



Factsheet

Completing a Funding Application

The questionnaire covers the main areas the funders will want to know about. You can draw on this when you are writing actual application forms.

Notes:

'Project' refers to the specific activity or set of activities for which funding is being requested not the whole organisation.

This form is not a substitute for a full project plan

Project aims & target beneficiaries

- What is the name of the project?
- What is the aim of the project?
- What is the need for this project?
 - How have you assessed the need for this project?
- Who are the beneficiaries of the project? Describe their key characteristics
- How will they benefit from your project?
- How many people will directly benefit from your project (outputs)?
 - How many people will indirectly benefit (if any) from your project (outputs)? How will they benefit?
- What is unique / innovative about this project?

The external relevance of the project

- **How does the project relate to the work of other organisations?** Say what the relationship/s is / are with other organisations.
- **How does your project meet the funders' priorities and criteria?** (You will not be able to answer this until you have identified a funder)

The context of your organisation

- Summarise your organisations' history. Say what the track record of your organisation is.
- What are the overall aims of your organisation?
- How do you involve your beneficiaries in the management of your organisations?

The key activities of the project

- **What are the key activities of the project (outputs)?**
 - Where will they take place?
 - When will they take place?
- **When does the project start and finish?**
- **Who will:**
 - Be responsible for overseeing (supervising) the project?
 - Run the project (paid staff, sessional staff, volunteers)?
- **How will you publicise this project?**
- **How are the beneficiaries involved in the management and planning of this project**
- **What are the risks?** (what might go wrong)
 - How will you manage the risks?
- **How will you ensure that the project is well managed?**

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Financial

What is the overall cost of the project? (How much do you need and for what?)

- Provide a full budget (have you applied full cost recovery?)
- What are the implications if funders do not fund full cost recovery?

The monitoring and evaluation systems

- How will you monitor progress with the project? (While the project is ongoing)
- How will you use the information on progress to evaluate the success of the project?
- What are the outcomes (benefits) of this project?
 - What indicators will you use? and
 - How will you measure these indicators?

The continuation plans

- Is this a time limited project? If not how will the project continue to be funded in the longer term?
- How will you disseminate the results? (not always requested but worth thinking about and could add to your score if you plan something innovative)