

Funding Applications

Are you looking to employ a worker? Do you have a project that you want to develop?

Are you thinking about applying for funding to support this?

Before you can begin to write an application for funding you will need to have thought about the following.

First Stages

1. Make sure you have a project plan which includes:
 - Aims and Objectives. These should be linked to the mission and vision of your church. They need to be realistic and achievable.
 - The need. The project should be based on real need and shouldn't duplicate what is happening elsewhere.
 - Processes and outcomes
 - Milestones/timescales
 - Monitoring/evaluation
 - Budget
 - Management structure
2. Identify what you need your money for
3. Research funders – will they support you? What guidelines have they got in place? What is their deadline?
4. Decide how your project will fit in with the funders aims/priorities
5. Build up credibility for the project
6. Build up a relationship with funder if possible
7. Write the application
8. Follow up

You will need to plan in advance to apply for funding. It takes time to write an application and gather the information. It is important that you meet funders' deadlines.

The Basics

- Be clear and concise
- Follow the rules or prescribed format set down by the funder, tailor your application to the funder rather than a standard letter
- Don't use jargon or acronyms or assume prior knowledge
- Back up what you say with evidence
- Try not to say "we'll close if you don't fund us". Sell yourself!
- Check your details are correct and make sure you address it to the right person
- Don't forget to sign the application
- Get it in on time

Writing the application

You will need to include the following in an application for funding.

- **Who you are/ context of your church or project.**
- **What the need is that has led to this project**
 - *You will need to show how you have assessed this need and what evidence you have of this need.*
 - *You may also include what you are currently doing that is linked/related to the project.*
- **Information about the project i.e. what do you want to do.**

You will need to include:

 - *Outline of the project*
 - *Project goals/ objectives*
 - *Key activities of the project (why this is the best route to take)*
 - *Where this activity will take place*
 - *Timescale (include when it will start)*

(include who will do the work e.g. if the work will be done by a youth worker what sort of qualifications would you be looking for, would the worker need to be supported by a volunteer team, what steps would you take to make sure this support is generated)
- **What the budget is for the project and how much you are asking for.**
- **The anticipated impact – how many will benefit and how.**
 - *Do you have primary beneficiaries (i.e. the young people) and secondary beneficiaries (i.e. the community)? Show how this project will make a difference.*
- **Why your organisation is best placed to achieve the outputs**
 - *i.e. explain why no one else is doing this, or why it is uniquely best for you to do this.*

- **Monitoring and evaluation methods**
 - *show how you would use this to adjust your project*

- **How service users are involved in decision making?**
 - *e.g. how do children and young people get involved in decision making connected to the project*

- **Good management structure**
 - *e.g. constitution, policies, trustees, finances in order*

- **Exit strategy /continuation strands**
 - **Show how this project will be sustainable in the future or what steps will be in place to complete this project if it is a short term project.**

You will need to show **EVIDENCE** in your application this could include:

Case studies

Statistics

Surveys

Voice of users

It will also be useful to show your **CREDIBILITY**

e.g. do you have good partnership/links with other organisations? Have you won any awards?

Remember:

Funders are looking for **IMPACT**; they want to know your project will meet a need and make a difference.

Glossary of Terms

SMART targets:

Specific
Measurable
Achievable
Realistic
Timed

Objectives: practical steps to achieve an aim

Output: What you will actually do in the project

Outcomes: What the project will achieve

Milestones: Stages along the way to achieving the outputs/outcomes

Monitoring: making sure you are going to meet your objectives

Evaluation: for your own learning to ensure you have achieved what you initially set out to achieve