



# FULLCIRCLEARTSTOOLKITS

## SERIES 1 FUNDING... how to structure a funding bid

Not every funding bid you make will have an application form. Many trust funds invite applications via a letter or open proposal. Whilst some people find this easier than filling in forms, unless you structure your proposal in a clear way it will stand little chance of success. It is still important to read any guidelines and find out as much as you can about the funders priorities before you write your proposal.

### A SUGGESTED STRUCTURE

- Project title
- Proposal summary
- Introduction: who you are
- The problem or need (why your project is needed)
- What you will do
- How you will do it
- How you will know if you are successful
- How much you need to do it (£)
- How you will get all the money needed
- The actual request (exactly what you want from them)
- Why the funder might be interested
- Where the money will come from in the future, if not a one off project with a clear end and result.
- Signing off - will you give them an evaluation report, send them detailed accounts etc. (How are you going to let them know you have done what you said you would and spent the money in the way you said you would).