

# Using funders' guidelines



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Funders create guidelines to help you successfully complete your applications. Make sure that you use them to make the most of the opportunity. This factsheet outlines the main things to look out for when reviewing their guidelines:

## Step 1: Check you are eligible

Many funding applications are immediately turned down because they are ineligible and do not meet a clear set of criteria. Make sure you check:

- The **type** of organisation they are willing to fund (unincorporated, registered charity, etc).
- The **use** of the funds (do they cover the particulars of what you need, such as building repairs, equipment etc?).
- Their **list of exclusions** (types of proposals that they will **not** consider).
- That you have a **dissolution clause** in your governing document (a statement outlining what would happen to the assets if the organisation were to close).

## Step 2: Check their selected criteria

All funding bodies have specific interests that tend to focus on:

- **Particular groups** (for instance if you are volunteer-led)
- **Beneficiaries** (the people they would like to help)
- **Social or cultural aims** (including access issues, tackling social exclusion or nurturing young talent), or
- **A particular area** (from local to national)

Make sure you read and match their criteria in your application form, as this is what they will assess you against.

## Step 3: Check the deadlines

Some funders have deadlines for specific schemes and others have rolling deadlines throughout the year. Make sure you meet the deadlines that they set out in their guidelines and plan your application well ahead. You could also check with the funder to see if the same amount of money is available for each round of applications, in order to increase your chances.

If there is no deadline to work towards, make sure you plan well ahead of your project. Many trusts meet quarterly, so it could take three or four months for a decision to be made, and most funders will not fund retrospectively. Remember to factor in timescales for any publicity material; should you be successful you will need to credit them in your marketing.

- See also the '**Successful Funding Applications**' factsheet
- For any further information, guidance and support, please visit [www.gmvss.net](http://www.gmvss.net)

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