What you want your project to achieve

Identify the overall purpose and aims of your project. Ask yourself: what change would I like to see?

How you will achieve its aims, who can help and how much it will cost:
When you are clear about your project’s purpose and aims, think about what you will need to do in order to achieve these. Managing and sustaining a project over and above the everyday requirements of your school is a significant commitment. Think about the people, time and resources that will be required to:
- establish a detailed project plan;
- apply for funding;
- get the project up and running and keep it running;
- and set up a system of monitoring, review and evaluation.

Whether you require external funding:
In some cases, a project could be delivered using existing resources within school and/or the local authority. To help you decide there is considerable expertise within local authorities that you can approach for information, advice and support, including:
- Your School Improvement Plan will help you paint a full picture of your school community and highlight key information to support the overall purpose and aims of your project.
- Your education department may be able to help source core information that you don’t have to hand.
- Other types of supporting evidence can come from personal stories, surveys, and quotes.
- Your Community Planning Partnership can help you find supporting evidence for the long-term outcomes you need to achieve.
- Parents have a breadth and depth of expertise.

Identify funding opportunities

A range of potential funding sources are listed on our website: www.engagingwithfamilies.co.uk.

The application

The process of drafting funding applications requires time, drive and confidence. Use the partners and community resources around you to get the support you need. Here are some general tips for completing the application form:
- Give yourself enough time – don’t underestimate how long it can take to complete an application form.
- Make sure the content is factual – focus on ‘who’, ‘what’, ‘when’, ‘where’ and ‘how’.
- Write clearly and concisely using plain language and avoiding jargon.
- Assume that those assessing the application have NO prior knowledge of who you are and what you are trying to achieve.
- Follow the instructions very carefully.
- Type your application, rather than use handwriting.
- Ask someone to read your application before submitting it.
- Contact the funder and ask for advice if you are unsure about anything.

www.engagingwithfamilies.co.uk