



## Making Applications Checklist

Other CIB fact sheets (*Evidence of Need, Budgets, Monitoring and Evaluation, Project Planning*) give advice on **what** you should be saying in applications. This factsheet covers the practical points that can make the difference between your application finding its way onto the “to be considered” pile and not straight to the bin.

- Phone the funder before you start to see if they are likely to consider an application from you. Use a script so you tell them who are you and why you want their money, without waffling.
- Keep a written record of calls or correspondence with the funder
- Photocopy the application form and draft your answer before filling in the final copy
- If the form is online, make sure you save your answers as you go along
- Avoid jargon, acronyms and abbreviations
- Are all the activities in your project description included in your budget?
- Have you answered all the questions fully but within the word limit? Put answers on the form - do not write 'see attachment'
- Have you included all the requested documents?
- Has the correct person signed the form and do the management committee know this application is being made?
- If you need an independent referee, make sure they have a copy of the application.
- Ask an outsider to review the application before you send it off (a CIB advisor may be able to do this for you)
- Have you addressed the form correctly and put the right amount of postage?
- Do you need to enclose a stamped, addressed envelope?