

Application forms

- ★ **Download the guidelines as well as the application form** from the website if you are applying online.
- ★ Read through the guidelines and any other information that comes with the form **before deciding whether to apply.**
- ★ Read through the whole application form before filling any part of it in and make sure you understand all of it - **if you don't, ask for help.**
- ★ Fill in a photocopy of the form and have someone from outside your organisation comment on the draft copy first.
- ★ Answer the questions the form asks you - **do not put in any information that is not relevant to the question.**
- ★ Use the amount of space allowed for each answer as a guide to how much detail is required - **do not continue on extra paper unless invited to.**
- ★ Use bullet points wherever possible and do not waffle.
- ★ Make sure the writing is legible - **neat handwriting or at least point 10 in an easy to read font (e.g. Arial)**
- ★ Make sure that you send in any extra information asked for - **it can delay your application if the funder has to contact you to ask for it.**
- ★ Take a copy of the form and keep a record of the date you sent it.
- ★ Make sure that the main contact person named on the form has access to a copy of the application form and is available during the day in case the funder wants to get in touch to clarify anything.
- ★ **Respond promptly if you are asked for more information after sending the form in.**