

Tips for completing your grant application with The Shears Foundation.

According to research, charities spend £900m each year on costs for applying to charitable trusts for grants. At The Shears Foundation, we understand the time and effort that goes into each application, and we want to make this process as easy as possible. Here are some handy hints and tips to help you during the process.

Make sure you understand the guidance and what we want.

There is a lot of guidance available on our website – How to apply guidance, an eligibility checker and case studies. We even make our scoring criteria available to you. Please read through everything and ensure that you are fully informed before proceeding with your application. It's also part of our application process to have a telephone call prior to applying so if you're unsure of anything, this is your opportunity to ask.

360 Giving

If you want to know about the sort of work that we fund, and whether your work feels like a good fit, we publish our Open Grants data to 360 Giving at <https://www.threesixtygiving.org>

Take your time.

We review applications each quarter with our deadline dates being 28th (29th on a leap year) Feb, 31st May, 31st August and 30th November. You can save your application and come back to it as you need to so don't feel like you must rush to get it submitted early.

Be concise.

We understand that you feel incredibly passionate about what you do – and rightly so! However, we only need you to give us the information that we require to be able to assess your application. Give us the information clearly and in as few words as possible, be brief but comprehensive.

Avoid jargon.

When you're an expert in your field, it's easy for industry specific words and phrases to roll off the tongue (or fingertips!) but please remember that it's unlikely that we are also experts in your industry. Please use clear language in your application form. Avoid jargon and if you do use an abbreviation, let us know what it means.

Don't assume that we know things that you aren't telling us.

It may seem obvious to you that you're doing X, Y and Z but it won't be obvious to us unless you tell us. We will not make any assumptions about things that are not in your application form. If it's important and you want us to take it into consideration, then tell us about it. This is particularly important when you are explaining your finances to us. Please use the box provided for any additional financial information.

Ensure that you complete all sections of the application form.

We are asking the question because we need the information. If your form isn't completed in full then it won't be considered. Ensure that you complete all mandatory sections and if for any reason you are unable to then offer an explanation as to why instead.

If you need any additional support or guidance, contact us.

We are very open to being contacted at any stage throughout the application process. If you require any assistance, please contact Carla on 07860 131297 or carla@shearsfoundation.org

We hope you find these tips helpful, and we wish you the best of luck with your application!