



BIG Local Smiths Wood

Useful advice and guidance for the benefit of those who may not have previously applied for project funding

Read the Guidelines

Make sure you are eligible before sending. Don't assume that because you were sent a link to the Big Local Trust that this automatically makes you a suitable organisation for funding. If you're not sure, call first – we don't want you to waste your time filling in a form if you can't apply in the first place.

Short and Sharp

A good application should be concise, communicating as much information about the organisation and project as possible in a succinct manner. An application that waffles on for pages will send the Assessment Panel to sleep, and will almost certainly be overlooked.

Plain English

Don't use jargon. If abbreviations and acronyms are necessary, use them sparingly. The best way to ensure your application is read thoroughly is to write in plain and understandable English.

Spell Check

Spelling and grammar errors make an application look sloppy and unprofessional. You may find it helpful to paste your written answers into a word document to check them for spelling errors before submitting your proposal

Make Your Case

Ensure that you make a clear case for your project – the most important information is what you intend to do, why you feel there is a need and what the impact of your project will be.

Present Yourself

Your application is sometimes the only opportunity we will have to find out about your organisation and your project. If you don't follow instructions, or fail to sell yourself, this is the impression we will be left with. Think of it as a job interview – first impressions count!

Read the Question

We were told this at school, and it still applies. Ensure that the answer corresponds to the question, and gives the information that we require.

Check Your Figures

It is confusing to read through an application where facts and figures don't add up, so make sure the information is consistent throughout. The individual cost items you request on your cost breakdown should equal the total amount that are requesting.

Proof Read

Always, always proof read your application before sending it. Incorrect information wastes time and is easily avoidable.

Bare Minimum

At the very least, ensure you have done the bare minimum for your application. To send in information over and above what is requested can be acceptable dependent on the funder (as long as it does not equate to War and Peace). But to fail to meet even the minimum requirements is the quickest way to ensuring an unsuccessful application.

Be clear

Please try to make sure you have clearly demonstrated that the project you propose will help BIG Local to achieve its investment priorities