



delivering ICT resources for the voluntary sector

**Sources of Funding for Voluntary and
Community Sector Organisations in England
for ICT projects and initiatives**

**APPENDIX D
Fundraising Checklist
January 2007**

(last viewed March 2008)

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Appendix D - Tips on selecting potential funders and applying for a grant

This document is an Appendix to the report “Sources of Funding for Voluntary and Community Sector Organisations in England for ICT projects and initiatives” June 2006 prepared for the ICT Hub. Appendix A of this report has a summary list of funders that will accept applications for ICT funding. Appendix B of this report gives more information about each of the funders from Appendix A with contact details and where to find out more information. Appendix D gives information about Community Foundations and Appendix E has other sources of information, including other sources of lists of funders.

1. Keep a record of both funders that you think might be suitable to apply to AND those that you have dismissed because you don't fit their criteria. The list of funders that you have dismissed is useful because it saves you time looking at them again in the future.
2. Keep a record of when you apply and any outcome (successes and rejections). Some funders allow you to re-apply if you have been unsuccessful, but have a time limit on when you can do that, eg a year from the last application. Some funders allow you to reapply, even if you have been successful, and similarly have a time limit on that.
3. If you only need a small amount of money (up to £2,000) and you are a small local charity (income less than £100,000), then you may have better chance of success if you try small local trusts (that specifically fund your village/parish/town/county). It is also worth finding out about any large companies based close to your organisation. This report has not covered company sponsorship. Local companies are also a potential source for donation of equipment, donation of prizes for fundraising, employee giving and other sponsored events.
4. If you need a larger amount of money (£25,000 to £100,000) then it is worth thinking about how you can split that up into smaller elements and apply to several funders at the same time, letting each one know that you are asking for part-funding of a larger 'project' and who you are applying to for the rest of the funding needed.
5. Find out as much as you can about the funder that you are applying to. Make sure you read any guidance notes carefully. Look at any annual reports available for information how much they have given in the past and for what sort of things. If they have never given a grant before of say over £10,000, then there is no point in applying for over £10,000.
6. If the funder suggests contacting them in advance to discuss a proposal, do so. Work out first roughly what you want to do and how much you think it will cost, then contact them to check that what you have in mind fits their criteria. In general a funder will not say that they will definitely fund your application, but they should tell you if they definitely won't, which will save you wasting your time.
7. Make sure that you meet any criteria that the funder has. For example if they only fund projects in a specific town, and you are not in that town, there is no point in applying. If they say they do not fund charities that support animal welfare and that is what you do, there is no point in applying.
8. If the funder has specific target groups of people, for example disabled people, make sure that you point out how what you want to do will benefit that group of people.
9. In general when applying for funding the same rules as applying for a job – fill out any form neatly and legible in clear language.

10. Address specific points that are required, as indicated in any guidance.
11. If there is an application form, answer all the questions.
12. If there is an application form, make sure you have the most up to date version of it.
13. Make sure you enclose what they ask for, eg Accounts, Annual reports, Stamped Addressed Envelope.
14. DO NOT include things that they specifically say they do not want.
15. Make sure that any enclosures are clearly labelled with your name and postcode as a minimum, in case they become separated from your other information.
16. If there is no application form, keep to the length that they advise, eg 2 sides of A4.
17. Post by recorded delivery, so you have proof that it has arrived, especially if there is a specific deadline that you are aiming for.
18. If there is a specific deadline, do not leave it to the very last day to send your application. Try to aim to send it off at least a week before the cut off date.
19. If signatures of one or more trustees are required for the application form, make sure that you have them available.
20. Keep a copy of everything that you send. This helps if there are any follow up questions and also so that if you are awarded the money you have a good record of what you said you would spend it on.
21. Keep notes of how you have worked out your budget. What assumptions did you make? You may have grouped items of expenditure together under general headings that were on a form, but you need to know how you worked out the overall sum.
22. If there are any questions about monitoring and evaluation – eg “How will you know you have achieved the outcomes?” – make sure that you have systems in place or are able to implement new systems to record the data that you need to supply. For example, if you are saying that there will be so many volunteers involved, or so much volunteer time, you will need to have some kind of daily time sheets that record how many volunteers were involved and how long they worked.