

## Top 10 Tips for Making a Great Application

1. **Planning:** Allow ample time to prepare your application. Keep it simple and focused and avoid leaving it to the last minute.
2. **Your Community:** While statistics are helpful, it is more important to highlight the feedback from your community, demonstrating the need for the project, especially if it is new.
3. **Your Project:** Think about the structure of your project and the roles of key groups, including any volunteers or partners involved.
4. **Your Service Users:** Consider who will use your service, how they'll find out about it, and ensure it's accessible to those you want to engage with.
5. **Fund Criteria:** Ensure your project aligns with the specific objectives of the fund you are applying for. Be clear on how your project meets their goals.
6. **Impact:** Focus on the real difference your project will make. For example, explain how new goalposts for a football club benefit children's physical and mental wellbeing.
7. **Measuring Outcomes:** Clearly outline how you will measure the impact of your project, using methods like statistics, quotes, or case studies.
8. **Your Budget:** Research the costs of your project and ensure the budget is accurate. The figures should match the total amount you are applying for.
9. **Additional Information:** Attach any supporting documents, such as impact reports, testimonials, or case studies, to provide more context and strengthen your application.
10. **Speak to Us:** If you have any doubts, please call or email us. Our skilled team is always available to help with your application and provide guidance. We're here to advise you. Good luck with your application!

**Phone:** 01473 602602

**Email:** [Grants@suffolkcf.org.uk](mailto:Grants@suffolkcf.org.uk)