



Practical Resources for Community Groups

## CHECKLIST 2

### Preparing a Funding Application

*Make sure you...*

- Have checked the funders criteria and are eligible to apply for funding. This information should be on the funders website, but if not, phone the funder to ascertain your eligibility.
- Check with other members of your organisation who may be involved with sourcing funding for other projects. Some funders only allow you to apply for funding once a year, so you need to co-ordinate applications with other members of your team.
- Leave enough time to prepare and post your application, so that it arrives long before the closing date. This allows the funding advisor time to read through your application and contact you if they need further information or clarification. Leaving your application until the last minute means there is no possibility of discussion or amendments before the funding round closes.
- Enclose all the necessary documents and check that those documents are up to date. It is a good idea to have a funding documents file, so that each time you apply for funding, you can find everything you need in one place.
- Answer every question on the application form in the space provided. By all means add attachments (unless it is expressly forbidden), but make sure you summarise your response on the form itself.
- Clearly index any attachments so that funders know exactly which parts relate to which questions.
- Provide an accurate and un-inflated budget. Funders process thousands of applications every year, and they have a pretty good idea of what expenses are fair. Don't forget to include any volunteer expenses and administration costs. As a general rule, you can allow 15-20% of the project or programme cost for administration.
- Have completed any accountability requirements for funding you have previously received. You will not be eligible for further funding until this is done.
- Present the application in a professional manner, just as you would a job application. Your application does not need to be bound, but it does need to be tidy, legible and make sense!
- Include a brief covering letter summarising your project and thanking the funder for the opportunity to apply for funding.

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This checklist has been written by Kerri Tilby-Price. Kerri is the author of 'The Seriously Good Guide to Fundraising' and the CEO of Exult Ltd, one of New Zealand's leading training providers for the non-profit sector. Kerri is also the editor of Tonic Magazine – a publication providing practical information and advice for grass-roots community organisations. For more information visit [www.exult.co.nz](http://www.exult.co.nz)