

Aberdeenshire
Voluntary Action

Hints & Tips for Writing Funding Applications

1. Research

There are thousands of funders in the UK, and to ensure that you optimise your chances of securing funding it is important to identify those most likely to fund your project. This may involve looking at well-known large funders, smaller local and regional funders, and project-specific grants.

2. Check eligibility

Always read the eligibility criteria of the grant and check for any exclusions eg does your organisation have the correct legal form, is your annual income within the stated threshold, is match funding a stipulation.

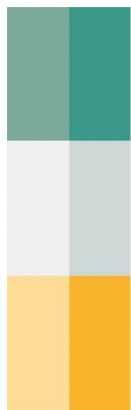
3. Contact the funder

If you have any questions about the grant or want to check eligibility, get in touch with the funder. It is a good way of introducing the project to them, and to get some insights about how to write your application successfully.

4. Tailor your application

Take time to prepare and write your application, and do not use unexplained jargon. Try to make your application unique and compelling so that it stands out to the funders. Write short, persuasive, and hard-hitting emotive sentences. Use a story-telling approach (backed up with statistics if available and relevant) or case studies. Highlight previous project successes and good practices to show the organisation is credible and capable of delivering the project. Mention any partnerships and include any referees or quotes.

When describing your project remember to be clear about its aims, its reach, the outputs and outcomes you are trying to achieve – if appropriate, map your outputs and outcomes to national or local outcomes. Describe why the project is needed, how much funding is being requested (including contingency if appropriate), and who will benefit. Match the priorities of the funder to what you want to do. Read the values, and objectives of the funding body and tailor your application accordingly. Include a breakdown of all costs you are applying for, including full cost recovery where appropriate. Demonstrate sustainability where appropriate ie how you plan to continue with the project once the funding has been spent.



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5. Answer all the questions and include all required documents

Ensure you have provided all the necessary information, and that any requested documents are included, and that they are up-to-date, well-presented and readable. Failure to do this may jeopardise or slow your application. Get someone to review your draft application form before sending it away.

6. Reporting, feedback, and review

Ensure you submit any reports requested following a successful award and send a thank you to the funder. Successful awards sometimes come with publicity directives and logos, ensure these are followed and applied accordingly. Ask for feedback if your application was unsuccessful and see if you can learn from this to improve any subsequent applications you write. Sometimes funds are simply over-subscribed and that's why applications are unsuccessful.

7. Funding Resources

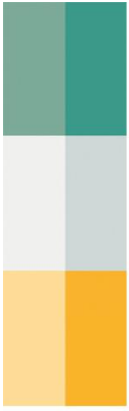
Our [AVA funding search engine](#) is an invaluable tool for helping you to find the funding you're looking for. Here you can search over 500 open funds, view guidelines and criteria as well as find application details.

[Foundation Scotland](#) offers a diverse range of funding programmes for organisations working to benefit a range of communities across Scotland. Some of these programmes are Scotland wide and some are restricted to particular sectors and/or geographies.

[Grants Online](#) is the UK's most comprehensive and up to date UK grant funding information service. Updated daily, Grants Online informs you of grant funding opportunities from the European Union, UK Government Agencies, The National Lottery Community Fund as well as Grant Making Trusts & Foundations.

[YouthLink Scotland](#) Funding Directory has hundreds of opportunities for youth groups, voluntary organisations and community projects. You'll find information on everything from small local grants to national funding schemes.

[Disability Grants](#) is an online guide to grants for the disabled. You can find what grants are available and how long the process may take as well as a comprehensive directory of disability groups.



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[Eurodesk Opportunity Finder](#) Eurodesk is a European network of European and national information centres for young people and those involved with them.

[Aberdeenshire Council](#) offer a wealth of funding in different areas and for different initiatives.

[Grants 4 Schools](#) is also a great resource which also includes news, guides, case studies and a free newsletter.

Aberdeenshire Voluntary Action

We are funded by the Scottish Government and Aberdeenshire's Health and Social Care Partnership to support third sector organisations who are delivering a service within Aberdeenshire in the following ways:

- Development: Further information on any of the subjects within this document is available from your local Development Officer. To find out how to contact the relevant person, please visit our website by [clicking here](#).
- Funding Search: Our dedicated Funding Officer regularly updates our funding webpage with information to help fund your group. You can find out more by [clicking here](#).
- Office Services: We support organisations by offering services such as independent examination of accounts, payroll provision and PVG services. Further details can be found by [clicking here](#).
- Member Services: You can join us and become a member: Information can be found by [clicking here](#).

We are Aberdeenshire's Third Sector Interface

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