



# COMMUNITY ACTION Bradford & District

Making a Positive Change

## Preparing to Fundraise

### **What are you raising funds for:**

You have to decide specifically what you want to raise money for. It could be more than one thing. Just asking for core costs could be problematic for most funders, so you need to tie it in with service delivery. This may include new projects.

Decisions need to be based on need/priorities/likelihood of success.

You will need a very basic project outline and budget for each idea. The basic, who, what, why, when and how much?

Remember to give yourself plenty of time, it can take a while for you to get a reply.

### **Preparation:**

You will almost certainly need the following to make a bid. If you are doing multiple bids then it may help to have this information in a document so you can cut and paste it into applications.

- Contact details, name, email, telephone and position of person to contact
- Charity registration number (date registered)
- Company house number (date registered)
- Website address, social media pages (Facebook, X, Instagram)
- Date the organisation started
- Registered address

### **Note:**

Your legal structure will effect what funders you can apply for. Information will be available on any potential funders website. For example, some funders may only support registered charities.

You will need a minimum of a simple constitution for your group, otherwise you may be considered as an individual and therefore rarely eligible for support.



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## **Advice on the answers to questions you are likely to be asked:**

It is often useful to look at previous bids for stock answers, it saves time.

Word limits are often applied (400 to 700 words as a guide). You may need to trim or expand your answer but you have the basic points you want to make.

The more money you ask for, the more complex the application procedure is.

Try and have a story telling or narrative style, don't just list facts.

Use straightforward language.

## **Usual questions you are likely to be asked:**

- Who are you? A bit of history and achievements
- What do you do and what services do you offer?
- Why do you do it, why is it needed?
- What are you applying for? Specifics of what the money will be used for.
- Why is this project needed?
- How much will it cost? Include a basic budget breakdown.
- How will you monitor the work? E.g. attendance numbers and feedback from users of the service. This will depend on what information any funder wants as part of a funding agreement.

## **Deciding on possible funders:**

Look at different factors for funders.

- That have a priority for the type of funding you need
- You are eligible for their funding
- That cover the geographic area you are in
- How much is a sensible amount to ask for?
- Is there a quick turnover for the decision?
- Is it a simple application process?

All of this information should be easily available on their website and be the basis for who you apply to.

**Check your applications carefully.** Asking someone else to check it is often a good idea.



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## **Finding sources of funding:**

This section gives guidance on the different ways voluntary organisations and charities can find out about sources of funding for your work.

### **Basic internet search**

You can often find valuable information by searching the internet using key words such as "charitable funding for youth projects" or whatever your project is. Try different variations of your search.

### **Newsletters**

Briefing Bradford is the newsletter distributed by Community Action Bradford & District. It gives a lot of information on the voluntary sector, and includes sources of funding.

Leeds Community Foundation (includes Give Bradford) distributes grant information. [Sign up online.](#)

Grants online newsletter - [sign up.](#)

### **Individual sources of support**

Bradford Council - you can contact your nearest area office to see if they have a mailing list or can advise of any funding.

Bradford Funding 4 Business is a platform designed to facilitate registration for voluntary organisations and charities with information on local, regional and national funding opportunities. [Head to the website to register.](#)

### **Free funding information and searches**

This section gives you links to free sources of information on funding opportunities.

- [Charity Excellence](#) (you must register to access the service, registration is free.)
- [Government grants service](#)
- [National Lottery Community Fund / Heritage Fund](#)
- [My Funding Central](#)
- [GrantNav](#)
- [Give Bradford](#)



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## **Paid for funding search services (run by charitable organisations):**

Grantsonline - some information is free but full service only available for subscribers. A months subscription is £17 plus VAT. [See their website for full information.](#)

Directory of Social Change - you need to subscribe for this service. [See their website for details.](#)

## **Tendering for contracts**

The following links give you information on tendering for contracts, which may be a good source of income for some organisations.

Contract Finder - [use the Gov contracts finder.](#)

YorTender - there are lots of local and regional opportunities on [YorTender](#) for bidding.

**Disclaimer** - the information and links in this document are correct at the time of publication. It is only meant as a guide and other sources of funding or information may be available.



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