Uchelgais
Gogledd Cymru
Ambition
North Wales

Top Tips

1. **Understand the Grant's Objectives**
   - Carefully read the grant's guidelines and criteria.
   - Align your project goals with the funding organisation's priorities, especially in sustainability and decarbonisation.
   - Highlight how your project contributes to the funder's mission and measurable outcomes.
2. **Back Claims with Data**
   - Use credible and up-to-date data to support your proposal.
   - Include metrics to show the potential environmental, social, and economic benefits of your project.
3. **Tailor Your Proposal**
   - Customise each bid to the specific grant opportunity. Avoid generic language and ensure your application speaks directly to the funder's focus areas.
4. **Demonstrate Stakeholder Support**
   - Include letters of support or evidence of partnerships with stakeholders, community members, or experts.
   - Demonstrate how your project engages local communities or industry partners.
5. **Leverage Past Successes**
   - If applicable, include examples of previous successful projects or similar initiatives.
   - Demonstrate your organisation's track record and capability to deliver.
6. **Engage with Funders**
   - If the grant allows, connect with the funding body before applying to ask questions or clarify expectations.
   - Build a relationship with the funder to better understand their priorities.
7. **Clearly explain your project**
   - Don't assume the funder knows anything about your region, chosen technology or project – make sure you explain it properly!
   - Explain it simply, don't overcomplicate it.

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FAQs

- **If the question asked for 1000 words – how many words should I be aiming for?**
  You should try to use all the words that are available to you – if you're really struggling then don't force it, but if you have used less than 50% of the word limit, you should check you've fully understood and answered all elements.

- **How can I ensure my bid stands out?**
  If you can cover all the topics mentioned throughout this guidance, and back your claims up with supporting evidence that's a great place to start! Also, show that you have sought a wider opinion and engaged with a range of people – this always strengthens a bid.

- **Who from our company should be writing the bid?**
  It doesn't matter too much, as long as the person writing the bid understands the project and all the detail needed to complete the proposal. They also need to have the authority or the support of the senior team/decision makers to be able to complete and submit the proposal.

- **I don't understand a question on the bid, what do I do?**
  Firstly, check with colleagues or other group members to see if anyone else has a different insight. If you're still not sure, check the grant writing guidance because it will usually contain more information on the various questions. If that still doesn't help, then get in touch with the funder directly and ask for clarification – don't just guess!

- **I seem eligible but for one criteria, can I still bid?**
  It depends on what the criteria is, you usually have to meet all criteria, but sometimes if you meet all the criteria except a relatively minor one – then you could get in touch with the funder to explain your project and see if they would accept the proposal.

- **What are the monitoring requirements if I get the funding?**
  Different funders will have different monitoring requirements and claim processes – these will all be explained in the funder's guidance and additional documents, so make sure you read through that information clearly. If you are successful, these monitoring requirements will also be set out in any offer letter you receive, so again make sure you can comply with them before signing anything.

- **How long is it likely to be before I hear if I've been successful or unsuccessful?**
  This will be outlined in the grant guidance, or on the funder's websites. Some funds are only open for a certain time, and they will have clear timelines. Others are open all year round, so to a certain extent the response time will depend on the number of applications coming through. However, if you haven't heard back within a month, you could send a follow up email asking for an update.

Glossary

Need to put in alphabetical order

- ***Paid in arrears*** - "Paid in arrears" refers to a payment arrangement where payment for services or goods is made after they have been provided. In the grant funding context, it means you will be paid the funding after you have spent the money, not before.
- ***Procurement*** - Procurement refers to the process of acquiring goods, services, or works from an external source. There are rules and regulations that you must follow to ensure you are treating all companies fairly.
- ***Wellbeing and Futures Generation Act*** - The **Well-being of Future Generations (Wales) Act 2015** is a piece of legislation in Wales aimed at improving the long-term well-being of its people and the environment. The Act places a duty on public bodies to consider the impact of their decisions not just on current generations but also on future generations, ensuring sustainable development and progress.
  The Act outlines seven goals that public bodies must work toward:
    - A prosperous Wales
    - A resilient Wales
    - A healthier Wales
    - A more equal Wales
    - A Wales of cohesive communities
    - A Wales of vibrant culture and thriving Welsh language
    - A globally responsible Wales

- ***Defrayment -*** It involves the reimbursement or settlement of financial obligations. In the context of grant funding, you may need to provide evidence of defrayment, which would usually be in the context of providing bank statements to prove money has been spent before you can claim it.
- ***Net Zero -*** Net zero refers to the balance between the amount of greenhouse gases emitted into the atmosphere and the amount removed from it. Achieving net zero means that any emissions produced by human activity, such as carbon dioxide, are offset by an equivalent number of emissions being removed or absorbed through processes like carbon capture, reforestation, or sustainable practices.
- ***Sell2Wales -*** Sell2Wales is an online procurement platform used by public and private sector organisations in Wales to advertise and manage tendering opportunities. The platform allows businesses to view and bid on public sector contracts, ranging from goods and services to construction and consultancy projects.
- ***Virement -*** Virement refers to the process of transferring funds or budget from one account or category to another within a project or organisation.
- ***Scope -*** Scope refers to the range, or boundaries of a particular project, or activity. It defines what is included and what is excluded helping to clarify the focus and limits of work or study.
- ***Sustainability -*** Sustainability refers to the ability to maintain or support a process or system over the long term without depleting resources or causing harm to the environment, society, or economy.
- ***Contingency –*** Contingency can be used to describe a (financial) reserve set aside to deal with unexpected situations or emergencies.
- ***Objectives –*** An **"objective"** refers to a specific, measurable goal that a business or organisation aims to achieve as part of a strategy or project.

- ***Outputs –*** An **"output"** refers to the tangible or measurable result that is produced from the execution of a project, initiative, or strategy.
- ***Outcomes –*** An **"outcome"** refers to the broader, longer-term effects or results that arise from the outputs and activities of a project or initiative.
- ***Benefits –*** A **"benefit"** refers to the positive value or advantage that an organization gains as a result of undertaking a project, initiative, or investment.
- ***Gantt Chart -*** A Gantt chart is used to display the timeline of a project. It shows the start and finish dates of various tasks or activities in a project, as well as their duration and links each other.
- ***Risk Register -*** A risk register is used to document and track potential risks that may affect the success of a project or organisation. It is essentially a log that identifies and assesses risks, outlines their potential impact, and records the strategies or actions that will be taken to mitigate or manage them.
- ***Governance -*** Governance refers to the processes, structures, and mechanisms through which organisations and institutions are directed, controlled, and held accountable. It encompasses the systems and practices that ensure decisions are made effectively, responsibilities are clearly defined, and the organisation or entity operates in a transparent, ethical, and accountable manner.