Checklist: Before applying for funding

Don’t rush into writing an application. First make sure you’re eligible for the funding and you have all the information and evidence you need. This checklist will help you with this.

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| --- | --- |
| Question | Your response |
| Your answers to questions 1-5 can be used for multiple funding applications. | |
| 1. Why are you applying for funding? |  |
| 2. What is the challenge or need you’re trying to |  |
| 3. What are you going to deliver to overcome this challenge? |  |
| 4. What resources do you need to make this happen (financial and non-financial)? |  |
| 5. What outcomes are you trying to achieve? |  |

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| Question | Your response |
| Questions 6-8 are specific to each funding application | |
| 6. Are your outcomes the same as the funder’s? |  |
| 7. Are you eligible for the funding? Check the application guidance to make sure that you/your organisation can apply. |  |
| 8. Are you clear on the funder’s objectives? Read the funding guidance and make sure you know what they’re looking for. |  |

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### Top tips for writing an effective funding application

There are three key ingredients to a good application. You’ll need to:

1. Give evidence why is your project needed?

2. Explain your ‘outputs’ what exactly will you deliver?

3. Demonstrate your ‘outcomes’ what impact will your project have?