Moore M/T Thompson

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GRANT AND FUNDING SERVICE

TOP 5 TIPS FOR SUBMITTING A GRANT APPLICATION

How to get your proposal appraised

Many grant applications fail at the first hurdle because applicants neglect a few basic but important rules. This wastes the valuable time of the applicant and the Funder whom likely have received far more applications for grants than they are able to fund.

Following these simple tips will ensure you pass the first hurdle.

01 Re-read the guidelines!

It is important to read and re-read the guidelines.

Check your organisation and the project meet the Funder's criteria. If in doubt, contact the Funder to discuss your application.

02 Don't make assumptions

Never assume an Appraiser knows anything about your organisation or the location.

Tell the Funder about your organisation, it's track record, and financial standing. Where appropriate, provide statistics and supporting data from verifiable sources.

03 Avoid using jargon

Ensure your message is clear and understandable.

Avoid using acronyms, which can cause confusion.

04 Answer all of the questions

Answer all questions comprehensively. Do not refer the Appraiser to an external source or attach appendices unless these are permitted or specifically stated in the guidelines.

05 Meet the deadline

Most Funders have very strict rules around deadlines to ensure transparency and all applicants are treated fairly. A 5pm deadline, means 5pm so give yourself plenty of time prior to the deadline to allow for unexpected events e.g. technical issues.