

Top tips and things to avoid!

The application form and process is designed to be simple, but here are a few ideas to make it easier:

Make sure you have the correct funding application form before you start.

There are different application forms so you need to make sure you have the correct one. You also need to make sure you have the form for the appropriate financial year, because the forms change each year. Our financial year runs from 1 April to 31 March.

If you apply for an event that takes place in March 2014 you would use the form for 2013/14. For an event in June 2014 you would use the form for 2014/15. For an event in April 2015 you would need to wait until the 2015/16 application form is available (late summer 2014).

There are currently forms for individuals, for organisations applying for one year funding of up to £1,000 and for organisations applying for one year funding of £1,001 and over.

Read the Criteria, Guidance Notes and Information Sheets carefully before you start.

Each Committee sets its own criteria and these may change from year to year. The application form changes each year. If you don't read the criteria and guidance you may miss something important.

Project fit.

Make sure you can show how you will meet the Eligibility Criteria and local Area Committee Criteria. These are available

from our website at

<http://www.dumgal.gov.uk/index.aspx?articleid=1555> and may change from year to year.

Plan ahead.

Take careful note of our closing dates (as shown on our website at <http://www.dumgal.gov.uk/index.aspx?articleid=1555>). Try to apply **at least 3 months before** you are likely to need the funding. It takes time to process applications and timetable them for consideration by committee.

Make sure you fill in the whole form.

This might sound obvious but we do receive applications where questions have been missed out.

Make sure you have all the supporting documents in place before you apply.

Don't make an application unless you can provide copies of your constitution, most recent accounts, quotes or estimates, or similar supporting evidence – use the checklist provided.

Check your figures.

It is a good idea to check and double check your budget to make sure it all adds up. Also give clear and specific details of what you are applying for – don't just put 'equipment'!

Telephone us if you need any advice.

We are always happy to help – it is better that you speak to us if you are not sure about something.

Make sure you pay the correct postage.

If you don't pay enough, Royal Mail will keep your item. Our Council is unable to pay to collect underpaid items.

These are the most common reasons for having to return applications:

Reason for return	Solution
The application does not qualify	Read the eligibility criteria (standards) for Third Sector Funding and the relevant Area Committee or Sports Council on the funding pages of our website at http://www.dumgal.gov.uk/index.aspx?articleid=1555 . Make sure your constitution (set of formal rules) and accounts meet the criteria (see Information Sheets 2 and 3). Phone us on 01387 273897 if you need advice.
The wrong application form has been used	Make sure you have the correct form for the relevant financial year, level of funding requested and type of applicant (organisation or individual) – see the funding pages of our website at http://www.dumgal.gov.uk/index.aspx?articleid=1555 .
The application has not been fully filled in	Make sure you have filled in all sections of the form, and you have all of the signatures we have asked for.
The supporting documents have not been attached	Look closely at the checklist to make sure you have provided all the information we ask for.
The application has not been signed	Make sure your application is signed in blue ink in all the appropriate places.