



**COMMUNITY ACTION**  
Bradford & District  
Making a Positive Change

## Getting grant funding

Before searching for funding, discuss with other members of your group:

- What do you need and what are the different types of costs? **Overheads or core costs** are the costs that you always need to keep your group going e.g. rent, heat, light. **Project costs** are the costs that you only need for a particular project e.g. sessional workers, room hire or equipment. **Capital costs** are expensive items of equipment, refurbishment, vehicles or buildings.
- How much funding do you want, and what's the minimum that you need?
- When do you need the funding?

All grant funders take different amounts of time to make a decision but grants are not a quick way to get funding.

As a rough guide: for small grants (up to £10,000) apply at least 3 months before you need the funding, for medium or large grants (£10,000 and above) apply at least 6 months (preferably 9 months) before you need the funding.

### Search for funding

Idox runs a national online funding search website called [My Funding Central](#). This has an annual subscription fee from £50 to £300, but is free when annual turnover is up to £30,000.

Your funding options will change depending on which legal structure your group has. If you're trying to decide whether or not to be a Community Interest Company or Charitable Incorporated Organisation, you can use the funding search, each time choosing a different legal status and see what your results are.

You can also check the [Resources page on the Community Action website](#) for a sample of resources regarding Legal Structures and finding funding.



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### Grant application top tips

Grant applications are a competition. Don't be put off if your bid is unsuccessful. Most grant funders have a success rate of less than 50%. Unsuccessful bids are a normal part of fundraising, try to have a plan B.

- Plan first, then apply - don't plan your project at the last minute as you fill in a grant application form!
- Read the guidance - this is essential, even if you've applied to the same funder before. The provided guidance notes may change for each round.
- Be specific - swap phrases like "help the community" for something more specific such as "help young people aged 16 to 21 in Saltaire".
- Be **really** specific - the funder doesn't know anything about your project or organisation so state the obvious. Replace words like "various, several, and many" and replace with specific numbers and facts.
- Check the budget adds up - this is a really common mistake so do the math!
- Feedback - get somebody not connected to the project to read the application. Do they understand what you want to do and how?



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For more information, visit: [www.cabad.org.uk](http://www.cabad.org.uk)