



Making a Funding Application

Did you know that Mid and East Antrim Borough Council offer a number of grants to community and volunteer groups, sports clubs and individuals based in the borough through an online application process? We understand that applications can be daunting to complete, so we have compiled some hints to make the process easier.

1. Choose your category carefully

Speak to the Grants Officers – they are there to help. If you have an idea but are unsure which category to select, it is best to speak to the Grants Officer to ensure you select the correct category, and you may even be eligible for more funding than you thought! Carefully read all supporting documents before you start the application form.

2. Allow plenty of time

Do not leave completion of an application to the night before the deadline, as it may take longer than you think it will. Depending on the grant category, research for an event for example can take weeks or even months to collate.

Whilst it is often tempting to just get on and fill out a form, a project which has been planned carefully and with consideration stands out very clearly from those that have been rushed.

3. Make your application clear

Be specific about what you plan to do and be clear on what outcomes your project will deliver. Be mindful that those scoring the application will have no knowledge of your proposal.

Clearly state:

- What is the project/activity and why is it needed?
- The benefits to both you/the organisation and the borough? For example will it encourage new members to the group/activity, will it have a positive economic benefit to the area and will it promote a positive image of the Borough etc.
- Who will benefit from the project/activity? Detail who your target group is including numbers, age range, gender of beneficiaries and areas within the Borough which will benefit
- Be clear as to why the funding is needed

4. Be sure of your budget

An accurate, realistic budget can make or break an application. If your project is seen to be making a profit, does it really need grant funding? Read the list of Exclusions in the Guidance Notes to ensure you are not including anything that is ineligible, as this will reduce the level of funding that can be awarded.

Your budget needs to include everything that you need to run your project and you need to be clear on which elements you are requesting the Council to fund.

5. Documents

Upload all the information requested – these will be highlighted with a red asterisk and ensure the documents are the most recent versions. Incorrect or missing documents may rule your application ineligible. If you cannot upload the documents, contact the Grants Officers who will be happy to upload them for you.

6. One final check before submission

Presentation, punctuation and grammar set the tone for how well the application is received. Proofread, spell check and double check all uploaded documents one final time. Ask another person to read the application to ensure it makes sense to a fresh set of eyes. If there are questions that do not apply to you, simply respond with 'not applicable' or 'n/a'. Do not leave any blanks.

7. Submit the application

When you submit the application you will receive a pop up notification to advise that the application submitted successful!

Applications can be made online by going to www.midandeantrim.gov.uk/grants
Further Information on the grant process is available by contacting the Grants Office at grants@midandeantrim.gov.uk or by phoning 028 2563 3148 or 028 9335 8240