



QUESTIONNAIRE TO IMPROVE A FUNDING APPLICATION

a funding information leaflet from *funderfinder*

At the stage where a funding application has been drafted but not sent off, people who have not been directly involved in writing the application can be a great help. They should look critically at the document created and not be frightened to make suggestions.

Q1 What were your general impressions?

Circle any of the words in the box that apply and add your own

positive	interesting	professional	friendly	credible	clear
logical	muddled	confident	well-argued	reasonable	boring
tired	cynical	opportunistic	too long	too short	
too glossy	sloppy	type too small	type too big	pompous	
has spelling mistakes	apologetic	depressing	untidy	vague	
complacent	full of emotional blackmail	full of jargon	too informal		
inspiring	has clear sections	convincing	too demanding		
grovelling	committed	easy to read	patronising	comprehensive	

Q2 Did you quickly understand what the application was about? Yes / No

Q3 Did you lose interest while reading it? Yes / No

Q4 On a scale of 1 to 5, how well do you think the application:

- made it clear what sort of organisation was applying? 1 2 3 4 5
- made it clear what the organisation wanted to do? 1 2 3 4 5
- made it clear why they wanted to do it? 1 2 3 4 5
- explained how much money was needed? 1 2 3 4 5
- dealt with the organisation's financial position? 1 2 3 4 5
- showed how the organisation would know whether the work had made a difference? 1 2 3 4 5
- made a convincing case? 1 2 3 4 5
- handled any problem areas (if there were any)? 1 2 3 4 5

Q5 Did it leave out vital information? If so, what?

Q6 What about the language it used? Was there any you didn't understand? Any language you thought wasn't appropriate? If so, which bits?

Q7 Was there anything in the application that you didn't understand? If so, what?

Q8 Were you able to find all the information you needed in the application or the attached documents (if there were any)? If not, what couldn't you find?

Q9 If you were a funder, would you give the organisation money on the basis of this application? If not, why not?

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Q10 How might this application be improved?