOR FUNDING? – STEP BY STEP

Who you are?

- Name of organisation/group making the application
- Business address (sometime called registered address); may not be where you work from, so you need to put that in also
- Contact person's name, telephone, email if they've got one – **the contact person should be someone who knows about and is able to discuss the work of your organisation and knows the application in detail**
- Contact details of the organisation: address, POSTCODE, telephone, email
- Your bank details
- You may want to be able to say where you heard about the fund you are applying to

Who you work with!

- Do you have partners in this work?
- How do you work together?
- Who else have you talked to/consulted?
- What did they say?
- Who else might be involved with you? (stakeholders)

Why is it needed?

- What needs in your community are you wishing to meet?
- How do you know? What evidence do you have?
- Why will your project deal with the problem?
- Is it what people actually want and will use?
- Why you are the best people to do it?

How will you make it happen? What's the plan?

- What are the main things you will do?
- How will you do them?
- Who will benefit from your work?
- What will it achieve?
- How will you know? How/what information will you collect to show this?
- What is your timetable?
- Have you been SMART? Follow the checklist

What to expect if you are successful!

Before you start, remember that your management committee will have to accept certain conditions before any money is paid. They will have to agree and sign up to providing:-

- Forward plans and timetables
- Proper financial records
- Regular progress reports
- Statistics for monitoring
- Annual accounts
- They may also become employers for the first time with legal responsibilities.

What kind of organisation you are

- Are you a charity?
- If so, what is your charity number? If you are a church, whose charity number is it? Your own, or the church of scotland/england etc; you might be asked for proof, so get hold of a copy of the paperwork now
- If not, what kind of organisation are you? Housing association?
- Do you have an equal opportunities policy?

More about your organisation!

- Do you have a clear idea of what your organisation exists to do? - a one sentence description or mission statement for your organisation
- What is the core purpose of the organisation – the bit that makes everything else (such as new developments) happen
- What are you already doing? How is this work funded? Do you employ staff and how many? Do you involve volunteers? To do what?

What is the NAME of the project?

- A strong attractive name is a great help *such as Women Drumming*

What are the main aims of the project?

- No more than four one line statements

Building the Budget?

- How much will it cost?
- What to include?
- How did you come up with the figures?
- Is all the money coming from one funder?
- Is it realistic? (See SMART template)
- Is it value for the funder's money?

What difference will it make?

- How will you know you are getting it right?
- What will you ask? Who will you ask?
- What will you do with the information?

What else you might be asked to provide!

Sometimes you may be asked to provide supporting documents. Send only what you are asked for. It's a good idea to have them ready to hand.

- A copy of your constitution
- A copy of the letter from the Scottish Charities Office with your charity number
- A copy of your most recent set of annual accounts. They should be no more than a year old.
- A report of your recent activities or annual report
- A recent bank statement

In addition, most funders will ask you to complete a monitoring form that shows them which groups in the community are being helped, such as different ethnic groups and age groups, women, people with disabilities.