

The key points of consideration when completing a funding application:

- 1** Check that you meet all the **eligibility criteria** set by the funding provider **before applying**.
You can explore our [Funding Application Library](#) to research some of the main funding opportunities available.
 - 2** Once you've chosen a funding opportunity, be sure to **read all the guidelines carefully** so you're clear on the requirements **before you begin the application**.
 - 3** **Remember the Three P's:**
Project | Plan | Permission
See below for more information
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PROJECT

Be clear about the project you want to fund. The more detail you provide, the stronger your application will be.

You should also 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

Next, start gathering the information you'll need for your application. Our [Starting Your Application](#) guide is here to support you when it's time to complete the form

PERMISSION

Check whether planning permission is required **before applying for funding**.
Your local council can advise you on this and guide you through the process if needed.





Starting your Application

Start by providing key details about your organisation - some applications may require this information in depth. The more you can gather from the list below, the stronger your application will be

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

1. Name the project

2. Ideally, you should assign a main contact for the application

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

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3. And preferably, also a senior contact

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

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4. Clearly outline the project you're seeking funding for, including what it involves and the timescales you're aiming to achieve

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



5. Detail why your project is needed, providing evidence

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

6. Provide a list citing 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 (inc products / activity details)

PRODUCT	PRICE	AMOUNT REQUESTED
EXAMPLE JCI02 Jungle Climber Midi	£8,495	

8. State where your cost estimates come from

Creative Play, name of suppliers, etc.

Before submitting:

Double-check the form is complete and all required documents are included

