Guidelines for grant funding plans with budgets

There is no specific format or length for your grant funding plan, but it should include the following elements:

ALL APPLICATIONS

- Background to your organisation - the work you do, where you do it, why it is needed, and who/what purpose it serves.
- Summary costings for your application at an appropriate level of detail.

FOR DEFINED PROJECTS

- Explanation of the project, including:
    - where the idea came from
    - who/what purpose it serves
    - what the project will do
    - what impact the project is designed to have
    - how you will manage, monitor and evaluate the project
    - timescale for implementation

- Statement of whether the application is for whole project funding or co-funding. If co-funding, explain:

    i. total cost of the whole project
    ii. funding already secured
    iii. how you will secure the balance
    iv. how a shortfall would impact your timescale for implementation

- Outline of your contingency planning.

FOR CORE COSTS

- Brief summary of your current strategy and key priorities. If no strategy exists, explain how you set. priorities and allocate resources, and what the current priorities are.
- Brief explanation of how organisational performance is monitored and evaluated.
- Explanation of how a grant towards core costs would help achieve strategic priorities.
- List of the budget lines your organisation includes in core costs .
- Calculation showing core costs as a proportion of total organisation expenditure.
- Summary of your main sources of income for core costs.

TECHNICAL INFORMATION

- Your grant funding plan can be submitted as a Word, Excel or PDF file and, where possible, should be one document only.
- It is helpful if the file name includes your organisation name (not ours) and the date, for example, LocalCharity_grantplan_Aug23
- You can upload your grant funding plan with your application form - please ensure the file size is less than 10MB. Use a file compressions tool if necessary to decrease the file size.