

The first things to consider when completing a funding application:

1

Make sure you meet the criteria detailed from the funding provider to ensure you meet all the specified requirements. See our [Funding Application Library](#) provided to review and research some of the main sources of funding.

2

Once selected, you will need to **read all of the guidelines before starting your chosen funding application** so you are confident on what's to be done.

3

Remember the Three P's [Project](#) , [Plan](#) and [Permission](#)
See below for more information

PROJECT

Be clear of the project you are wanting to fund. It is essential that you provide as much detail as possible as this will only help support your application.

You may also want to consider:

1. What funds do you already have in place?
2. How much are you wanting to raise?
3. Why do you want to undergo this project in the first place?

PLAN

You will then need to start gathering information for the application. See our included [Starting your Application](#) guide to help support you when you come to completing the actual funding application form.

PERMISSION

Make sure you do not need to apply for any planning permissions before acquiring the funds for your project. You can ask your Council if planning is required and they will be able to assist you with this.

Firstly you will need to provide details of your organisation; this might be quite in-depth depending on the application you are completing.

Try and gather as much of the information listed below as this will help you greatly:

- Name and Address of your Organisation
- Type of Organisation
- Website
- Banking Details
- Insurances
- Recent Accounts

1. Name the project

2. It is ideal to assign a main contact for the application

Who will take lead responsibility - ie. a headteacher, teacher, school business manager

--

3. You may also need to assign a senior contact

Someone to be 'second in command' in case the main contact is unavailable

--



4. Provide information on the project you are wanting to fund, what it entails and the time scales you are hoping to work towards

ie. sensory garden, including play equipment & safety surfacing. To be completed for next term (3 months)



5. Detail why your project is needed and provide evidence for this

ie. outdoor classroom/ learning facilities, more sports facilities to combat child obesity

6. Provide a list of who will benefit from the project and how it will impact the children

ie. provide safe open outdoor play facilities for more built-up urban environments, inclusive play equipment that can be utilised for all pupils, including those with Special Education Needs

7. Provide a cost breakdown - including products/ activity details

PRODUCT	PRICE	AMOUNT REQUESTED
EXAMPLE JC102 Jungle Climber Midi	£5,450 exc VAT	£5,000

8. Detail where you are acquiring the above costs from

Creative Play, name of suppliers, etc.

Finally when finishing the application, please make sure you have all the accompanying documentation required and all of the form has been filled in.

