



Checklist for grant applications



There are a number of key factors that need to be in place for successful funding applications. We have developed a simple checklist to help you identify some of the steps you may need to take before you start applying for grants.

Even though some COVID-19 emergency funding opportunities have shorter and less involved application requirements, you will still need to give thought to the following points. This checklist will help you and your church to respond to potential questions from funders, be on the front foot and be confident about your plan.

You may not have each point completed, or started. For example, you may not be in a position to give a fully-developed fundraising plan. If you can demonstrate that you have agreed the basic principles, and decided what action you will take to develop your fundraising plan, then you will be in a much stronger position to apply for a grant.

The checklist: key factors for successful funding applications

- ✓ A **strong vision**, which clearly expresses what your church would like to achieve with the funds raised. This could be as simple as illustrating the benefits that your service or church brings to the community.
- ✓ A compelling and clear **case for support** which conveys the need for your project, activities or services; what your solution to the need is; and what outcomes your solution will provide. Guidance on outputs and outcomes can be found on our fundraising hub: www.baptist-insurance.co.uk/church-fundraising/.
- ✓ A **'shopping list'** of your project/activity/service costs and/or running costs broken down into easily identifiable chunks to be funded.
- ✓ A church **leadership group** that is willing to commit time and resources to fundraising.
- ✓ Some **administration**: it's essential to have people who are opening post, banking money, liaising with funders. In the rush to support the community, don't forget to say thank you for donations – if you forget, they might not give any more money to your church!
- ✓ A **fundraising plan** should practically define how you intend to implement fundraising. Set out how much you aim to raise and for what purpose, by when, from whom, laid out in a clear table with dates and tasks listed.
- ✓ With fundraising comes **responsibility**: for example, your church will need a simple data protection statement to show that you are protecting donors' personal information.
- ✓ A **fundraising person (or volunteers)**, with sufficient time to give to fundraising and appropriate expertise and experience (or the willingness to learn).
- ✓ An **implementation plan** will help you deliver your fundraising plan; clearly identify who will take forward the actions and manage the milestones set out in your fundraising plan.
- ✓ **Thorough research and recording** of possible donors and funders. Make sure you have a way of recording the causes supported by these potential funders and donors, how to apply, deadlines and any requirements. We have developed some useful tips to help you to organise your research into possible donors and funders on our fundraising hub www.baptist-insurance.co.uk/documents/researching-donors-funders.pdf.
- ✓ Consider how you will **report back to the funder**. Grant funders will expect to see evidence of the impact of their grant. Not all funders will ask for a follow-up report for their emergency funding but it is best to be prepared.

Next steps

Once you have gone through the checklist, you may want to create a timeline grid to address key areas that you or your church want to focus on. This grid can include actions for volunteers who have agreed to help with your fundraising efforts. An example is shown here, which illustrates that you may need to act fast to meet some funders' deadlines for emergency funding:

Action	Person	Complete by
Confirm key activities that need funding	(Treasurer) Pete, (Warden) Sally	1 June
Update simple vision statement for COVID-19 activities	(Minister) Rev. John	3 June
Research into emergency grants	Pete, Sally	4 June
Draft case for support and review	Pete with review by Rev. John	9 June
Apply for grants before deadline	Pete, Sally	19 June

Want to find out more?

To find out more or for further advice visit the fundraising hub.

www.baptist-insurance.co.uk/church-fundraising

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