

Bidwriters Tips

Below are some useful tips to help you write a good application to a grant funder.

- Put a short summary of what the funder wants at the head of your page so if you get lost you can remind yourself to stay targeted.
- Use plain language .
- Don't assume the funder will know anything - explain acronyms for example.
- Draft your answers in as few words as possible, then add any necessary extras.
- If you are applying online, draft the answers in Word then cut-and-paste.
- Use bullet-points wherever possible.
- Write your bullet-points then check that the most important one - that best matches the funders aims - comes first.
- Start drafting your answer by repeating the question. If you need to save words you can delete it at the end, but it helps to start you off on the right foot.
 - "How do you know your work is necessary?"
 - "We know our work is necessary because..."
- If the question is long or complicated, break it down into the separate parts to make sure you answer each part. So;

"Use the box below to tell us about your group. How long have you existed, how did you start, what are your key achievements to date and what are your plans for the future?" becomes;

- "We started in....."
- "We were started because...."
- "To date, we've run 12 courses for a total of 56 people...."
- "We're aiming to recruit more volunteers and start offering women-only courses"
- Don't be afraid to repeat the same information in different answers, if necessary.

Voscur is a council for voluntary service and a development agency for the voluntary, community and social enterprise sector in Bristol.

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