

Core Answers for Grant Writing

The purpose of this document is **internal use**. Use it to copy and paste text for grant applications.

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Things to Remember When Applying for Grants

Always re-read before sending something off. Sleep on it. Take your time. Write things how they are, don't over complicate anything you don't need to. Think about how the [SDGs](#) are phrased, they're simple, informative and easy to understand.

Keep the thought of the funder in mind: what are they trying to achieve by giving people money? Are you trying to do the same thing? If it's not there, don't try to write it like it is. Look for a different funder who truly shares your values.

Cut content. Keep the pure, simple elements of the story. Rather than saying the same thing in different ways throughout an application, try and explain it very clearly just once.

Be passionate.

Use words / vibes like

Example: us, team, we, community, passion, skill, responsibility, understanding, warmth, solidarity, know-how, generosity, true value, lifetime, experience, impact, emotion, approachable, partners, supporting refugees, supporting communities, inspire (to volunteer), awareness, volunteer story and journey, collaboration, knock-on effect (supporting us, goes to dozens of other partners), safe spaces.

Who We Are

[Summarise your vision, mission and aim]

- *Vision: [Your organization's vision statement]*
- *Mission: [Your organization's mission statement]*

What We Do

[Summarise the core of what you do, where you operate, why you do that, and the key projects you run]

- *Geographical Area: [Specify the area(s) you serve]*
- *Core Areas of Focus: [Highlight key focus areas, e.g., education, integration]*

How We Do It

[Project 1]

1. [Outcome 1]
2. [Outcome 2]
3. [Examples of what the project looks like in practice]

[Project 1]

1. [Outcome 1]
2. [Outcome 2]
3. [Examples of what the project looks like in practice]

History

Long answer

Short answer

The Problems we Solve

Summary:

Project 1:

Project 2:

The Impact we Bring

[Impact 1]

[Impact 2]

[Impact 3]

[Impact 4]

[Impact 5]

[Annual Impact summary]

The Future we Have

[Talk about what your future looks like, upcoming projects, wishes, and achievements]

Why we are the Right Team

[Talk about the unique background and skills of your team, and your team culture]

Why our Organisation is Unique

Our Values

Testimonials & Feedback

References

Name:

Organisation:

Position:

Email:

Phone number:

Relationship:

This info was last updated on [date] by [name]

Name:

Organisation:

Position:

Email:

Phone number:

Relationship:

This info was last updated on [date] by [name]

Key Information

Charity Number

Number of Paid
Staff

Number of
Volunteers

Phone Number

Address

Date Founded

Applicant Name

Applicant Email

General Email

Website

Social Media URLs

Founder DoB

Q & A

What timeline should we allocate for projects?	6 months or 1 year. This can vary based on what benefits us. We should keep the reporting period in mind though for ease.
Are organisations put off if they are being targeted for the full funding on a project?	<p>Yes, no one except corporate sponsors wants to fund a full project.</p> <p>“The budget is XXX, we’re asking for XXX, the rest will be sourced from our own sources.” (we don't need to say the amounts that have already been sourced)</p> <p>We should be applying for the top amount of what a funder offers even if the costs of the project are higher, and say that we would accept partial funding.</p>