

## Top tips for applying for a Community Grant from Blaby District Council

- ✓ Read the guidance notes carefully before you start your application to make sure you are eligible and have all the information you will need to go ahead
- ✓ A well thought out project is more likely to attract funding so planning is crucial: be specific about what you will deliver, how much it will cost and what you want to achieve
- ✓ Don't assume the grant panel knows what your organisation does: make sure you clearly explain what your aims and objectives are and the impact your organisation has in the community. Sell your organisation!
- ✓ Tell us what problem or need your project will address and how you know this. Local statistics, feedback from a survey of your members/residents or information from other organisations will help you to evidence the need
- ✓ Make sure your outcomes relate to what the Council's aims are: these are set out in the guidance notes. The more closely they align, the stronger your application will be
- ✓ If you can show you have local support, your project looks more feasible so tell us if you have volunteers willing to help or you have sponsorship or support from local businesses, other funding bodies or organisations
- ✓ Explain clearly why you need the grant. This might be because some of your current funds are ring-fenced for other projects
- ✓ Make sure your project is environmentally friendly and tell us how you are going to achieve this
- ✓ Make sure your project costs and budget add up: include all costs, what the grant will fund and any other sources of income, including what your own organisation is contributing
- ✓ We ask for three quotes for high value items to ensure your organisation and the public are getting value for money, so do provide them for items/works over £1,000
- ✓ Remember to tell us how you will keep your project going after the funding. Sustainability is a factor we consider so this could make the difference between you and another organisation getting the money
- ✓ Build in time to check over your application form before submitting it and make sure you submit your application in time!

If in any doubt, contact the Funding and Awards Officer for advice on 0116 272 7566 or [grants@blaby.gov.uk](mailto:grants@blaby.gov.uk)