Considering and prioritising grant applications

# Project name:

# Anticipated start date of project: Project cost / budget:

Last updated by: Date updated:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Organisation Name / Grant Name |  |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- |
| Does the project meet grant ELIGIBILITY criteria?  Y / N  (check funder website / information) |  |  |  |  |  |  |
| ELIGIBILITY Criteria notes |  |  |  |  |  |  |
| **Can the project meet the funders OUTCOMES?**  **Y / N**  (check funder website / information for their requirements) |  |  |  |  |  |  |
| **OUTCOME notes** |  |  |  |  |  |  |
| **APPLICATION METHOD**  Eg online application, paper application, project outline in an email |  |  |  |  |  |  |
| **APPLICATION DEADLINE given by funder**  **(DD/MM/YYYY)** |  |  |  |  |  |  |
| **Max Grant / Funding available (£)** |  |  |  |  |  |  |
| **PRIORITY FOR APPLYING (High, Med, Low)**  NB your priority for applying may change over time.  Plus notes |  |  |  |  |  |  |
| **Planned DATE TO SUBMIT application**  **(DD/MM/YYYY) or N/A if decided against applying)**  NB make sure you leave sufficient time to complete an application, gather information and proof read |  |  |  |  |  |  |
| **Lead and Team to support bid appointed**  **Y (name) / N** |  |  |  |  |  |  |
| **Supporting information gathered and collated**  **Y / N** |  |  |  |  |  |  |
| **PROOF READ application before submitting**  **Y / N** |  |  |  |  |  |  |
| **Application SUBMITTED**  **Y / N** |  |  |  |  |  |  |
| **Anticipated response / decision date (if known)**  **DD/MM/YYYY** |  |  |  |  |  |  |
| **Application successful**  **Y / N / TBC** |  |  |  |  |  |  |