

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 marked as incomplete and returned to you to finish.

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

- ▶ Make sure the senior contact is one of the people specified, depending on the type of group applying – question 9
- ▶ Supply a landline telephone number (the form will be considered incomplete without one) – questions 8 and 9
- ▶ You must fill in the £ boxes in question 5, whether it be for your latest accounts, or for your financial projection.
- ▶ You must have a bank account that meets our requirements – question 4
- ▶ Remember to complete the checklist at the very end of the form – part 5
- ▶ 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 6 of the guidance notes.

We will not fund applications where the main purpose of the project/activity is sports, arts or heritage. You will have to apply to one of the other appropriate Lottery distributors, not Big Awards for All, as your application will be unsuccessful.

Further details are available on this leaflet: www.awardsforall.org.uk/docs/small_grants_schemes_0910.pdf

2. Project costs – Question 15

Make sure you add your total project costs, 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 19

Make sure you fully explain the need for your project – what it is and how you have identified it.

Some points to think about when answering this question include: What are the problems/issues you have identified, and want to address?

Can you provide evidence that shows there is a need for this particular project? How will your project address these problems? What other services exist in the area?

4. The project's outcomes – question 20

Outcomes are the changes or differences that your project can make. An easier way to think of them is that they are the result or effect of the project, rather than the activities or services that your project actually does.

For example: organising IT courses for the elderly in the local area is not an outcome. The fact that having attended the course, people feel more confident, and can make better use of IT equipment are a couple of the 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.