

## TIPS ON APPLYING FOR FUNDING

To help increase the chances of your funding application being successful, read the guidance below for advice on what to consider when sourcing funding:

- Research potential funders carefully to ensure you apply to the most appropriate fund(s).
- Plan your project carefully and be realistic.
- Read the guidance notes thoroughly to ensure your project is eligible. Ensure your application meets the key criteria.
- Check how much the funder offers and whether this meets your organisation's requirements.
- Check any elements the fund will not support and ensure these are not included within your funding request.
- Ensure you are asking for funding over the same length of time that the grant can be applied. For example, if your project asks for funding over an 18-month period but the funding must be spent within a 12-month period, the project will be rejected.
- Check the deadline(s) and allow sufficient time to thoroughly plan and prepare your application and to present it as professionally as possible. Do not underestimate how long it can take to produce a quality application.
- Have a clear understanding of what your project involves / the aims and objectives / what you require the funding for / how much you need and how this will improve or have an impact upon sport and / or wider agendas.
- Do not start work on your project until funding has been granted. Funders will not give money retrospectively.
- Think from the funder's perspective - they are likely to know very little (if anything) about your project - state the obvious.
- But be as clear and succinct as possible. For example, background information about your organisation can be helpful, but if it doesn't contribute to the funder's understanding of the project itself, you might want to consider leaving it out. Bullet points are useful.
- Clearly demonstrate how your project will help the funder meet their aims. Tailor your application for each funder you apply to.
- Budget your project accurately - do not guess or inflate figures.
- Be realistic in terms of the targets you plan to achieve and be clear about how you worked them out. Don't over promise as it may affect your ability to re-apply for future funding.

- Provide clear evidence of need / demand for your project and demonstrate the impact it will have.
- Consider and demonstrate how your project / facility will be sustained once the funding ends. Investigate opportunities for partnership funding to contribute to the project. Some funders will insist there is a cash contribution from your own organisation / another funder / partner(s).
- Consider any in kind contributions that can support the project. In kind contributions take the form of goods and services provided free of charge, where you would normally have to pay for them. For example, a school offers use of its sports hall free of charge, a builder on the club committee offers to undertake some work at no cost or a coach offers to deliver some free sessions.
- Be as specific as possible, for example:
  - the project will deliver x number of sessions to x number of people.
  - we will work with x, y, and z schools (name them)
  - we have consulted with x university who stated there is a need for the project because.....
- Avoid vague statements.
- Consult with other partners / potential partners and request letters of support where possible to attach with your application. Ensure letters of support are specific to your project.
- Ensure someone else reads your draft application before sending it.
- Ensure you attach all required documentation with your application.
- If you are successful in obtaining funding ensure you provide all the monitoring information requested, within the set timelines.