

Mistakes to avoid when completing an Awards for All application form



These are the mistakes that applicants most often make when filling in an application form.

These will either result in your application being unsuccessful, or returned to you as incomplete.

Before you do anything else, please read the Guide for Applicants and the notes in the margin of the application form. Often an application is returned because of basic errors that could have been avoided.

How to avoid the most common errors:

- ▶ Ensure that the Main and Senior contact are different people.
- ▶ Make sure you supply a landline telephone number for both the Main and Senior contact.
- ▶ Make sure you have at least three unrelated people on your governing body. If your organisation is a charity these people must appear in that capacity on the Charity Commission website. If your organisation is a limited company, you must have at least three unrelated directors registered with Companies House.
- ▶ Fill in the £ boxes in question 6, whether it be for your latest accounts, or for your financial projection.
- ▶ Check that your bank account meets our requirements – question 5
- ▶ Remember to complete the checklist at the end of the form – part 5
- ▶ Your application should clearly demonstrate how the project activities are different from what your group already does – if this is not obvious, your application may not be successful.
- ▶ Make sure you allow at least a full three months between applying and the start date of your project.

Other areas that you should pay particular attention to include:

1. Sports, Arts, or Heritage based projects

Awards for All will now only pay for arts, sports or heritage activities where the main purpose of the project meets one or more of BIG's four outcomes listed on page 11 of the guidance notes. We will not fund applications where the main purpose of the project/activity is sports, arts or heritage.

Further details are available in this leaflet:

www.awardsforall.org.uk/england/smallgrants.html

2. Project costs – Question 13

Make sure you include all the costs of your project, including those costs that you are not applying to Awards for All for. This is important for part B of the question, as we need you to explain where any extra funding is coming from if it is not coming from Awards for All.

3. The need for your project – question 15

Make sure you fully explain the need for your project and provide evidence to back this up.

Describe the problems/issues you have identified and explain how your project addresses them.

4. The project's outcomes – question 17

Outcomes are the changes or differences that your project can make not the activities or services that your project actually provides.

For example, organising IT courses for the elderly in the local area is not an outcome. People feeling more confident, or making better use of IT equipment having attended the courses are two possible outcomes.

And finally

Please remember that if you do not provide all the information we ask for, it will delay the processing of your application.

If you cannot provide some of the information we ask for, this will result in your application being unsuccessful, so if you are unsure, please call us first – 0845 4 10 20 30.