

The background of the slide is a golden-yellow color with a dense, repeating pattern of various currency symbols (dollar, euro, pound, yen) in a 3D, embossed style. The symbols are arranged in a way that creates a textured, metallic appearance.

Making Better Funding Applications

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Purpose

- Top tips on how to make Better Funding Applications
- Top reasons applications are rejected
- What to do if you are successful
- What to do if you are unsuccessful
- Finding funds
- Jargon busting



Top Tips – Before You Make An Application

- Identify your project or activity
- Check your organisations governance paperwork & policies are up-to-date:
 - Constitution; OSCR; Bank Account; Year End Accounts; Safeguarding Policy etc
- Know your Committee or Board members
- Plan your clear & realistic budget
- Get quotes to ensure accuracy, avoid non-specific items such as “contingency”
- Carry out any research (if required)
- Write a business plan (if required)



Top Tips – Ready to make An Application

- Research funders
- Find funds that fit
- Don't force your project or activity in to a Fund
- Read the guidelines & make sure you understand them
- Talk to the funder about your project or activity if you can
- Check the deadline & decision timescale
- Be prepared: many Funders carry out assessment follow up
 - You may need to answer questions like - why you are not allocating unrestricted reserves towards a project or activity; tell me more about the skills of your Committee members



Top Tips – Complete the Application

- Read each question carefully
- Write in clear, easy, simple language & be concise when answering questions
- Keep your project or activity plan in mind
- Demonstrate you understand community need
- Be specific about what you want to do
- Be realistic in terms of what you can achieve
- Offer realistic beneficiary numbers
- Focus your application on the funders guidelines, criteria & priorities
- Provide evidence that your project or activity is needed
- Include details on how you will measure success
- Make sure you clear about what the money will pay for if applying for part funding



Top Tips – Final Steps Then Apply

- Check you have answered all of the questions
- Double check your budget figures are correct & add up
- Include all additional documents the funder requires
 - Do not include attachments not specifically requested
- Check your contact details are correct
- Spell check the application
- Have someone else read the application
- Check and re-check
- Save a copy
- Submit before the deadline



Top Reasons

- Application is incomplete or contains vital errors
- Fails to meet guidelines or criteria
- Accounts are not signed
- Failure to submit relevant documentation
- Project start date is before decision made date
- The budget doesn't add or is not specific enough
- Submitted after the deadline
- Costs are too high or does not meet financial criteria



Successful

- Check for any specific conditions on grant paperwork & complete within deadlines
- Read the terms and conditions carefully
- Set up your grant monitoring system – mark dates in calendar for claims or reports
- Say Thank You – directly to the funder, social media, press etc
- Follow the funders guidance on how to acknowledge their support
- Build a relationship with the funder – keep them updated
- Be honest if things change
- Check terms and conditions have been met
- Submit final report

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Unsuccessful

- Read the correspondence you receive back
- Look back & review your application against the criteria to understand why you have been unsuccessful
- Ask for further feedback if you can
- Review your application & re-submit
- Find an alternative funder

Finding Funds

- funding.scot
- SCP Funding Bulletin – sutherlandcommunitypartnership@gmail.com
- HTSI and/or VGS Bulletins
- SCVO Funding page – www.scvo.scot/funding
- Highland Council - www.highland.gov.uk/directory/17/grants/category/155
- Lotteries; Trusts; Foundations
- Scottish Government
- Foundation Scotland - <https://www.foundationscotland.org.uk/>

Jargon

- **Beneficiaries** – people who will benefit from your project or activity
- **Capital costs** – items or equipment you need to buy, build or repair
- **Revenue costs** – things you need to pay for that are not physical objects or buildings – salary, expenses, venue hire, publicity etc
- **Evaluation** – what you do to consider how your project or activity is going
- **Monitoring** – methods you will use to find out how your project is going
- **Evidence** – facts & proof to back up your claims of need
- **Indicators** – things you will measure to find out whether you are achieving outcomes & outputs
- **Match funding** – funding from more than one source for the same project or activity
- **Outcomes** – the benefits that happen as a result of your project or activity
- **Outputs** – what you actually do to achieve your outcomes

Questions?

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