



# Triple Your Grant Income in 90 Minutes

## Grant Winning Success Checklist

PROJECT:

GRANT/FUNDING BODY:

### 1. Unpack the guidelines:

- Funding Body objectives and outcomes identified
- Checked out successful grants – previous rounds
- FAQs read and up to date
- What funds are available and what they can be spent on
- Timeframe for funded projects fits with when we want to do this project
- Submission deadline is achievable
- Organisation is eligible to apply
- Can we deliver (staff, resources, P&Ps, volunteers etc)?

### 2. Project Planning

- Fits with our organisational Purpose and Plans
- The need for the project is clear
- Attended a briefing and/or spoken to a funding body representative
- The project is not normal business
- Mapped out who, what, where, when and how the project will be delivered
- Project plan broken down into stages
- Work carried out by volunteers identified / hours estimated
- Organisational contribution identified (resources and infrastructure)
- Partners in place (if needed) with roles/contributions clearly identified
- Risks considered and acted on
- Plan checked with colleagues

### 3. Budget

- We are clear about what the project will fund and what costs need to come from elsewhere
- All budget items reflect actual costs (not discounted)
- Quotes obtained
- Organisational overhead costs identified
- Match funding (cash and/or in-kind) identified if required
- Budget income and expenditure balanced

### 4. Application development

- Top level support is in place (ie Board/Committee is aware of, and supports, the application)
- Application kept within word limits
- Responses answer the questions they relate to
- Application checked for typos, formatting, logical flow, gaps etc
- Letters of support in place
- Catchy title?
- Application signed off by person with the authority to apply on behalf of the organisation