



## **Hints & Tips for Completing your Pre Qualification Questionnaire / Application**

### **1. Allow plenty of time**

Everything takes longer than you think it will. No matter how simple it may seem to pull together a project, there are a lot of different steps involved in submitting a proposal, some more time-consuming than others.

Plan your application and take your time, don't rush it. Make sure you've got all the information you require.

### **2. Talk to us**

It's good to talk! Speak to us, we're here to help. Ask us questions to get an insight into what makes a good proposal. Read through the guidance and eligibility criteria carefully. We don't want you wasting your time applying for the fund if it doesn't fit the criteria. Contact [FundingQueries@gwent.police.uk](mailto:FundingQueries@gwent.police.uk) for assistance.

### **3. Get advice at an early stage, from a range of sources**

Speak with your grants officers in GAVO/TVA, organisations like the local authority and other projects that have secured funding from us and other funders.

[Home | GAVO](#)

<https://tvawales.org.uk>

### **4. Get the right partners**

The people involved are just as important as the project you're proposing. Provide evidence that the team can deliver the work and make an impact. What other resources and expertise do they bring?

### **5. Consider your audience**

Your proposal will be reviewed by staff and officers from the Office of the Police and Crime Commissioner and Gwent Police as well as experts in the Council for Wales Voluntary Youth Sector (CWVYS). There is a lot of information to digest so ensure it's specific and to the point.

Provide a clear rationale for what you're doing and why you're doing it. Create specific aims and well-defined criteria to quantify success and keep it concise. You want to make it as easy as possible for them to understand what you're proposing to do and why this is important.

## **6. Consider the impact**

Explain the intended consequences of your work. Who could benefit in the long term? How can you increase the chances of reaching those beneficiaries?

You should be able to explain the pathway that links your work to reducing young people entering the criminal justice system. Embed the potential impact of your project throughout your application.

## **7. Include relevant preliminary data**

Provide enough preliminary data to validate the approach you've selected and reassure the panel you've identified an effective approach that's worth pursuing. If you don't have preliminary data, consider what other published work you can use to support your approach.

## **8. Tell a compelling story**

Be focused. You're selling an idea to an audience, make sure it's an exciting idea taking on a serious challenge. Identify a hook, the key feature that your proposal hangs off, and then tell a convincing narrative linking each experiment to your main aims.

## **9. Justify your methods**

Get your sums right! Relate the methods to the aims and the deliverables. Use the right tools in the right way.

## **10. Mitigate the risks**

What could go wrong? What will you do to minimise this risk? What are your contingency plans? This shows you've thought through your application and provides confidence you'll be able to deliver your proposal.

## **11. Get your proposal reviewed**

Getting your proposal read by a peer who has not been involved in drafting the application can also be extremely valuable. If they struggle to follow the key objectives, or what the potential impact will be, then it is likely that reviewers will also struggle.

## **12. Do final checks**

Proofread, spell check and stick to specified formats. Remember the little things count! Presentation, punctuation and grammar set the tone for how people feel about your work. They really do matter.