

Application Drafting Template

Most funders will tell you exactly what they want to know from you, but here is a handy template to help you start gathering your information in preparation for your application. If no template is given by the funder, it can help you form the basis of your application.

Your information:

The name of the charity:

Date of incorporation:

Details of trustees and any paid staff:

Area of operation:

Explanation of need:

What is the problem you are trying to solve?

How do you know it exists?

What will happen if nothing is done about it?

Who is affected?

Project information:

What do you want to do about this problem?

How do you know this is the best thing to do?

What will your project achieve? (Outcomes)

Project Timescales:

When do you want to start your project?

Does the project have an end date? Or is it ongoing work?

Monitoring & Evaluation:

What milestones will you achieve along the way and when will they be achieved?

How will you know you've been successful?

What information will you gather to show you've met your objectives?

Project finances:

How much money do you need to complete your project? This should include a full budget breakdown including all costs of the project.

Have you secured any funds for this work already?

How much are you applying to this funder for?

If you need more than you are applying for, how will you find the rest of the funds?

Organisational credibility:

Why is your organisation the best one to do this work? Do you have particular expertise, skills or experience?

Are you working with any partners? If so, who and why?