**Advice on Good Practice**

**Based on their extensive experience our Grants Enquiries team have prepared the following list of points to cover in applying for and managing a grant.**

**APPLICATION**

* Make sure that everyone on your committee has seen and understood your application (organisations)
* Provide as much evidence on the form as you can that supports your application
* Explain any assumptions and avoid jargon and abbreviations unless you spell them out first
* When setting out your income and expenditure, show all the calculations that lead to the totals
* Get quotes for costs – don’t guess
* Undertake Health & Safety and Risk assessments, building appropriate actions into a project plan
* Incorporate any necessary insurance cover in your costs
* Incorporate costs of DBS (Disclosure and Barring Service) checks if relevant
* Be realistic about numbers and outcomes – try not to overinflate them (ambition is fine!)
* Do not exceed word limits on the form
* Double check that you have completed all sections and that all enclosures have been attached
* Make sure you have taken a copy of your application and all associated data

**GRANT OFFER**

* If you receive a grant offer, ensure that you have carefully read and understood all the implications and conditions of the offer before you sign and return the acceptance
* If you don’t understand anything then ask us about it straightaway
* Return paperwork when it is due/requested
* Keep us informed about any significant problems that may adversely affect the nature, delivery, cost or outcomes of your project

**PROJECT**

* Ensure that people and methods are in place throughout your project to fulfill the monitoring and evaluation requirements
* Review the project as it progresses against your milestones
* Address problems as they arise – don’t ignore them
* Contact us for advice if there are any issues that may adversely affect the delivery of your project
* Implement appropriate Health & Safety and Risk assessment actions, identified in your project plan

**FINANCE**

* Stick to your budget and regularly monitor income and expenditure
* Keep financial records of transactions as you will need them for the final expenditure report to us
* Inform us within 14 days of becoming aware, if you predict that expenditure on your project will exceed your grant/income
* Inform us if your income increases or yourexpenditure decreases, so you won’t require all the grant