Parish Resources

When embarking on the application process, you need to have all the information, facts and figures at your fingertips, so that you can write a persuasive and inspiring funding application. Your entry needs to be clear, concise and above all targeted to the individual funder you are applying to. It can and will take time so make sure you allow plenty of time for drafting and re-drafting before the grant application deadline.

Some Top Tips for writing a successful application

1. First check you are eligible to apply. With larger funders you can often phone and speak to the Grants Officer.

2. Read the Guidance Notes.

3. Be clear and concise, it's about quality not quantity.

4. Know your grant funder, but do not assume they have any level of knowledge about you, your project or the Church of England.

5. Supply documentation and back up everything you say with evidence of the need for what you propose to do. If the funder allows, provide letters of support, research and survey findings, figures and statistics. Include any publicity material that you have produced about your organisation.

6. Clearly state what the outcomes will be. What will change as a result of your project? Why should the funder be excited by this?

7. Include Full Cost Recovery in your budget but also detail any in-kind or community contributions.

8. Identify any potential problems or risks and how you anticipate responding to them should they develop.

9. Ask two or three people, who aren't familiar with the project to read through your applications before you submit them. Do they understand the message you are trying to deliver?

10. If you include letters of support from local leaders, make sure they are informed and clear about the project. Provide them with a copy of the completed application form(s) so that they know how you are pitching the case to different funders.

11. Demonstrate good governance by showing that your organisation is well run and can (by implication) manage this new project confidently.

12. Know the named contact you are in communication with and build the relationship as the application process progresses.

13. Copy all documentation before forwarding your application, copy all documentation and file for reference purposes. This will be useful when funders contact you with queries regarding your application.

14. Ensure the application is in by the deadline and includes everything the funder has asked for. This sounds simple but it's amazing how often applicants trip up on this point!