

Guidance Note 5

Summarising your project

Experience tells us that too many funding applications have been based upon ill-conceived and incomplete project ideas whose shortcomings become all too clear once the funding has been received and project promoters are faced with the responsibility of project delivery.

The task of writing an application for external funding is eased considerably if you have already fully considered, justified and costed your project.

Expressing the project proposal a rationale manner that contains the base information required in the application form will not only help you in the task of completing the application but will also help others who may play a supporting role in the application process.

Expressing your project in a clear and logical manner also reinforces the perception of expertise and competency among the potential partners/team members, and helps to structure formative discussions.

Before you contemplate writing an application for funding we recommend that you condense your thoughts into a summary that describes various facets of your project.

The documents listed below should provide good templates for you to use and can be modified to suit your needs. These documents are found under the Funding Guidance Notes section on Plymouth Informed.

Annex 1 - Project Summary is a simple document which prompts for a broad overview of typical project of topics

Annex 2 - Project Specification is more sophisticated in its approach and goes into greater depth.

Each document is offered in Microsoft WORD format in our belief that you will prefer to use a word processed document.

We trust that you will find these documents to be useful in the designing your project

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