Tips for compiling a successful community funding application

1. Read the funding criteria and funding priorities thoroughly to understand the 'hot buttons' of the organisation you are seeking funding from.

2. Assume the reader/s know nothing about your organisation, your focus, or your project.

3. Tell a compelling story throughout the application. I.e. keep them engaged in your need, and make sure they understand how their funding will make a difference!

4. First impressions count - Capture the reader's attention and their heart in the first paragraph.

5. Ensure you fully answer the question/s asked in each section of the application.

6. Avoid using negative statements about your organisation. If you have to mention a negative matter, ensure that this is mitigated strongly.

7. Community Funders are very outcome focused, so try to ensure there are clear outcomes that will occur as a result of receiving the funding.

8. Minimise / Avoid repetition, as this bores the reader. Repeating key points in a summary is okay, but not elsewhere.   Don't say "as previous stated" as this highlights your repetition.

9. Be specific! Don't waffle. Don't make sweeping generalisations, unless you can back them up with facts.

10. Be consistent. When quoting numbers, ensure they are consistent with other parts of the application if the same or similar stats are used.

11. Make sure that it all makes sense. Proof-read everything more than once. Fix all typos, spelling and grammatical mistakes.

12. Get someone else (or several others) to review your application. Give them plenty of time to do this, and allow yourself time to action their feedback.   For larger applications, I suggest it's good to get feedback from someone within your organisation (eg: Board member), and someone from outside who doesn't know much about your organisation.

13. Ensure all relevant information is provided with the application and delivered on time. There are no second chances for meeting a funding deadline!