

FACTSHEET – AN INTRODUCTION TO GRANT APPLICATIONS

Grants can be a great way for your group to finance a project or keep up with ongoing costs. Some grants may cover core costs and staff costs and other may only cover project costs. Ensure that you read the grant fund eligibility criteria carefully before starting the application.

Eligibility

Most grants will have restrictions on who can apply and the type of work they will fund:

- **Income restrictions-** ensure that you know your annual income before applying for grants. Your income will include any grants that you have received even if you have already spent the money.
- **Legal structure-** many larger grants will only be for incorporated organisations such as a CIO or CIC.
- **Bank accounts-** your bank account will need to be in the name of your organisation with two unrelated signatories.
- **CICs-** Community Interest Companies can apply for some grants, however, many funders now ask that CICs have been operating for two years before applying.
- **Core costs-** some funders will not cover core costs such as staff hours, so read the fund eligibility carefully if you need this.

Funding application tips

It is important to find the right fund for your project instead of creating a project to meet the fund. Our [funding bulletin](#) is updated every month with new funding opportunities so you will be able to find a fund to meet your needs. Here are a few bid writing tips:

1. Be clear on outcomes

Funders will want to know what will change as a result of the funding. Make sure any outcomes are realistic, measurable and that you are not over claiming.

2. Have a work plan

Describe how the project will be delivered, including when the activities will start, where they will take place and how many beneficiaries will be involved etc. This will help when looking at the budget and describing the project.

3. Be specific about the problem

Explain what it is in simple terms, talk about the people involved and use local research or statistics as evidence. Outline any wider or long-term effects to indicate the urgency and the case for immediate intervention. Show how the problem can be solved.

Project budgets

It is common for funders to ask for a breakdown of costs as part of your funding application. If you are applying for funding over several years, include any predicted increases in costs due to inflation. Don't forget to include volunteer costs including expenses. Include any other sources of funding including fundraising and donations if the grant is not going to cover the whole project costs.

Bid Checks

We offer free bid checks on funding applications for all organisations in Bury.

Email fundinganddevelopment@buryvcfa.org.uk to make an appointment.



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