

Process of writing a bid...

Before setting pen to any sort of paper think about these issues:



Sparkle and Shine!

Tap into the positive memories and aspirations that the person on the receiving end of the bid may have about their younger days. Give them the opportunity to share the glory to be gained from the success of your project....

Think about the wider benefits of your project – could it be opened to the rest of the community? Could you do it jointly with other schools or organisations? Does it benefit anyone indirectly?



Make it personal!

Understand the need, feel passionate about the project! Don't be afraid to share that.

Include photographs, personal case studies and/or letters from potential participants.



Make it different!

Think creatively about what you need the money for, and remember that many funds receive hundreds of bids for the 'run of the mill' things – how can you make yours stand out?



Budget!

Work out what you need – realistically – it is better to be honest about costs than try and scrimp and for the project to fail. BUT – include the cost of elements which are donated or given 'in kind' – they do have a value (the tutor who donates two hours' of their time is giving you at least £60 worth of services..). But equally, don't overdo it – funders can spot the over-estimates and will take a dim view!

Make sure you have the project first, rather than hunting around for projects to fit a pot of money..... ?



Who to ask?

Ask for advice/support:

- ✓ From your Esco
- ✓ From Community First, New Forest
- ✓ From HCC External Funding Unit – Chloe Atkins
- ✓ From colleagues
- ✓ From other organisations that you work with
- ✓ From people within your community

Look at the details of the fund – what do they NOT fund – how much do they fund – do you still qualify? WHEN is the deadline?



It's an exam!

Remember what they used to tell you at school? If you only answer half the question, you can only ever get a maximum of half the marks....



Practice Makes Perfect!

Take a photocopy of the form you need to complete, and highlight key words, eg: “**What** is the **need** you have identified, **how** did you **identify** it and how will your project meet that need”? (From Awards for All application form)

Share the form with others who will be involved with the project, what can they add?

When you have your final draft, get someone else to proof read it.

Complete the form and send it off – before the deadline, to the correct address!!

Thanks to PTP Consultancy for inspiration! (www.ptpconsultancy.com)

About your project...

<i>Need:</i>	<i>How Identified?</i>	<i>How you will meet the need...</i>