



7 TOP TIPS

- 1** Firstly, make sure you check your eligibility for the grant so you don't waste your time. If it is suitable, make sure you read it from start to finish.
- 2** Seek letters of support to assist your application. Provide a template to ensure you get the information you need in the letter.
- 3** Don't forget in-kind support.
- 4** Make sure your budget income matches your outgoing expenditure.
- 5** Set realistic goals to ensure you can deliver them.
- 6** Language matters - write your proposal with excitement and energy telling your story.
- 7** Submit the application ahead of time, don't leave it to the last minute.

INPUT WITHIN YOUR PROJECT

Sometimes you'll have crossover
between different categories that you
need to seek input for during your project



DOCUMENT PLANNER

TYPES OF DOCS

What key documents do you need to prepare?

SWOT ANALYSIS

EVIDENCE OF NEED

JOB QUOTES

FINANCIAL
STATEMENTS

DESIGNS - CREATIVE OR
INFRASTRUCTURE

MARKETING PLAN

BUSINESS PLAN

others list below...

TIMING

Internal - when do you need it done?
External - when does the funding
body need to receive it?

WHO

Who is responsible for
completing this document?

