

Filling in application forms

The following information has been put together by applicants themselves during a series of training courses on filling in application forms.

Find out all you can about the funder. Probably the most important part about making any application is trying to make sure that what you want falls within the funder's criteria. Speak to the funder if possible, talk to other groups who have already got money, ask your local voluntary council for help (a full list is available from WCVA). Time and effort at this stage will increase your chances of success.

Read the questions right through first together with any accompanying notes to help you. Do not work on the assumption if all else fails you will read the instructions. If you do not understand anything ask for help.

- **Take several photocopies** of the form before you start and use these to get practice on first.
- **Answer *all* the questions**
- **Remember to get all the necessary signatures.**
Trustees, referees, contact person *etc*
- **Get someone else to check your application before you send it.**
Do all the figures add up? Do other people understand it?
- **Keep the application form clean and tidy**
Are there any spelling mistakes and is the writing legible?
- **Include *all* the requested supporting material**
For example annual report and accounts, relevant job descriptions, budgets, any building permissions, leases, letters of support, information on match funding, constitutions *etc*.

Filling in application forms

- **Provide the funder with a clear point of contact**
Make sure that others within your organisation know about the application and can answer funder's questions if necessary.
- **Take a photocopy of any completed application *before* you send it**
Make sure any copy or copies are kept in an easily accessible place so if you are not there others can discuss the application.
- **Leave a checklist of bullet points at the front of the application so others in your organisation can answer questions about it if needed.**
- **Deal with any funder's requests for more information immediately**
- **Keep the funder informed**
If your circumstances change during the course of the application or immediately after sending it off - tell the funder immediately do not wait for them to find out.
- **Meet deadlines!**
Allow yourself plenty of time and do not leave everything till the last minute! Do not expect funder's to be sympathetic to late applications, they have deadlines to meet also.

For further information contact:

The Development Team, PAVS
Email: development@pavs.org.uk

Cefnogwyd gan
Supported by

