



Making Applications Checklist

- If you need to speak to someone on the phone it may help to have a script
- Keep a written record of all conversations
- Photocopy the application form and draft your answer before filling in the final copy
- Ask an outsider for comments before finalising your answers or letter
- Avoid all jargon, acronyms and abbreviations
- Does your budget match the description of the project?
- Have you included all the details in the relevant places?
- Have you answered all the questions on the application form?
- Have you put all your answers on the form? Do not write 'see attachment' unless the form says that you can
- Have you included all the requested documents, such as accounts or copy of your constitution?
- Has the correct person signed the form?
- Has your management committee agreed to this application?
- Do you need an independent referee? Make sure they know all about the application and give them a copy.
- Have you addressed the form or letter correctly and paid the right amount of postage?
- Do you need to enclose a stamped, addressed envelope?