

Funding application checklist

Eligibility and criteria

- ✓ Charity meets funder eligibility requirements
- ✓ Project/cause aligns with funder priorities
- ✓ Funding request is within permitted limits
- ✓ Only eligible costs included

Organisational information

- ✓ Charity details and registration number correct
- ✓ Governing document available if required
- ✓ Trustee information up to date
- ✓ Latest accounts or financial information included

Project information

- ✓ Clear explanation of need
- ✓ Defined beneficiaries
- ✓ Specific activities and timescales

Impact and evidence

- ✓ Evidence of need included
- ✓ Outcomes clearly defined
- ✓ Measurable and proportionate evaluation plan

Budget and finance

- ✓ Itemised and realistic budget
- ✓ Costs match project activities
- ✓ Match funding confirmed if required

Governance and risk

- ✓ Appropriate governance arrangements described
- ✓ Key delivery risks acknowledged
- ✓ Safeguarding or compliance addressed where relevant