

# Documents to Support Your Application

Don't send these straight away unless asked but have them ready in one place so you can send them at short notice when you are asked!

## **1. To directly support your project assemble the following:**

- Your constitution.
- Your annual accounts.
- Your annual reports.
- A list of trustees, patrons or vice-presidents.
- A detailed plan for the project.
- A detailed budget for the project.
- A background briefing on the need for the project.
- Architectural drawings for a new building.
- Case studies or examples of what the project can achieve.
- CVs of the key personnel involved in the project.
- Job descriptions of new posts being created.
- A fundraising plan of where you intend to get the rest of the money.

## **2. To establish greater credibility for your organisation as a whole gather these:**

- Media coverage.
- Testimonials.
- Evaluations.
- Successful projects.
- Successful events.
- Grants.
- Sponsorships.
- Donors.
- Supporters.

