

## Guidance to support bid writing

**Different funders will have variations in what information they require and in what presentation style, when assessing bid applications. Generally, the criteria will be as follows:**

### **When considering need:**

How will funds benefit the community or group?

Is there a problem for which funding is essential to improve upon?

Do you understand the problem?

What do you think will help?

Have you done any; informal chats, surveys or public consultations? Evidence will support your bid.

### **Are you engaged with the issue?**

Use quotes from stakeholders to show you are engaged with the issue. For example 'The community pitch is water logged so me and the other teenagers have had to stop going to football club, now there is nothing to do and a few of the other boys have started tormenting the animals in the farmers field for something to do.'

Show you have done research with hard facts. Percentages of interest or need will help. Also show that you are able to promote the project to these areas of need.

You need to show there is a problem as well as the plan to fix issues in order to appeal to funders Try to involve the community in the design, development and delivery to ensure this is meeting a community need.

Show you are able to cope with any increased demand for service and able to sustain provision after the grant is complete.

Use SMART targets. Any money received in a bid will have to be used for what has been specified.

Use quotes instead of projected costs and ask for the amount required. Asking for too little thinking there is better chance to acquire the funds will likely leave you with too little money to complete the project.

Don't forget to include what volunteers are worth and if this fund will be used in relation to any match funders.

Once costs are worked out don't use round ups. A non-round number will look more to the funder that you have sat and worked out costs properly and not just guessed.

Show you are able to manage finances, for example include an annual report; this will look good to funders.

Remember, every application is your competition, ensure your need is compelling and well justified. Highlight why your need is great and different to any other. If you have had past achievements showcase these, this will help to convince funders you will be successful.

### **What Information will be required about your organisation and directors?**

What is the organisation type and what are the aims?

Do you have the right expertise to run the project?

Who are your target audience and how does your organisation benefit these groups?

Do your clients have any say in the organisation management?

Show how your organisation currently is funded, are you solvent? Also describe what reserves you may have in place.

If you are part of a larger organisation why are you applying for funds independently?

Is your organisation locally or nationally focused?

If your organisation is registered show who you are registered with, any registration number and tax exemptions.

Provide organisation start date, address and bank account details.

When will the project begin and expect to end?

Who is the person acting as point of contact for the bid and who is the organisation director?

These people will have to provide personal contact details and date of birth.

Consent to credit checks will usually be required.

Ensure you have/will have correct policies, procedures and insurance in place. Funders will not engage in a project where there are liabilities.

### **Compliance:**

Before beginning any application check that your project is eligible to apply. Read through criteria carefully. If your project does not meet the funders specification you will not be successful. Never change your project structure to meet the funder criteria. Always search for the fund that suits your project.

Finally ensure you complete questions as fully and truthfully as possible and return the application before the close date. Any late entries, mistakes or incomplete information may lead to application rejection.

### **Support**

Voluntary Action Rotherham can support you to apply for grant funding if you are a:

- Social Enterprise
- Community Group
- Charity

Most of our funding support services are FREE to VCS members especially for small groups and for bids of less than £10,000. We may charge a fee for our bid writing service if you are a larger group or need a larger complex bid and will be happy to discuss this with you as it may be negotiable dependent on the type of organisation you are and where you are based.

Contact us by email [triage@varotherham.org.uk](mailto:triage@varotherham.org.uk) or telephone 01709 829821 to find out more.

