

Topic 1 Introduction

Welcome to *Submission Writing*. First we will look at the different types of submissions which community organisations use and we will explain their audience and purposes. We will be looking at what would be involved in researching and writing a submission.

For practical purposes we have included a sample submission that will seek funds to run a Women's Cultural Centre in a small community. The submission will be seeking funding from, an imaginary non-governmental organisation (NGO), the BSA under its imaginary Ethnic Minority Women's Initiatives Funding Programme.

Types of submissions

A submission is a request for funds or for approval to run a project. It might be written or verbal. A submission for funds could also be called a funding request or a grant (funding) application.

A funding submission would be directed to donors such as government agencies, multinational agencies (e.g. the United Nations, European Union), foundations and other non governmental organisations.

A submission for project approval may also be called a project proposal. It may be a written or verbal request made to a government agency or local office, asking them to agree to your group or your organisation, going ahead to look for funding.

Contents of a submission

All kinds of submissions will include an introduction, background information, the goals of the project, a description of the project and the outcomes which the project hopes to achieve.

A funding application always includes a budget (costing) for the project, while a project proposal may not.

Purpose of a submission

It is important to remember that the purpose of the application is to obtain money from the funding body. The information it contains is aimed at convincing the reader that the project deserves funding.

Audiences for submissions

The audience for a submission is the 'reader' of it. This means that the 'reader' is the organisation or certain people in the organisation who will look at the submission and make decisions about it. It is important that the submission is right for its audience.

The **audience of a funding application** can be a government department, an inter-governmental agency, a company or business, a foundation, a private trust, or other kinds of non governmental organisation (NGO) which **can provide funds**.

It is important to find out which donors fund the sort of project you want to run and to get the programme guidelines from those donors.

It is also important to find out who will make the decisions about funding applications. It could be a government minister, civil servants who work in that government department or agency, a committee of civil servants and community representatives or the country representative of an organisation.

Who it is may make a difference to the submission that has to be written, and which submissions are successful.

If you want to play the game, you need to know the rules. The more you know about the system and what drives it, the more likely you are to succeed.

The **audience of a project proposal** is the organisation which **can give approval** for the project (rather than provide funds).

Planning and funding processes

Funding applications to donors must be done in line with the way the various donors work. For example, some agencies have one or two year planning cycles and need to know in advance what projects will be funded in the next cycle. So they decide which projects to fund a long way in advance.

Each donor has a limited pool of funds that they can grant to projects. So, different community organisations will be competing with each other for funds.

It is important to be aware of how this planning process works, and write funding applications that fit into it. Donors often need to know in advance what projects communities are planning to apply for, so that they can take this into account in their planning processes.

The funding cycle of a donor is a time frame or timetable that is followed when receiving applications for funding, considering the applications, and deciding to grant or not grant the funds.

For example, a donor may set the closing date for funding applications at the end of November. They may not consider any further applications for another year.

Different donors will have different funding cycles depending on many factors. It is important to find out about these cycles and plan around them.

Summary

In this topic we looked at the different types of submissions which community organisations use and explained their audience and purposes.

Topic 2 Introduction

This time we will look at the research which needs to be done when you are preparing a funding application. We will be looking at how to describe, plan and carry out the research procedures involved in collecting information for the submission. The information needed by the audience of the submission is also covered. Finally we will look at where information may be located and gathered as well as how to plan and carry out the research.

Information needed by the audience

Funding bodies require grant applications to have information which show that the project is needed. The information must describe what the project intends to do and the needs it will meet.

Why Donors grant funds

Some donors are particularly interested to support projects which help groups of people which the donor organisation is interested in.

For example if you are looking for funding for a childcare programme, it is important to know which donors are interested in funding childcare programmes.

Donors usually set aside funds to use on grants which achieve outcomes that the donor favors.

Rules are developed by the donor to guide organisations on the kind of projects which the donor thinks will be in line with their funding programme objectives..

The words: programme and project.

The word 'programme' and 'project' are often used inter-changeably meaning more or less the same thing. In this booklet, the word programme is used to describe a series of activities supported by a donor (i.e. a donor's programme of activities.)

We use the word 'project' in this module to refer to a set of activities or services organised by a community. It is important that this difference is clear.

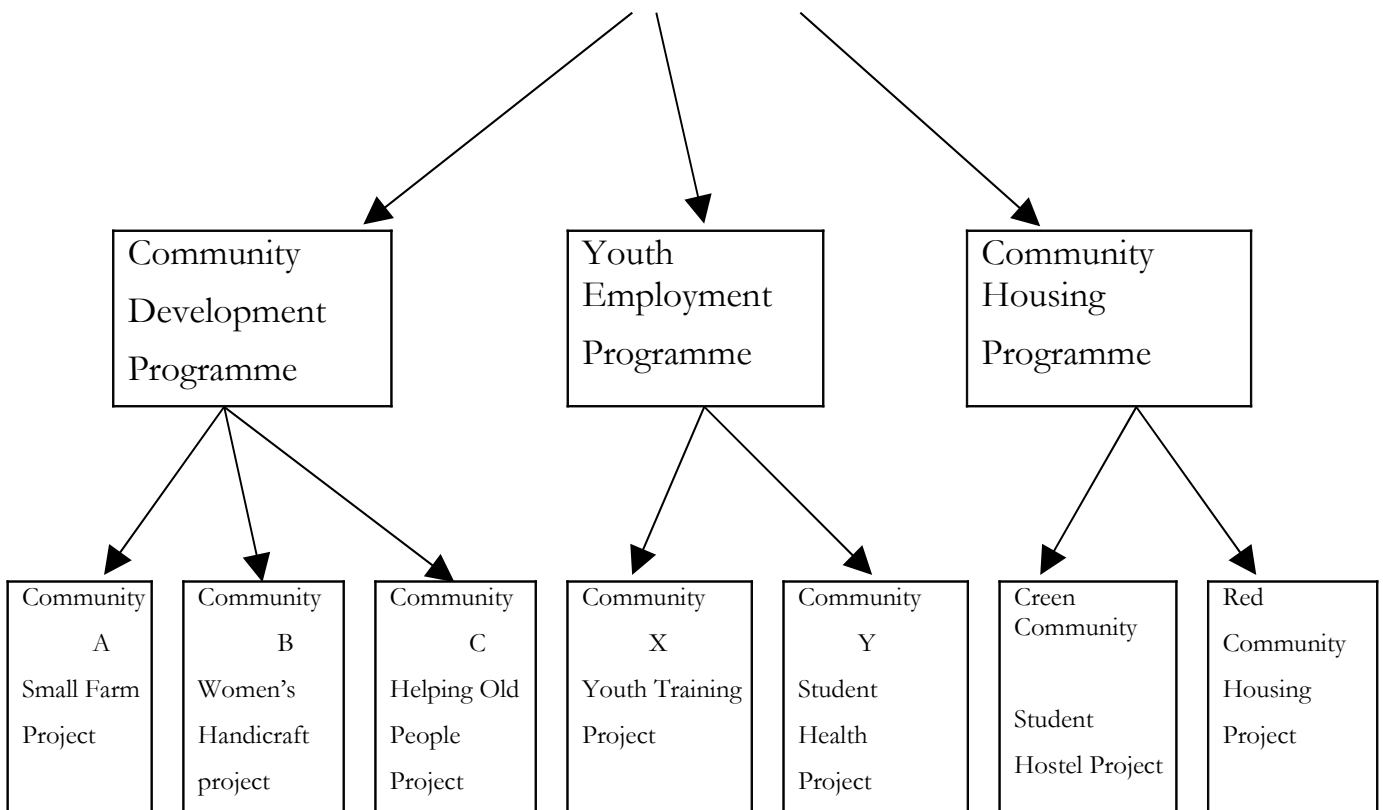
Donors will be interested in funding projects which fit the rules of their funding programmes. A donor will very likely provide funds through different kinds of programmes for different types of projects.

For example, a partner donor may have three main focuses which are called:

- Community Development programme
- Youth Employment projects programme
- Community Housing Programme

It funds different types of projects through its three programmes.

DONOR



Funding programme guidelines

Donor agencies often have written procedures for each of their funding programmes. These procedures state what things the programme covers. They may include:

- Procedures for making applications;
- Performance indicators (measures) for working out how good or useful the programme is; and
- Programme guidelines.

The guidelines may also state the aim or purpose of the programme to make clear the types of services which could be funded under that programme.

For example, the Children's Services Programme of an NGO may have guidelines, which state one of its aims as:

- 'To support workforce participation of women with young children by enabling them to get access to quality childcare services'.

The service types which can be funded include:

- Childcare centres
- Family day care

- Outside school hours care.

If a community is applying for funding for a child care centre from the Children's Services Programme described above, it also needs to make sure that in the submission, its project is described in such way that the donor can see that the project suits their programme.

It is also important to demonstrate in the submission that the project will actually do what it aims to do.

For example, to show that the childcare service will help mothers to go to work, information needs to be gathered and presented about this issue. The research for the submission may involve interviewing mothers about what they would do if childcare services were available.

Priorities of donors

While guidelines of a programme are the most important indicator of what the audience wants, other sources of information about what donors require are also important.

Knowing which donors are interested in funding what project will make a big difference to whether your submission is successful or not.

Successful submissions

Whatever the funding programme, successful submissions will be the ones where the project:

- meets the funding criteria (priorities and guidelines);
- has clear goals and outcomes;
- is a workable project;
- is likely to succeed;
- is a good model for the donor to show as a successful achievement by the funding programme;
- is exciting or inspiring to the people who are making the funding decisions; and
- will be managed carefully and where the applicant organisation will be financially accountable.

Where to collect information

Depending on the nature of the project that you want funding for, it is important to look for information which will support your argument for funding your project.

For example, if you are seeking funding for a project to help older people, you will need to find out information about aged groups in the community, services already available to older people, the benefits of supporting older people, and any other relevant information.

If you are applying for funds to continue a service or project that is already operating you may find useful information in submissions already written for funds for the project in the past.

If you are seeking funds for a new project, previous submissions written by the organisation for other similar projects could have information that you can adapt.

Information you need to use to draw up a budget may be found in the organisation's files or in the Accountant's report from the last financial year.

Other information about the cost of the project may have been discussed at a meeting of the organisation.

Information from a community profiles and needs assessments which the organisation has conducted may be useful for a submission.

The community profile would show the reader information about the community itself, including the age groups in the community, levels of education and health, and other information that might be related to the submission.

The needs assessment would provide information on group needs in the community which are not being met.

Managers, other staff, and committee members can be helpful in providing details about the aims of the project, how it may run, why it will benefit the community, how to manage the project, as well as what it may cost.

Talking with staff who has written other submissions for the organisation can be a source of useful information.

When an organisation or community has prepared a project plan you will find that the details of the plan will be a source of useful information.

This will include:

- the name of the project;
- the community it will serve;
- the goals of the project;
- the reasons for the project;
- the project strategy (how the goals will be achieved);
- the participants (who will deliver the service);
- the expected outcomes (achievements) of the project;
- performance indicators (measures) for showing that the outcomes have been achieved; and
- the management structure of the project.

Research procedures for collecting information

In order to put together all the information which is useful for writing the submission, all the places listed in the section above may have to be approached.

As you are reading and talking to people it is important to write down what you find that is useful, or make notes of useful things that are said to you.

You may find that something that does not seem very useful at the time turns out to be very important when the final grant application is being written.

You will need to read through the notes you have made and decide what information needs to be included into a submission.

You may not use all of the information in the end, or you may only briefly refer to it in your submission, but it is still important to take notes when reading the reports.

Researching the project- interviews

You will need to interview staff and committee members about the project, why it is needed, how it will run and what they hope it will achieve.

You will need to prepare questions to ask staff and committee members, as well as community members, after you have read the files.

You will have to prepare your questions carefully so that you can gather the information you need.

You may have to use questions that help people to think about how the project would work, helping them to imagine it in the future.

Researching funding programmes

Remember, it is important to know what the readers of the submission wants and to write the submission in that way.

To find out what they want you will need to read the guidelines for the funding programme.

Read all the information you can get about the funding programme. Talk to the officials responsible if possible and prepare questions before meeting with them.

Finding support for the project

You may also want to think about whether staff or committee members from another organisation have information which may be useful to your submission.

They may have certain views about why your organisation and not theirs should run the project, or suggestions about how the project in the submission could work in coordination with their projects.

Starting with no information

You may decide that other information from files, minutes and previous submissions as well as reports and publications is sufficient, on the other hand,

you may find that there are very few or no sources of information for the submission.

Planning and carrying out research

In order to plan and carry out your research, it will be important to remind yourself of the issues that will need to be included in the submission.

These issues may include:

- the target group of the project;
- what the project will do;
- the goals of the project;
- the management of the project;
- the benefits to the community;
- the measures of success of the project; and
- the needs which the project will meet.

Preparing questions

When all the possible sources of information in relation to each of the issues in your list have been identified, you will need to go to these information sources.

Before you go to the staff or committee members, or other organisations, you will need to develop the questions to ask them.

The questions should be ones which will get you the information you need for the written submission.

There is no point asking a lot of questions which are not relevant.

You can ask questions broadly like this:

‘What do you think about what there is for children to do around here?’

Or narrowly:

‘Is there enough for children to do around here - yes or no?’

Either way, your notes should provide you with useful information for your submission.

You may also decide that what is needed is a questionnaire. Developing a questionnaire can be very time consuming, so don't do it unless you are sure it is necessary.

Making appointments

Once you have prepared the questions you want to ask, you need to approach the relevant staff, committee members and other people to interview. Make appointments and have what you want to ask clearly listed.

Making notes

Making notes about people's answers and ideas is an important part of the process of carrying out the research.

The notes will provide information which you can use to list the issues, develop the submission, and give evidence of its importance to the audience.

For example, you might be researching a submission for an after school project for a community. One person you interviewed may have talked about how there is nothing for children to do after school.

They could also have talked about how having something for children to do would stop drug-taking. The first comment goes with the issue of the need for the project (justification). The second goes with the issue of the benefits of the project to the community. Look at these comments in the notes you made and match them to the issue they go with. This is important for the next stage: planning the submission.

Summary

In this topic we looked at the research which needs to be done when you are preparing a funding application. How to plan procedures for collecting the information for a submission was covered, as well as the information needed by the audience reading the submission. Finally, we looked at where information can be located and gathered, and how to plan and carry out the research for writing a submission.

Topic 3 Introduction

Welcome to the third part of *Submission Writing*. This time we will be looking at the planning involved in writing a submission.

We will identify the objectives of the submission in terms of the funding guidelines and look at the structure and contents of the submission.

There are five stages of a submission:

- introduction (background);
- project goals;
- description of the project;
- outcomes of the project; and
- the budget.

We will identify the purpose of each stage.

We will look at the information, which has to be included in each stage of the submission and discuss suitable language to use in writing a submission.

Objectives of a submission

There is an important link between the objectives of a submission, the objectives of the project, and the objectives of the funding programme.

The objectives of the **submission** are the goals which you hope the submission will achieve.

The objective of the submission is related to the purpose of the submission.

If the purpose of your submission is to obtain funds to run a project, then the objective of the submission is to gain funds.

If the purpose of your submission is to get approval from the community council to set up a childcare centre then the objective of the submission is to gain approval.

The objectives of the **project** are the things you hope that the project will achieve. These objectives will relate to the needs that the project is trying to address.

The objectives of the donor's **funding programme** are the things which the funding agency hopes to achieve by funding community projects. Some donors have written guidelines.

The objective of a submission for funds for a women's project would be to gain funding for the project.

The objectives of the project would be the things which the project hopes to achieve for women.

We have included in this booklet an imaginary funding programme of an imaginary donor agency organisation called BSA. This programme provides funding for Burmese women's projects. The objectives of the programme are:

- *To identify ways in which the cultural traditions of ethnic minority women can be preserved for future generations and used for the improvement of ethnic minority peoples.*
- *To strengthen ethnic minority women's networks and promote improved coordination between women's organisations and other agencies.*
- *To empower and improve living conditions for ethnic minority women through better access to health care and education, and the promotion of women rights.*

If the objective of the submission is to obtain funds from a particular funding programme, and the objectives of the funding programme are to assist ethnic minority women, then the submission needs to show clearly that your project will meet the programme's objectives.

This is the link between the objective of your submission, the objectives of the project, and the objectives of the funding programme.

It is essential that these three types of objectives are linked together, match each other and that this is clear in the submission.

Other information in guidelines

In addition to stating the programme objectives, the funding guidelines will likely include other information.

- **Any special target group.** (For example you could choose. women, refugees, unemployed people, children, youth and older people.)
- **Any special function.** (E.g. skills improvement, cultural preservation, health improvement, after school care.)
- **Any special way of operating.** (E.g. using trained teachers, trained childcare workers and volunteer workers.)
- **New or existing projects.** The funding guidelines will also likely indicate information about whether only existing projects, or new projects, or both, are able to be funded. The funding guidelines should also tell you whether the funds could be spent on anything or only certain items such as wages.
- **Closing dates.** Other information which the funding body can provide includes details of the process for accepting submissions.
- **Amount of grants.** Other information which the funding body can provide may include whether there is an upper or lower limit on the amount of funding which can be obtained. Some programmes require organisations to raise some money themselves before a grant can be made to add to the money raised.

Guidelines and sample submission

In our imaginary example, the programme does not limit the activities which can be funded, so any services to women can be funded. The target group of the project in the sample submission to be written in this module is ethnic minority women.

The target group of the funding programme is also ethnic minority women. So the submission to BSA will emphasise that the target group is suitable for funding under the Ethnic Minority Women's Initiatives Programme.

Structure of a submission

It is important to find out from the funding body, the format in which the submission must be written. This may involve a standard application form. If you have to write a submission without a form you will probably find that the donor will require five stages to be included in the submission.

The five stages are:

1. Introduction (background);
2. Project goals;
3. Description of the Project;
4. Outcomes; and
5. Budget.

If you have to write a submission using a standard form, the questions on the form may not follow these stages in this exact order, but the information asked for will relate to the five stages.

We will use an imaginary simple BSA Grant Application Form in developing a sample submission for funding under the Ethnic Minority Women's Initiatives Programme.

Purpose of the stages in the submission

Each of the five stages of a submission will serve a particular purpose. The purpose or aim of each stage will provide a guide for what to include in that stage and how to write it.

Stages:

1. Introduction (background)

The purpose of this stage is to indicate the nature of the project for which funding is sought, and the type of organisation applying.

The aim of this information is to give the reader a brief idea right at the start of the submission about what the submission will include.

The background information lets the reader know about the source of the submission and whether it is a submission from an organisation which has experience in running services and other projects.

2. Project goals

The purpose of this stage is to indicate what the project aims to achieve and why it is important that it be funded. This information assists the reader to judge whether the goals of the project match the goals of the funding programme.

3. Description of the project

The purpose of this stage is to indicate what will be done, by whom, when, how, who will manage and staff the project, and who will benefit from the project.

4. Outcomes of the project

The purpose of this stage is to indicate how the success of the project will be measured, in order to show the reader that they have thought about the factors, which will indicate that the project has achieved its goals. These factors are often called performance indicators and need to be measured in some way.

5. Budget

The purpose of this stage is to indicate what funds are needed to run the project. This is important because it shows the reader exactly how much funding is being requested for the project and what the funds would be spent on. It also gives the reader a quick idea of the size of the project and the 'bottom line' (total funds sought), so that the reader knows how significant the submission is, compared to the funding which is available.

Using information in each stage of submission

Understanding the purpose of each stage of the submission makes it possible to write up each of the stages using information which fits into each stage. Being clear about the purpose of each stage enables the writer to decide what information to include which relates to that purpose.

Stages:

1. Introduction (background)

This stage introduces and gives a background to what will be in the submission.

Background information from the organisation about how the project originated and the nature of the organisation would include:

- the organisation's name;
- the organisation's history;
- names of members of its committee or council and members of staff involved in the submission;
- contact details (address and phone numbers) for the organisation;
- offices of the organisation;
- auditor's contact details (if any);
- details of the organisation's bank account(s);
- whether the organisation has received previous funding from the funding body;
- evidence that any reports to the funding body were done on time and were satisfactory; and
- a statement of the organisation's management giving approval for the submission to be lodged with the funding body and agreeing that all the information in the submission is correct.

2. Goals of the project

The goals of the project are the objectives of the project. The information which would be included in this stage would include a clear statement of what it is that the project aims to achieve.

These aims will usually be written as:

'to provide...' or 'to increase' or 'to expand'

The aims need to be clearly defined and must be linked to the description of what the project will actually do. The most important thing is that the project aims are achievable and realistic, and that they relate to the aims of the funding programme.

For example, a women's project might aim: 'to provide activities for young women in a community.'

A larger aim might be: 'to improve the well-being of all women in the community.'

But this would be putting it too broadly. It is not truly practical. You need to make sure that the aim is realistic and achievable. So having the provision of activities for young women (not necessarily all young women) as an aim is realistic and you can prove afterwards whether you have done this.

Goals also need to be able to be achieved within a certain time frame. The goals should be achievable within the funding period. If the funding is only granted for a year at first, you need to show that even in this limited amount of time, the goal can be achieved. The goals, therefore, need to be very realistic.

For example, 'to provide activities for young women,' is a goal that the project can achieve before the grant has run out.

Whereas the aim:

'To improve the well-being of all women in the community,' cannot be achieved within the grant period of a year and is hard to measure. Goals must be able to be achieved.

3. Description of the project

The description stage will involve information about the following issues.

- What you want the project to do.
- What will be provided if the funds are granted, including the activities which will be carried out?
- Where they will be taking place and details about the things that will be done.
- Why the project is a good idea (justification) - the need for the project. Why the audience (readers) would want to see the project happen. For example, if a women's funding programme has identified young women as a priority, the submission should emphasise that this is the focus of the project.
- Who will benefit from the project? This information defines the target group of the project.
- The information about the needs of the target group shows what the target group need, who wants the services to be provided, and what the current situation is.

For example, if there is evidence that young women in the community have no activities which encourage communication between young and older women, and that women are interested in a project of this kind, you would include this information.

Who will run the project gives information about the management and staff of the project. Information could include details about the training that staff who will

work on the project might have had or which they would require to enable them to be able to do the work.

- How you will make the project work, are the strategies that will be used to make the project happen. This could include information about the duties or tasks that the young women's worker will be doing.
- When the project will run. This information involves the time -frame for the project. The time frame needs to be made clear so that the reader knows whether the project will happen over a short time, such as a week or a month, or a longer time, such as a year.

4. Outcomes of the project

Outcomes must show how the success of the project will be measured so that it can be shown that the desired outcomes of the project have been achieved. This involves using performance indicators against which the success of the project will be measured.

For example, measuring the well-being of women in general is too difficult. However measuring the number of young women who came to do certain activities each day is not difficult.

The outcome would be written as 'young women being involved in the activities that are provided'.

The performance indicator would be 'the number of young women coming to take part in the activities each session'.

5. Budget

The Budget stage involves information about how much it will cost to run the project within the time frame. It also shows the cost of each item. You will need to know details, such as the number of people working on the project, their hours of work, the time frame of the project, and the resources required to run the project, in order to work out the cost of the project.

For example, you would need to:

- List the resources needed to run the project.
- Divide the resources into capital items (assets); staff; and running costs (operating or recurrent costs).
- Write down how many of each is needed.
- Write down the cost of each capital item.
- Write down the salary and extra payments for each worker and calculate the total amount needed to pay the staff.
- Calculate each of the running costs for the period of the project.
- Sub-total the costs of capital items, salaries, and running costs.

- Total all costs.
- Capital items include motor vehicles, buildings, and equipment such as: computers, fax machines etc.
- Salary costs include the salary to be paid each week, as well as other allowances such as accommodation allowance, or retirement fund payment.
- Recurrent costs include telephone, electricity, petrol, motor vehicle maintenance, insurance, stationery, rent, and advertising.
- When you are drawing up a budget, it is important to convince the audience that they will get value for their money. This means that you are requesting a reasonable amount which will enable you to run the project and that you will not be wasting their money.

Language used in a submission

When writing a submission, it is important to think about who will be reading and assessing the submission, and to choose the type of language that they would understand best.

If you use a language style that is similar to those used in the guidelines of the funding programme, the audience will be more likely to understand the submission.

You are writing about something that may be familiar to you, but the audience of the submission may know very little about your organisation or ideas.

This is why you may provide some detail about certain items in the submission, but make sure that it is written in the style of the funding guidelines.

Looking at successful submissions for other projects, from your organisation or other organisations, helps give you ideas of what has been successful.

It is likely that your submission will be one of many read by a person who looks at many applications for funding. You cannot assume that they know anything about your community..

The submission is not a report or a story. It needs to be concise and to the point, while being clear about how important it is to gain funding for the project.

If you are writing a project proposal which has to go to a committee or community council for approval, it is important that the language used in the proposal can be fully understood by the members.

Summary

In this topic we looked at the planning involved in writing a submission. We identified the objectives of the submission in terms of the funding guidelines. We looked at the structure and contents of the submission, including the five stages of a submission: Introduction (background); Programme goals; Description of the programme, Outcomes of the programme, and the Budget. We identified the purpose of each stage. Finally, we looked at the information which has to be

included in each stage of the submission and discussed suitable language to use in writing a submission.

Introduction

In part 4 of *Submission Writing* we will look at the layout of the submission in relation to a simple standard application form provided by an imaginary NGO for funding applications.

Submission layout

Submission using standard form

An imaginary simple BSA Grant Application form is shown below. The form sets out where each of the stages of the submission is to go and in what order.

BSA Form	Submission Stage
Section A	Introduction - background
Section B	Goals, Description and Outcomes
Section C	Budget
Section D	Applicant's Certificate

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BSA

Grant Application

for financial year 2004 / 2005

Information for Applicants

When completing this application, please:

A. Use black ink or type;

B. Attach additional information where not enough space is provided;

Should you have any questions please contact the BSA office.

Office Use Only

File Number	
Date Received	
Date Registered	
Application No.	
Action Officer	
Date Application Acknowledged	

Section A The Applicant to Complete

1. Applicant's Name -

2. Address

Street

3. City/Town _____

State _____

Postcode _____

Telephone _____ **Fax** _____

3. Amount Applied For _____

4. Project Description

5. Applicant's Contact Officer Details

Name

Street

City/Town Postcode _____

Telephone _____ **Fax** _____

6. Applicant's Accountant/Bookkeeper Details

Name _____

Street _____

City/town _____

State _____

Postcode _____

Telephone _____ **Fax** _____

7. Applicant's Auditor Details

(current or proposed)

Name _____

Street _____

City/Town _____

State _____

Postcode _____

Telephone _____ Fax _____

8. Applicant's BSA Grant Account Details

Bank's Name _____

BSB Code _____ Account No. _____

Street City/Town _____

State _____

Postcode _____

Telephone _____ Fax _____

9. Is the applicant an incorporated organisation?

Yes No

If Yes, the Certificate of Incorporation together with a copy of the constitution rules is attached or has been previously provided.

If No, the applicant is an individual Yes No

Or, an unincorporated body Yes No

10. Land Tenure

If this application includes the purchase of houses, buildings, or other fixed assets **evidence of land tenure is to be provided with this application.**

11. Has the applicant previously received a grant from BSA?

Yes No

(a) If the application has received grant, from BSA in the last 2 years and has been formally advised by BSA that they have breached grant conditions, were the breaches in relation to:

- | | | |
|--|-----|----|
| (i) satisfactorily acquitting grants | Yes | No |
| (ii) providing performance reports on time | Yes | No |
| (iii) providing financial reports on time | Yes | No |

(iv) complying with other grant conditions	Yes	No
(b) If Yes, provide details of what remedial action the applicant took to prevent future recurrences of the breaches.		

Section B The Project			
12. It is important that you include indicators as part of your application. These may be varied by negotiation if your application is successful.			
Project Objectives (What is the project going to do?)	Strategies (How are you going to do it?)	Expected Outcomes (What do you expect to happen or change because of doing this project?)	Indicators (How you are going to measure the progress of the project.)

13. Provide details why the project is needed, including reasons why BSA support is required.

14. How many people is this project expected to benefit - the target group for this project? (e.g.: all the people living in the community at...or young people living at...)

Expenditure				
Capital				
Land				
Real Property				
Other specify				
Recorder & microphone				
Furniture				
Total Capital				
Salaries				
Salaries				
Food				
Housing allowance				
Medical fund				
Total Salaries				
Other Recurrent				
Motor Vehicles				
Fuel				
Repair and Maintenance				
Repairs and Maintenance				
Buildings				
Furniture				
Plant and Equip				
Roads				
Other				
Services:				
Account fees				
Freight				
Audit Fees				
Bank Charges				
Cleaning				
Consultants				
Equipment Hire (vehicle)				

Insurance				
Meetings				
Postage				
Rates				
Recruitment				
Rent				
Telephone/Fax				
Other specify				
Energy				
Fuel				
Travel				
Allowances				
Fares				
Other specify				
Other recurrent				
Field trip Supplies				
Activity supplies - tapes, stationery				
TOTAL EXPEND.				

Please note - Total Income must equal Total Expenditure.

Section D Applicant's Certificate

19. Please read this section carefully.
 This application seeks _____ for the purpose of setting up a Women's Cultural Centre Project at the Lailun Community.

I / We certify the information in this application is, to the best of my / our knowledge, true and correct. I / We understand any omission or false statement made may result in the BSA rejecting this application or any grant to this applicant and penalties outlined on page 1 of this application may apply.

The applicant agrees that BSA may check any statement, for the purpose of assessing this application.

The applicant understands this is an application only and may not result in a grant approval.

If the applicant is an:

a. Individual, please sign below.

b. Organisation, this application was passed by the Steering Committee at a duly constituted meeting held on 5/11/96.

Signed for on behalf of the Lailun Women's Union, by the following authorised officer, in accordance with our organisation's Constitution or Rules.

Signature

Position

Date

When you have finished everything you will need to read over the submission and paying particular attention to:

- Sentence Construction
- Paragraph corrections
- Spelling and punctuation corrections
- Proofreading the submission, i.e. going through it in close detail to make sure everything is completed satisfactory, and;
- Finally checking that your layout is correct. A well laid out submission will more likely get funded, than a sloppy submission.

****Remember you are in contest with hundreds of other applicants.**

Therefore, it is important that your submission 'stands out' to the reader amongst all the others. The more effort into the submission the more likely it is that you will succeed.

Good luck

Summary

In this topic we demonstrated the drafting of a submission for a project. We then drafted the Introduction (background) and the Project goals. After this

we went on to draft the Project description and Outcomes stages as well as the Budget for the project. The submission was drafted without an application form as well as on the BSA. Application form.