



BEFORE YOU APPLY FOR FUNDING

- You should be formally constituted.
- You should have a bank account with two signatories (they should NOT be related to each other).
- You should hold regular meetings.
- You need to be clear what you want to do and plan your activities a year or more in advance this gives you time to raise money.
- You need to know why you are doing the work, who it will benefit and what you expect to achieve with the work you plan to do.
- You need some evidence to show why what you want to do is needed.
- You need to know how you will carry out the work e.g. who is responsible for buying the equipment? Who will arrange the training? How will you let people know what is happening?
- You need an accurate budget whether you are applying for capital costs (equipment and furniture) or revenue (running costs and workers). You need to have precise quotes or costs of everything you are asking for.
- You need to think about how you will measure or demonstrate the success of your work – how will you report this back to your funders?
- You need to think about what problems might occur and how they might be overcome.
- You need to be realistic. If you have not fundraised before it is much better to start off small and get some experience first. This helps you build up credibility.
- You should allow a minimum of six months between applying and receiving the money.

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