

Funding Application Clinics



Fife Voluntary Action is running a series of free-to-attend sessions aimed at providing local third sector organisations the best possible chance of securing and properly managing funding. This may be to develop an exciting new project, to take on an asset, or simply to cover the core costs of running your organisation.

Our Capacity Building team has extensive experience of leveraging funding into the third sector, helping Fife organisations secure well over £1 million in each of the last two years.

These sessions are aimed at organisations who have identified a suitable funder and are in the process of completing an application. We will provide advice and guidance on how to complete your application, ensuring you include all the relevant information to demonstrate to funders how you meet the criteria of their funding objectives. We will also ensure your supporting governance documents are to the required standard so they won't disqualify you from the funding application process.

Attendance at these free one-hour 1:1 workshops is strictly by appointment only. Up to three people from your organisation can attend.

[Click here to book](#)

Aims

By attending one of these sessions and working with our team, we hope that you will be better able to:

- Secure relevant funding for your organisation's projects, whatever size they may be
- Understand and meet the monitoring and administrative requirements of funding awards
- Identify and resolve any gaps in your governance and capacity, and plan for getting your organisation funding-ready

Attending one of our sessions may only be the first step in a longer process, but we're here to help you every step of the way

Who should attend?

Those involved in the management of third sector organisations that need support with:

- Completing applications for funding
- Managing the monitoring and administrative requirements of funding awards
- Ensuring your organisation's governance is appropriate for the levels required to be an outstanding candidate for funding

What you need to bring

You should bring with you copies of the following:

- Your governing document (constitution or articles of association)
- Your funding application form
- Your funders' guidance notes
- Your most recent set of annual accounts
- Any business or development plan
- Any funding applications completed by you recently, whether or not submitted and/or successful
- Any other documents relevant to the project that you are seeking to fund
- A notepad and pen

If you're unable to bring all of these with you, that's okay—although please remember that it may impact on the support that we are immediately able to provide.

What to expect

A member of our Capacity Building team will discuss your project with you, answering any questions that you might have and support you with completing forms. Whilst we cannot guarantee success with your application, we can ensure that it is as robust as possible to provide you with the greatest chance of success.

Where you need a little more support to get you to a level where you meet funders' criteria for accessing their funding, we will work with you to identify what needs to happen and help you to deliver any changes needed first.

Dates and Venues:

Friday 13 October 9.30am to 12.30pm Fife Voluntary Action, **Glenrothes**, KY7 5QF

Wednesday 18 October 3.30pm to 6.30pm Fife Voluntary Action, **Kirkcaldy**, KY1 1XT

Tuesday 24 October 9.30am to 12.30pm Dell Farquharson Community Leisure Centre, **Dunfermline** KY12 7DS

Monday 30 October 3.30pm to 6.30pm Fife Voluntary Action, **Cupar**, KY15 5AS

Wednesday 8 November 3.30pm to 6.30pm Fife Voluntary Action, **Glenrothes**, KY7 5QF

Thursday 16 November 9.30am to 12.30pm Fife Voluntary Action, **Cupar**, KY15 5AS

Thursday 23 November 3.30pm to 6.30pm New City House, 1 Edgar Street, **Dunfermline**, KY12 7ED

Friday 1 December 9.30am to 12.30pm Fife Voluntary Action, **Kirkcaldy**, KY1 1XT

I can't make any of these sessions – what should I do?

We're always happy to meet with third sector organisations in Fife. If you can't get along to any of these sessions, but feel that you would like support with funding, governance or any other issues affecting your group then please [contact us](#) to discuss your requirements and how we may be able to support you.