



Herefordshire environmentally based groups: applying for funding

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Remember.....

- **Shout if there's anything you don't understand**
- **Interrupt if needs be – I will stop talking!**
- **Ask questions**
- **Share experiences with colleagues**
- **Don't be afraid to appear stupid – we do it all the time!**

Contents of presentation

- **Quick quiz – prize to be won!!!!**
- **Before you start writing**
- **What you need to write a bid**
- **How to go about writing a bid**
- **What not to do**
- **Successful applicants – examples**
- **Contacts and questions**

Quick Quiz

- **Work individually**
- **Have a go at all the questions**
- **And here are the answers.....**



Quiz findings

Take a deep breath.....

- **Failure rates for bids can be as high as 90% depending on the funder**
- **Incomplete applications are the main source of delay or failure**
- **Correct budgeting is a must**
- **Good bids take time!**

Before you start writing (1)

- **Decide who is going to write the bid**
- ***Subgroup from main committee***
- ***Delegated authority to do bid***
- ***How you will report back to main committee***
- ***Plan meetings***
- ***Plan timetable for bid***
- ***Confirm submission date***
- ***Do not be unrealistic about submitting a bid***

Before you start writing (2)

- **Why are you wanting funding**
- **Need to decide what the money is for**
- **Need to make sure it fits with local and other strategies and policies**
- **Need to look at environmental policy requirements**
- **Need to think about future planning**
- **Need to have a funding strategy**

Before you start writing (3)

- **Check about eligibility for funding**
- **Where you will go to get funding**
- **Make sure any information you have on funders is up to date**
- **Make sure you have the correct requirements to apply to the funding source**
- **Do not just chase funding for funding's sake**

Top tip



- **Remember – funders are human beings and will talk to you and advise whether or not it is appropriate for you to apply!**

Before you start writing (4)

- **Timescale - does the project fit within the grant giving timetable of the funders so that the funding will come at the right time?**
- **Funding - is the amount of grant available sufficient to support the project, or do you need to look at several funders?**

Before you start writing (5)

- **Match funding - do you need money from other sources to cover the rest of the costs?**
- **Area of benefit - do you fall within the area to be supported by the funder - geographical or thematic?**

Before you start writing (6)

- **Can you demonstrate a need for the project?**
- **Information gathering to prove that the project should go ahead**
- **Can use questionnaires, surveys, published information, own research**

Another quick quiz

- **Look at the statements on the list**
- **Do they give an indication of whether the project has sufficient information to go to a funder for support?**
- **What is wrong (if anything) with the statements?**
- **Work in pairs and then feed back**

Top tip



- **Remember – even if funders are human beings, they may be based far away and not know the circumstances under which you are operating - you must “sell” your project as if to a complete stranger**

What you need to write a bid

- **Time set aside to plan and write bids**
- ***Lead person to coordinate bid(s)***
- ***Person to coordinate specialists***
- **Photocopies of application forms**
- **Copies of supporting documents**
- ***Constitution, bank account, organisational details – must all tie in together***

How to go about writing a bid (1)

- **Draw ideas together**
- **Get main details down to begin with**
- **Write the rest of the questions**
- **Sort out referee(s)**
- **Get someone else unconnected to check it all – and then check it again**

How to go about writing a bid (2)

- **Remember to include monitoring and evaluation**
- **You must keep records of what you are doing, including minutes of meetings, timesheets, recruitment procedures, invoices and receipts**
- **Some funders need records kept for seven years!**
- **May be required to submit quarterly or yearly returns about the project**

How to go about writing a bid (3)

- **Both monitoring and evaluation must be built into the timetable for the work**
- **Evaluation may cost money to do – a budget may be required for this if consultants have to do the reports**
- **May need to evaluate before going on to rest of the project if you are doing a pilot or test project**

Example application form

- **Funding for a local project**
- **Will work through this**
- **Sharing comments**
- **Checking information**
- **Would you fund this project?**

What not to do (1)

- **“Ambulance chase” for funding**
- **Rely on one person to put in the application**
- **Fail to answer any questions**
- **If not applicable, state this, don’t leave the box blank**
- **Give out of date evidence of need for the project**
- **Say that you’ll take any money offered**
- **Submit a budget that doesn’t add up**
- **Not include all expenditure items and overheads in the costs**
- **Forget to add in VAT and inflation if applicable**

What not to do (2)

- **Have no idea where any other money is coming from**
- **Say the project will start “when you give us the money”**
- **Rush to submit an application in for an unrealistic deadline**
- **Use abbreviations and jargon**
- **Make vague statements about what you want to do – be precise!**
- **Send in lots of other information unless it is requested by the funder**
- **Ignore any checklists supplied by the funders**
- **Forget to compare supporting information and the application**

Sources of Funding

- **National Lottery**
- **Grant making Trusts and Charities**
- **Local funding sources**
- **Not exhaustive - but a good start!!**
- **Nicky has lots more information**

National Lottery Funding

- **Community - Big Lottery Fund, deals with larger scale projects**
- **Heritage – Heritage Lottery Fund, range of programmes and encouragement of wide community involvement, including environmental projects**

Awards for All

- **Involvement of people in their local community**
- **Priorities include skills for small groups and encouraging use of community facilities**
- **Sports, arts, heritage, charitable, environmental and other community activities**
- **Grants between £300 - £10,000**

Grant making trusts and charities

- **Be aware there are thousands of trusts and charities**
- **Be prepared to spend a lot of time finding funding**
- **Be ready for a lot of hard work and many rejections**

Words of warning

- **Be aware as an individual that limited funds are available**
- **Think about working with local organisations to provide a service to them**
- **Get commissioned by groups to work with them on projects**

Further words of warning

- **Be prepared to work in partnership rather than as a single person**
- **You may not be successful - ensure you receive feedback if not to learn for future applications**
- **You must be prepared to manage expectations if you are unsuccessful**

Top Tip



- **Remember - getting the money is often easier than delivering the project! Once the offer letter is in your hands, the hard work really starts.....**

Once you have the money....

**Successful
applicants and
their experiences
– examples**



Medieval Pembridge



***Pembridge Amenity
Trust***

Grant funding;

**Partnership
working;**

**Commissioned
archaeologists;**

Well planned;

**Community
involvement**

Weobley Church



***Caring for
God's Acre***
**Small
organisation;
Supported by
CFGAs;
Good local
involvement**

Rotherwas Women



***Rotherwas public
art***

LEADER+ funding

**Consultation with
the community;**

**Workshops with
local people;**

**Mentoring of local
artist**

A different way of working....



Eastnor Pottery

Website

development

Grant applications

Childrens

workshops such

as "Funny

Bunnies"

Working with other

local groups

Need more help???

Herefordshire Council Project Development Team

- Tel 01432-261793 or 260636
- Email
Projectdevelopment@herefordshire.gov.uk
- Website
www.herefordshirecouncil.gov.uk