

## Top 10 Tips for your application!

1. Check that you are eligible to apply (read the grant guidance notes for each grant)
2. Read the guidance notes for the scheme carefully – we have a number of grant schemes, each with its own criteria. As well as seeing whether your organisation is eligible, check that your project fits the priorities
3. Answer the questions being asked – as simple as it sounds, we often receive applications which give us plenty of information and statistics, but then neglects to answer the question that was asked
4. Make sure your budget is right – check that the figures add up, and check them again. These should be based on actual quotes and if the figures don't **ALL** add up you won't be able to submit your application
5. Provide all the supporting documentation – without this we cannot process the application
6. Ask someone else to read the application through, ideally someone who doesn't know your project. If it makes sense to them, there's a good chance that it will to us
7. Keep to the point and make your answers succinct
8. When answering questions, always bear in mind the criteria and priorities for that scheme
9. Don't miss the deadline – check the date that your application needs to be received in the office and don't miss it!
10. If you need any help, contact us by phone or email, we are always happy to give advice or sign you to another organisation that can support you ([South Yorkshire Funding Advice Bureau](#))

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