

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 your expenditure decreases, so you won't require all the grant