

Active Norfolk – how to write a successful funding bid

Below are our top tips on how to write a funding bid with the most chance of success. If you need any advice or guidance with your funding application, feel free to get in touch with our team for assistance.

1. **Have you read the application guidance?** We recommend reading the guidance notes before you start the application. This information will be helpful when completing the form. If you have any questions that are not answered by the guidance provided, contact the funder directly.
2. **Are you eligible for the funding?** Check that your organisation and project meet the criteria for funding before starting the application. Don't waste your time and effort completing an application form to find out you are ineligible! If your project is eligible, make sure you outline this clearly in your application.
3. **Have you planned the project?** Consider the resources required to deliver the project successfully. This can include equipment, staff, facility hire and training.
4. **Is the project clear?** Write as if the funder has no prior knowledge of the project. Be clear and precise when describing and try to avoid jargon. Consider getting a trusted friend not associated with the project to read the application before submitting.
5. **What is the need for the project?** Clearly outline the need for the project. How will the project improve on this situation? Consider using data and insight to support these claims. Link to Insight: [Insight, Data and Evaluation – Active Norfolk](#)
6. **Does the project stand out?** Be creative and innovative as possible with your project ideas as funders are often oversubscribed. Your project needs to stand out, so put yourself in the funders position and think whether you would support the project from the information provided.
7. **Need more support?**
 - a. Norfolk Community Foundation ProHelp? [Norfolk ProHelp – Norfolk Community Foundation \(norfolkfoundation.com\)](#)
 - b. Innovation grant mentoring project: [Innovation grant mentoring project – Norfolk County Council](#)
 - c. Community Action Norfolk [Applying to trusts and foundations for funding –Community Action Norfolk](#)