

If you're thinking about, or are in the process of, applying for a small grant, here is a list of Dos and Don'ts to consider when applying for small grants.

## DO

- Do ensure you are applying for funding for items, activities or projects that are eligible for that grant, otherwise you may end up wasting your time
- Do have a specific project in mind when applying for a grant
- Do identify how you will generate income to continue the project once the initial funding has been used up
- Do complete a draft copy first - an application form containing mistakes can be difficult to follow and may give a poor impression
- Do submit the application in time to allow for queries to be resolved prior to any deadline

## DON'T

- Don't rule out smaller types of grants – a number of small contributions could enable you to complete your larger project
- Don't be unrealistic about the amount of money you are asking for
- Don't send your application off without double checking all areas are complete and that you have included all the relevant documentation, in the requested format
- Don't submit your application form without getting someone else to read it through first
- Don't forget to provide the name of a contact person who is knowledgeable about the project and application, and who can be contacted in normal office hours

Sport England's Small Grants Programme was set up to support local community sport projects. Sport England has other funding schemes detailed on their website [www.sportengland.org](http://www.sportengland.org) It's also worth contacting your local authority, as they may have a small amount of funding to give out, and they should be able to point you in the direction of local trusts and foundations which may also be able to help you.

These Top Tips are intended as a general guide, we cannot accept any liability for any loss arising as a result of reliance upon the information contained herein. Readers are strongly advised to obtain professional advice on an individual basis.

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