Top Tips for Filling in Funding Application Forms

Guidance Notes
Read any guidance notes that come with the form.

Closing Date
Check when the closing date is and adhere to it, give yourself plenty time.
For Edintore and Hill of Towie Community Benefit Funds, applications will be checked for completeness. If you get the applications to REAP in plenty time, we can check them for completeness and get back to you with any questions.

Filling in the form
If filling in the form by hand, use black ink.
It can be a good idea to make a copy and practice filling in a rough draft first.

Answer all the sections
Fill in the whole form - you are asked to complete all sections.
Leaving certain fields blank may mean that you don't get through to the next stage in the process irrespective of the content of the rest of your form.

Don't be afraid to ask for help!!
If a funder provides contact details, it can be a good idea to get in touch and discuss your project before putting pen to paper. You can make sure your group or organisation eligible and your project idea is a good match for the funder's criteria.
If you're stuck, please ask for help. Remember there's no such thing as a daft question and no application form is a perfect fit for everyone and every project. If what's asked doesn't seem clear then don't be afraid to say so.

Answer the Question
Answer the question – it's a bit like exam time. For example if a question says 'how many?' the answer should be a number or an estimate. Tell a story – use your own words and let your enthusiasm show.

Main Contact
Get the contact details right and make sure your main contact is familiar with the project. Make sure your main contact is contactable and isn't planning a long trip away.

Supporting Documents
Make sure you've got everything asked for to support your application.
If you're invited to put in additional documents then a few photos or letters of support can help bring your project to life. But don't overwhelm the funder with piles of paper as they often have a lot of applications to read through

Referees
Check with the person/s that they are willing to give a reference and their contact details are correct.

Finally
Finally and most importantly check, check and check again before submitting your form.
Check for missing information – signatures, bank account details, contact numbers, etc.

Good luck!