



SHINE's top tips for completing your application

- ◆ **Save at the start!** After you've saved it, a link will be emailed. You can then access your application from this link! That way should there be any technical difficulties we may be able to help.
- ◆ **Word counts!** They're exact, make sure you stick within them! If you're using bullet points check that they're in plain text or use hyphens.
- ◆ **Allow plenty of time.** Obviously, SHINE will work with you throughout the application process, so you won't be starting it from scratch. However, completing your online application can take time.
- ◆ **Do your research.** Take the time to understand the questions on the application form. If you're not sure what we might be hoping to understand, ask! That's what we're here for. Write your proposal with both people who have specific expertise in your field and, those who have broader experience in mind.
- ◆ **Avoid jargon.** Write in clear English and avoid using technical jargon where possible. Make sure any abbreviations or acronyms are clearly explained at least once and keep them to a minimum.
- ◆ **Plan, plan, plan!** Take your time to plan out the detail for your application. SHINE's application form is quite structured with specific boxes set out to answer questions within. Structure the information you want and need to detail in the application in a way that makes sense and doesn't use up word count with repetition. Our application links closely to the criteria we set out as funders.
- ◆ **Write a first draft and submit it to SHINE for feedback.** We don't anticipate that a rough first draft will be perfect, but our hands-on approach gives you the opportunity to receive feedback on your application throughout the process. If you get stuck or your mind goes blank, move onto something you can answer and then go back to it later. If you're struggling, start with the things you enjoy talking about, or the things you find easiest to talk about.
- ◆ **Demonstrate the need.** Use the section C1 Project Focus to clearly outline and detail the issue and local context your idea seeks to support. This will allow our Trustees to understand your proposal in a clearly defined way and helps them to see what you can offer and what would happen if you couldn't offer it.
- ◆ **B1 Brief Overview.** This section should be short and snappy giving the Trustees and appetite to read on. It should clearly state what you're going to do and why. On the interactive map on our website there are some brief, high-level overviews that may give you inspiration.
- ◆ **Budget!** Ensure the requested amount and lines on your budget are what is necessary to deliver the project. Make sure that the budget lines clearly link to the activities you will deliver in section C2 (Project Description) on the application form.
- ◆ **Justify and show evidence for everything.** Is there research that exists which supports the project activities? If so, provide an overview of the background, rationale and supporting evidence. Be specific. The clearer you are the easier your proposal will be to understand. Don't guess the numbers or the impact, instead, take the time to research and evaluate them. If you've already piloted the work, show evidence for the preliminary data you've found.
- ◆ **Get a second opinion.** We recommend getting a least one person who knows nothing about your idea (or even education) to read your application. If they can clearly describe what you're hoping to deliver and achieve then you know your application is clearly written and easy to understand. Likewise, have an expert at your school proofread the application for grammar and spelling. Make sure you've given enough detail that our Trustees can understand what you're proposing, how it will be delivered, what the impact will be and whether it is feasible.
- ◆ **Check and check again!** Re-read the criteria. Does the application clearly explain how it meets the criteria's key requirements? Does the application make sense and flow? Are there any spelling or grammar issues? Are the answers to each section in the right place? Have you addressed the feedback provided at draft stage?