

## Some Tips for Form Filling

### **1. Don't put pen to paper until you have:**

- Read all the application guidelines
- Read all the questions through
- Prepared a costed delivery plan to work from if you are seeking project funding, or an outline rationale for the item you want to purchase and how it will benefit users, if an equipment application
- Checked you will be able to provide the required supporting documents in time – these are an intrinsic part of the application
- Contacted us for advice about any queries (eligibility of your group or the work you want to do/item you want to buy, the flexibility of timescales, any problems with availability of required information or whatever)
- Made sure it really is worth spending your time on a bid

### **2. Follow the instructions about how to complete the form**

Write or type clearly and in black ink – funding officers and grants panel members are human beings not electronic form-reading machines! Your form will likely need to be photocopied and circulated to volunteer committee members with many applications to read – very probably more applications than there is money to support. They need to be able to read, understand and WARM TO your ideas as easily as possible – they can't do this if they are struggling to decipher your form and are more likely to favour alternative applications. Get someone else to write up your answers for you if don't think your handwriting is up to it.

### **3. Deadlines - get your application in on time**

Awarding grants is an open and competitive process – we have processes to complete in assessing and preparing your application for consideration by our panel, and this takes time. We cannot favour your application ahead of the many others which have come in on time.

### **4. Answer all the questions**

Do not submit incomplete forms to beat the deadline. However, if you are waiting for a small amount of information to complete your form, call us to see whether we can make an exception and be prepared to accept our decision, which will depend on the level of applications we are trying to process. If an exception is made, this will not be open-ended – you will need to submit the required extra information in time for us to complete our processes ahead of the panel meeting, so we will need to set a deadline.

### **5. Continuation sheets**

Do not use continuation sheets. Grants committee members are volunteers who have a large amount of reading to do. Often it is only the form itself which can be copied and circulated for committee members' consideration. You need them to see everything you think is most important. If you feel you really cannot restrict yourself to the amount of space on the form, you could provide supporting information for us to review, but ensure that everything you think is most important is summarised on the form. Grants staff are not in a position to decide this for you.