

Checking the Call documentation

For understanding the detail of an application process

Before you start

- Check thoroughly the eligibility criteria of the call and confirm that your organisation and your project are fully compliant and eligible.
- Gain access to all the relevant documents associated with the call.
- Check whether the funder is conducting any information event for applicants and attend this session.
- Study all material carefully, take note of key aspects, create your own checklist, note your questions and seek clarification.
- Align the call specifications, deadlines and funding requirements with the internal processes of your organisation.
- Communicate the call specifications, deadlines and funding requirements to all relevant members of staff involved in writing the funding application.

A project needs to be fully eligible in order to have a chance to accessing the relevant fund successfully. Multiple aspects must be taken into account such as; the eligibility criteria, submission deadlines, the structure of the application process, etc.

This task focusses on the understanding of the details of an application process. It alerts the reader to take carefully note and recognition of the essential criteria, parameters and factors that determine a project's eligibility. The tool is a straight-forward aide-memoire that assists you in checking whether you have a complete set of documents related to the funding call.

What for?

- To gain an in-depth understanding of the process involved in preparing a funding application.
- To reflect upon a number of relevant aspects related to your funding application.

How to use it?

Step 1 Go through the aide-memoire question by question and ensure that you have access to the various documents and information.

Step 2 Read all the documents and take note of all key points that are relevant for your organisation and the project. Include key dates in your timeline and ensure that the commitment of match-funding is in place in line with the funder's requirements.

Step 3 Indicate clearly the areas where you need clarification or more information. Consult with experienced staff or contact the funder.

Step 4 Ensure that everyone involved in the application process (writing, reviewing, pre-appraising) has access and is fully aware of the full set of calling documents.



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Funding Application Aide Memoire			
	DOCUMENT / INFO	AIDE MEMOIRE QUESTION	CONFIRM
1	Full call text of the funding opportunity	Do you have the full call text (not just a segment or summary of it)?	
2	Full set of additional documents that have been issued by the funder in association of the call?	Do you have all issued documents associated with the call? (i.e. technical specifications, terms of reference, legal requirements, funding specifications etc.)?	
3	Funding Programme text	Do you have a copy of the funding programme that the call is relating to?	
4	Expression of Interest	Do you have to register your interest in submitting a funding application?	
5	Submission deadline	Do you have noted the final submission deadline?	
6	Eligibility criteria	Do your organisation and your project are fully eligible for the funding?	
7	Selection criteria	Do you have access to the selection criteria that the funder will use to appraise your application?	
8	Available Funding rate	Do you have a full understanding of how much of your project costs could be funded by the funder?	
9	Confirmed commitment	Is your organisation (and project partners) fully committed to implementing the project if your funding application is successful?	
10	Application form	Do you fully understand each section and all questions of the funding application form including their different nuances and connotations?	
11	Attachments	Do you fully understand which additional information and documentation need to be attached with the application form?	
12	Experience	Do you have an experienced team to write and assist the application writing process (in-house, with partner organisations, or external service providers)?	