



Allow plenty of time to submit your application ahead of your proposed project start date. (2-3 months).

Read the application form and guidance notes thoroughly.

State the obvious, don't assume! Spell out the benefits of your project.

Send evidence that demonstrates the need for your project (we ask for it!).

Make sure your figures add up.

Send the documents we request with the application form.

Ask a friend to proof read your application before submitting.

Contact us if you have any questions. We are here to help.