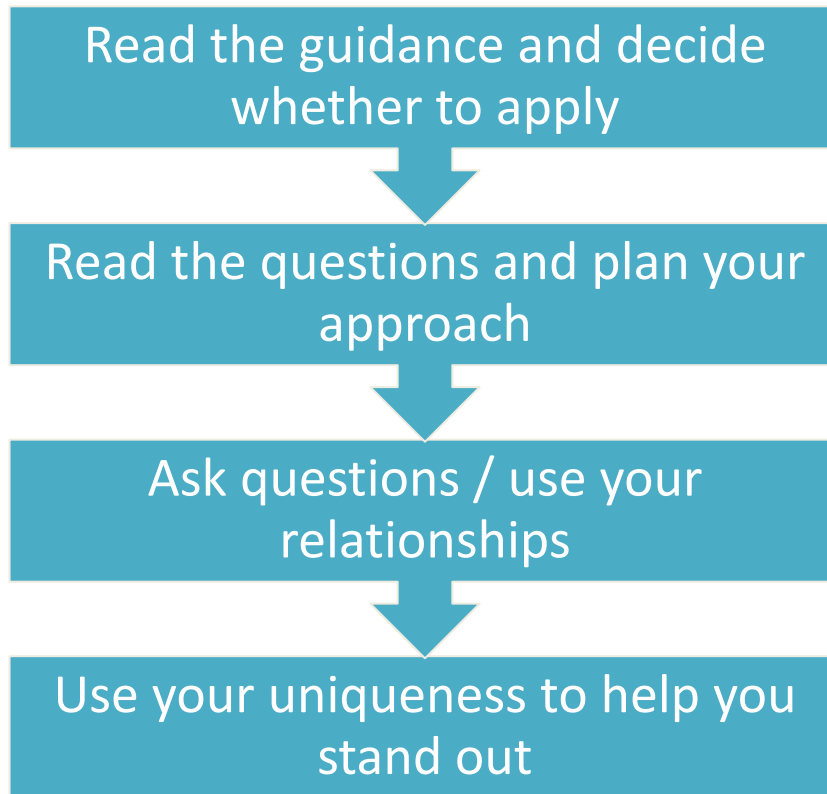


TOP TIPS

Writing Your Bid



Read the questions and plan your approach

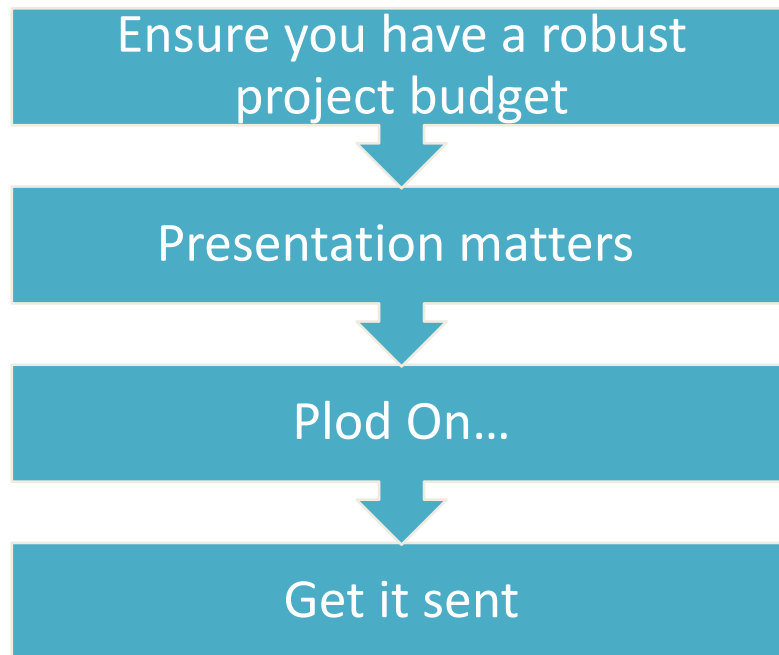
- Get something down on the paper- use headings to help you plan
- Sometimes it's easier to start elsewhere than the beginning- the **budget** can be helpful here
- If you need the input of others (finance staff, senior management) let them know in plenty of time

Ask questions/ use your relationships

- Asking questions is a **good** thing
- If you don't understand the question or what you are being asked to provide then speak to the funder
- This has the benefit of building a relationship with the funder. It puts you and your application on the map

Use your uniqueness to help you stand out

- Think about what makes your organisation different and try to get this across
- Be clever and creative
 - Use testimony/ quotes
 - Can you use images?
 - Emphasise your "added value"



Ensure you have a robust project budget

- Work with Finance staff from the start- don't leave it til last!
- Think about the full and true cost of the project- marketing, maintenance costs etc
 - For further hints and tips regarding full cost recovery see <file:///C:/Users/ldavis1/Downloads/Full-Cost-Recovery.pdf>
- Ensure you have put a true and fair number in for volunteer hours. Some funders allow volunteer hours to be used as match funding
- Think about match funding and value for money
- Be open about how you will be funding the rest of the project e.g. "We will be submitting applications to..." or "We have applied to X, Y & Z fund and are expecting a response from X"
- Stick to the criteria in terms of what the funder will and won't fund

Presentation matters

- Use well formatted text (font, size, spacing, etc...)
- Check any requirements
- Use tables/ images where they add value (and save space!)
- Ask someone you don't work with to review it. This will help identify any jargon that has slipped in!
- Use appendices if you can to support main bid
- Don't be afraid to bullet point- this can make big chunks of text clearer to the funder

Fitting applications in on top of the day job

- Ensure that you require input from others to complete your bid- they are aware of the timelines you are working to
- Completing a huge application form can be daunting. Sometimes starting with the sections you know, such as budget, helps you get your teeth into a bid
- Often it works well not to try and complete the bid in one go, but set aside chunks of time to work on it
- If using an application form it can be helpful to draft into a word document first and then transfer it to the application form when you are happy with it

- Keep a copy: if using an online application form, copy and paste the final version into a word document for your records

Get it sent

- Who needs to sign any paperwork (senior management)? Make sure you allow time for this
- Make sure you know the details of how to send, and what is required?
 - Email or post?
 - What attachments are needed?
 - How many copies?