

Hints and tips

This fact sheet offers some general hints and tips, but before making an application you should also read our **guidance notes** carefully. The guidance notes are designed to provide all the information you need to apply and are there to help you.

- ▶ Answer **all the questions**. If you have missed out any questions we will send the form back and this will delay the process for you.
- ▶ Ask someone to **check your application** for you before sending it to us. We'll be able to process your application more efficiently if you include all the information we need the first time round.
- ▶ Celebrate can fund **up to £10,000 within any 12-month period**. If your project costs more than £10,000 and you need to find other funding we want to see that this is in place or will be achievable and the project will be able to go ahead.
- ▶ Make sure you **apply at least 3 months in advance**. We cannot make an award if you don't apply 3 months before you want your project to start. So if you have an event with a fixed date, make sure you apply in plenty of time.
- ▶ If you are offered a grant you will be required to send in **additional documentation** before we can pay the grant into your bank account. You will be sent a checklist of the documents we require, so please read it very carefully and make sure you send us back all the documents listed. If you are not sure about anything related to the documents please call us on 0300 123 7110.
- ▶ Check your **budget** and make sure you have put your figures in the correct column. Column A is for the total cost of the item and Column B is the amount you would like from us towards that item. You can ask for 100 per cent total cost from Celebrate but you need to write that in Column B. Also check that your **figures add up**.
- ▶ Remember to refer to the **guidance notes** for items we cannot fund.