

Before you start

- ★ Your organisation should be formally constituted.
- ★ Your organisation should have a bank account with two signatories (who should **NOT** be related to each other **OR** living at the same address).
- ★ Your organisation should be meeting regularly.
- ★ You need to be clear what you want to do and plan your activities a year or more in advance - **this gives you time to raise money.**
- ★ You need to know **why** you are doing the work, **whom** it will benefit and **what** you expect to achieve with the work you plan to do.
- ★ You need some **evidence** to show why what you want to do is needed.
- ★ You need to know **how** you will carry out the work e.g. Who is responsible for buying the equipment? Who will arrange the training? How will you let people know what is happening?
- ★ You need an **accurate budget** whether you are applying for capital costs (equipment and furniture) or revenue (running costs and workers). You need to have precise quotes or costs of everything you are asking for - please try and avoid round figures.
- ★ You need to think about how you will **measure or demonstrate** the success of your work - how will you report this back to your funders?
- ★ You need to think about any **difficulties or problems** your organisation might face in carrying out the work. Are there any potential risks to your organisation or the people it is working with? Can you do anything to minimise these risks?
- ★ You need to be realistic. If you have not fundraised before it is much better to **start off small** and get some experience first. This helps your organisation build up credibility.
- ★ You should **allow a minimum of six months** between applying for a grant and, if your application is successful, receiving money.