

STRUCTURE OF AN APPLICATION

Always check the funders' requirements that specify how long your application should be and in what format. You may need to fill in an application form or submit a letter.

1. INTRODUCTION – the organisation

- Who you are and what you do
- Your credibility and strengths
- Structure, staff and volunteers

2. THE PROBLEM YOUR PROJECT AIMS TO SOLVE

- Specific description of the problem – be realistic
- Briefly show how you know the problem exists – use statistics, research, past experience, demands etc

3. YOUR OBJECTIVE – how do you plan to tackle the problem?

- Be specific and realistic
- Who are the beneficiaries?
- The objectives should be clear and measurable. e.g. to run a weekly one hour football club for young disabled girls (8-12yrs) in the London Borough of Merton during the months of July and August 2001.

4. METHOD

- How do you intend to get the results?
- Describe in some detail how you propose to deliver
- Maybe a justification of why you chose that particular method
- Say how/why you are equipped to deliver (skills, experience etc)

5. BENEFITS

- Give qualitative benefits – immediate and long term, direct and indirect

6. EQUAL OPPORTUNITIES

- Key word– accessible
- Consider user involvement on management group
- Materials being produced, location, language

7. MONITORING & EVALUATION

- How do you know it is working? log book/feedback/regular evaluation meetings

8. BUDGET

9. THE REQUEST

- How much, how long, how do you or will you use the shortfall (if any).
- Be clear and specific