

Top tips and common mistakes

Top tips

Check that you are eligible for the funding programme you're planning to apply to.

- Check that your project is suitable for the funding programme you're applying to.
- Check whether there is a deadline for applications.
- Thoroughly read the application pack and guidance notes.
- Speak to someone from the funder before you apply – this is especially important if you have any concerns or if you don't understand any part of the application pack.
- Enclose all required supporting documents with your application, such as your constitution, bank account details, annual accounts and make sure they all have the group's name on them.
- Ask a helper organisation to read through your application and check that they understand your project before you send it.
- Keep a copy of the application form so that you can answer questions about it when it is assessed.

Common mistakes

- Completing the application form without having read through the whole pack and making sure that you can provide all the required information
- Not taking a photocopy of your application for your own records
- Submitting additional paperwork that is not relevant to your application
- Submitting an unrealistic project budget. All costs should be researched before you apply.
- Forgetting to make sure that someone from your group can be contacted during office hours.
- Not providing all signatures requested in the application.