

# Making a successful application



## Preparation and tips



# Getting Started

Encourage people to combine their efforts, their talents, their insights, their enthusiasm and their inspiration to work together.



*“Many hands make light work”*

- Make time
- Define the problem
- How can your group or organisation solve the problem
- Identify why it is important to address this problem/issue
- Identify potential funders

# Draft a plan

- Plan ahead
- Be clear and focused
- Involve different people in your group/organisation and community
- Don't forget partner organisations (if applicable)
- Identify different funder/(s) for all or specific elements of your project
- Identify timeframes

“We love it when a plan comes together”



# Write a clear description of what you want to do

- Overall goal or objective
- **Who**- benefit, manage and deliver
- **What** -supports, services or activities
- **Where** will the project be delivered
- **When**- once-off/every day, every week
- **How** will you deliver your project
- **Results** – outline what success looks like for your project



- ✓ Truthful
- ✓ Realistic
- ✓ Factual
- ✓ Concise

# How much will it cost?

- Challenging to identify and itemise all the costs
- Accuracy – use real costs
- Don't underestimate
- Don't overstate
- Have you funds or income that can contribute to the project?
- Don't forget costs for running the project e.g. Insurance, rent, ICT, light and heat, for example.



- Overhead costs
- Employment costs
- Project Delivery Costs
- Equipment
- Building Costs
- Professional Fees

“Round your costs to the nearest euro”

# Why is your project needed

- How did you identify the need for the service(s), support or activity?
- What evidence or facts have you to support your case?
- Why is this service, support or activity not available?
- Why has your organisation decided to do this project?
- How does your project meet the need(s) identified?

## Why is your project important?



- Tell your story
- Make sure your evidence is up to date and factual

# Identify your funder(s)

- Research the grants currently available
- Read the funder guidelines
- Does your project or components of your project fit with the funder aims and objectives
- How much money will the funder give?
- Note the timelines for applications
- Ask questions
- Plan and involve others



## Sample of opportunities

- Government Departments
- State Agencies
- European Union
- Pobal
- Local Authority
- Local Development Company
- Community Foundation
- Philanthropic Organisations
- Donations/Fundraising/Membership
- Membership

# What else do funders look for?

- Good governance
- Experience and expertise
- Tax Compliant
- Signed Annual Financial Statements (Accounts)
- Compliance with legal and statutory requirements
- Legal status of your organisation
- Engagement and relationship with beneficiaries, partners and other stakeholders



- Accountability
- Transparency
- Track Record

Do you need to be registered with the Charities Regulator?



# Completing the application form



## Preparation and Tips



# Preparation for completing the application form



Read the application form  
Read the application guidelines  
Ask the funder questions

Find out:

- What are the funder's priorities?
- What is the eligibility criteria?
- What is the selection criteria?
- What costs are eligible?
- Are there any rules or limits?
- What are the timeframes?
- What information is required?

# Writing the information



- Concise
- Relevant
- Factual
- Clear
- Share the workload

- Your funder knows nothing about your project or your organisation- **don't make assumptions**, so be descriptive
- Use **Plain English** – Avoid Jargon
- Decide **who** needs to provide information to complete the form
- **Ensure you have enough time**
- **Have a person(s) ready to proof read**

# Generic application form questions

- Tell us about your organisation
- Tell us about your governance and financial management arrangements
- Provide a project description
- Why is your project needed?
- What will your project achieve?
- Provide a breakdown of the costs (a budget)
- How much money do you need?



- Use the funders' language
- Keep within the word limits
- Keep within the funders rules
- Relate your answers to the funders guidelines

# Top Tips

- Understand or clarify the funder's eligibility and selection criteria
- Read each question carefully – note the text limits
- For online forms – logon early
- Note the closing date and time
- Note the method for submission and who can submit
- Check that you have all relevant information needed to attach to your application form
- Proof read
- Keep a copy of your application form



- Read
- Understand
- Relate
- Time
- Proof Read

# Useful Information



## Leaflets

- Preparing to apply for funding
- Writing a funding application

Visit the Pobal Website: [www.pobal.ie](http://www.pobal.ie)

Telephone: 01 511 7222

Email: [enquiries@pobal.ie](mailto:enquiries@pobal.ie)

**Contact your Local Development Company**

**Contact your Local Authority or the funding agency**

