

£1m Community Grant Fund – Quick tips for a strong application

These are some suggestions from experience in the first round:

All Applicants:

- Show evidence that your project is needed in the community, e.g. consultation meetings, surveys, feedback at events.
- Make sure you've answered all parts of the questions, and consider whether you've provided evidence of the need that you're meeting and that what you're proposing is the best way to meet the need.
- Be clear about the benefit that your project will have on the community that you're working with.
- Consider the needs of people from different groups as relevant for your project, e.g. ages, disability access, mobility or financial barriers.
- Make sure that your project is capital; check with grants officers if you're not sure of the definition of this, for example, it generally excludes routine maintenance for wear and tear.
- If appropriate, send photos to help us to visualise the area or project.
- Show clear timelines, for example in Gantt charts or tables.
- Make sure everything is in place (consultations, quotes, project plans etc.) before you make the final submission.
- Ensure you save sections as you go along in the portal so that it doesn't time out.
- Check that you've uploaded all the documents requested and provide any necessary explanations to understand them.
- If submitting documents such as letters of support, ensure that there is an email trail or they are on headed notepaper so we can see who they're from.
- Contact our grants officers to chat through your applications or come to one of our grants surgeries (see below). We can give you advice about how to structure your specific application for best chances of success.

For Parish Councils and Meetings:

- If you haven't already done so, undertake consultation or promotion within your area to establish what's needed and alert community groups who may be unaware of the opportunity.
- If you have a project that uses most or all of the allocation, explain how you have decided that this is the priority and any evidence of consultation.