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

funder

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
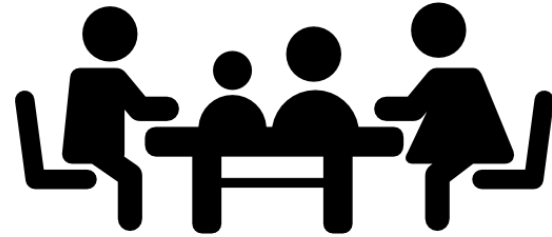
- Accountability
- Transparency
- Track Record

Do you need to be registered with the Charities Regulator?

Completing the application form

Preparation and Tips

Rialtas na hÉireann
Government of Ireland

An Roinn Forbartha
Tuaithe agus Pobail
Department of Rural and
Community Development

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

Visit the Website: **www.drcd.gov.ie**

Telephone: 076 106 4900

Email: **sicap@drcd.gov.ie**

Contact your Local Development Company

Contact your Local Authority or the funding agency