

## Facing the form!

Some hints and tips to help you complete those dreaded funding application forms!

### Guidelines:

Take time to read through the guidelines that come with the form before you start. If you are applying online, download the guidelines as well as the application form.

### The Form:

Carefully read through the whole application form before you start to fill in any part of it. Make sure you understand all of the questions and what they are asking you to do it. If you don't, understand anything ask for help, either by contacting the funder or by contacting the CVS for help. It's always a good idea to work on a photocopy of the form first and, where possible, have someone from outside your organisation read over and give comments on the draft copy first. The CVS is happy to help with this.

### The Questions:

Read the questions carefully and try to keep your answers tightly to what the funders is asking of you - do not put in any information that is not relevant to the question! Generally the size of space allowed for each answer is a guide to how much detail is required in your answer—don't continue on extra paper unless the guidelines ask you to. It's not always necessary to write in paragraphs. Using bullet points can be useful as it keeps the application tight and stops you drifting off the point. It's important your handwriting on the form is easy to read. If you don't think this is the case, try to have your application typed or word-processed. Try to stick to an easy to read font and keep to a size of at least 10 point.

### Additional Information:

If the form asks for additional information to be sent, make sure you send everything asked for. If you do not, your application may be delayed or worse rejected as incomplete. If, after submitting the form, you are asked to provide more information, always respond as quickly as possible.

### Generally:

Do not leave completing the form to the last minute. If you're rushing, it's unlikely you'll sell yourself well in the form and you may lose out. Always remember to keep a copy of the form, showing the date sent and make sure anyone who may be approached about the application has a copy too. Don't contact the funder asking for updates on your application. They will get in touch with you when they are ready.

It is reasonable to send a Stamped Addressed Envelope with your application if you want funders to acknowledge receipt of your form.

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