# Bid writing e learning notes

## Getting started

### What is your project all about?

Use this space to make notes on your project, you can use these to help when you’re making a funding application.

Click or tap here to enter text.

### What is the need you are meeting?

Describe what it is your community *needs* this is not your activity, or your objective, it is the WHY of your project.

Click or tap here to enter text.

### What types of funding have you used before? Which had you heard of?

|  |  |  |
| --- | --- | --- |
| **Funding source** | **Used before** | **Heard of** |
| Crowd funding |  |  |
| Donations |  |  |
| Sponsorship |  |  |
| Subscriptions |  |  |
| Grants |  |  |
| Events |  |  |
| easyfundraising |  |  |

### Do you have all the documents you will need?

At the least you’ll need a bank account in the organisation’s name, a constitution or similar, a safeguarding policy and insurance. Check the funder’s website for a list of documentation to include.

|  |  |  |  |
| --- | --- | --- | --- |
| **Document/details** | **I have this to hand** | **I know where to get this** | **I don’t have this** |
| Bank account |  |  |  |
| Constitution or similar document |  |  |  |
| Insurance |  |  |  |
| Safeguarding policy |  |  |  |

Check what else your funder requires, they will often have a checklist you can download.

## Application questions

### Typical questions

Blah blah blah

Explanation and add your answer here.

|  |
| --- |
|  |

### Another typical question

Blah blah blah

Explanation and add your answer here.

|  |
| --- |
|  |

### How do you feel about answering these questions?

|  |  |
| --- | --- |
|  | Great – really confident and ready to roll |
|  | Good – ready to give it a go, maybe with some more preparation |
|  | OK – think I’ll be able to answer this with some help |
|  | Bit worried – I’m still not sure how to approach this |
|  | Not confident – I need to learn a lot more to answer these |

### Your pitch

Have you got a video or written sales pitch for your project? If not, do you know who will produce this? Link your documents here, or make notes about a plan to create a pitch.

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### Where are you going to find the evidence to support your application?

You’ll need to produce statistics from independent sources as well as any internally generated evidence.

|  |  |  |  |
| --- | --- | --- | --- |
| **Evidence** | **I have this already** | **I’m going to get this** | **I don’t need this** |
| National statistics |  |  |  |
| Local statistics |  |  |  |
| Case study |  |  |  |
| Testimonies from local community |  |  |  |

### Budget

Do you have a realistic budget for your project?

You can make this using a finance software product, a spreadsheet, or even on paper. Make sure it’s comprehensive and legible.

## Moving onwards

### Monitoring and evaluation

Do you have a clear idea of what you need to monitor, and how you’ll prove the impact of your project?

You may need to make baseline measurements before you start to ensure you have the data you need at the end of the project.

What will you measure?

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| --- |
|  |

### Future proofing/legacy

How will your project end? Thinking about the close or continuation is vital at the start. Whilst things can change over the course of the project, having a plan is important.

Add your notes on what you plan do to when this funding ends.

|  |
| --- |
|  |

## Review and reflect

### How confident are you to start your funding application now you’ve completed this course?

|  |  |
| --- | --- |
|  | Great – really confident and ready to roll |
|  | Good – ready to give it a go, maybe with some more preparation |
|  | OK – think I’ll be able to complete this with some help |
|  | Bit worried – I’m still not sure how to approach this |
|  | Not confident – I need to learn a lot more |

If you’d like some more help and advice, contact your Regional Manager, or email <mailto:membership@sported.org.uk>