

Ten top tips to funding

1. Allow plenty of time! Remember some grant funders may only decide once a year who to fund so if you miss their deadline this year you'll have to wait a year before their next deadline.
2. Read the instructions and comply with them! Even if you can't see the point in sending all the material requested, if the funder asks for it you need to send it!
3. Answer all the questions on the application form! Funders won't generally chase you up if you have missed anything out, they just won't fund you.
4. Get someone else to read through your application before you send it off. A fresh pair of eyes will help to make sure you have done all the funder asks, and answered the questions as clearly as possible.
5. Read the funders guidance notes. Be realistic in your assessment of whether or not you meet their published criteria. If you are not eligible don't waste your time applying.
6. If you think you might be eligible to apply, contact the funder (unless the guidance explicitly says don't) and discuss your project with the administrator. The administrator doesn't make the final decision but should be able to offer guidance as to how the trustees of the fund might view your project.
7. Apply to more than one funder. There is no guarantee that you will be funded even if you are a perfect match for a particular funder – grant makers are generally deluged with applications so have to be selective in who they fund, therefore the more funders you apply to, the greater your chances of getting at least one positive response.
8. If are fortunate enough to get more than one offer of funding for the same project, don't double fund it, but offer an additional project to the funder – they may prefer to fund something else than have money returned to them.
9. Once funded, make sure you start your **monitoring and evaluation** – [link to guide](#) immediately. Start to collect evidence of the difference your project is making, and keep receipts etc from day one rather than have to frantically search for material the day before your report is due in to your funder.

10. Thank the funder immediately even if they turn you down. Politeness is never wasted and creating a good impression in the mind of a possible funder will increase your chances of being successful next time.