

Top Tips for Applying for Funding

- Find a funder whose aims and objectives fit with your project rather than tweaking your project to fit the aims of the funders – if you're more flexible with your project, try and find a funder whose priorities and requirements align with yours.
- Make sure that what you want to do is covered by the specific fund you are applying for.
- Be sure and read the guidelines carefully, and tailor your application to what they are asking for. Some funders want to see a complete budget breakdown, for example, while others only want a general idea. Make sure you are providing all the information and documentation they need.
- Don't write it the night before the deadline! Take some time with your application.
- If you're working on an online portal, write your application in another system, such as Microsoft Word, to make sure you have a back-up in case you lose your progress.
- Write in plain and simple English, do not use 'artspeak' or complicated phrasings. You want to convey your point concisely and clearly. Remember, they are likely reading through lots of applications!
- Stick to word counts, and make it as readable as possible. Use formatting like bullet points and subtitles if appropriate and possible.
- Demonstrate that you have a good track record and that you are worth supporting – back up your points with evidence of previous work and impact.
- Be as specific as possible about what you want to do. List specific aims and outcomes. Always explain the impact of your work – refer to their priorities and make sure what you want to achieve is aligned with that.
- Write about how it will benefit your practice and your career. What will you be able to accomplish afterward that you are struggling with now?
- If you have partners you're doing to work with, such as individuals and organisations, refer to them in your application. A lot of funders also accept letters of support (a more formal letter from a potential partner saying they support you in your application)
- Proofread, and ask a friend to proofread as well.
- If you are accepted, make sure you comply with all requirements. For example many funding bodies want to see an end of project report, or updates throughout the process. Most will ask for receipts to prove what the funds were spent on, or other figures such as visitor numbers to an exhibition, or hours worked on a residency. If you're not sure what information to collect as part of the project, just ask.
- If you are rejected, don't despair! There are other opportunities out there! If the funders offer to give you feedback, take it- this can be a really valuable learning opportunity and can help in your next funding application.