

Application Checklist

Have you phoned the funder to see if they are likely to consider an application from you? It's a good idea to do this before you start, to let them know who you are and what you want to do. Keep a written record of all calls or correspondence with the funder	<input type="checkbox"/>
Have you kept a copy of the application for your own records? If you are filling in an online form, you can copy and paste your answers into Word	<input type="checkbox"/>
Have you clearly stated your purpose, avoiding jargon, acronyms and abbreviations?	<input type="checkbox"/>
Are all the activities in your project description included in your budget?	<input type="checkbox"/>
Have you answered all the questions fully but within the word limit? Put answers on the form - do not write 'see attachment'	<input type="checkbox"/>
Have you included all the requested documents?	<input type="checkbox"/>
Has the correct person signed the form and do the management committee know this application is being made?	<input type="checkbox"/>
If you need an independent referee, have you sent them a copy of the application?	<input type="checkbox"/>
Has someone external reviewed your application? VAS offers fundraising help – get in touch with us to look over your applications	<input type="checkbox"/>
Have you addressed the form correctly and put the right amount of postage?	<input type="checkbox"/>
Do you need to enclose a stamped, addressed envelope?	<input type="checkbox"/>