

Your Step Change application



Top tips

Take a look at these top tips to help you put together a strong application:

- A Step Change is one that will provide the foundation for transforming your charity's future impact and/or financial sustainability. Explain clearly how your proposal does this and is not "business as usual".
- We back strong teams and like to see evidence of stability, a clear strategy and good governance. Those responsible for delivering the Step Change should be clearly identified.
- Ensure your outcomes are clear. Although we understand measurement can be difficult in some circumstances, the more precisely you can assess your outcomes the better.
- We are particularly keen to support Oxfordshire residents experiencing disadvantage and to ensure that programmes cover the full range of diversity in the county. If applicable, show how you are doing this.
- If your initiative is targeting a specific ethnic, racial, sexual or gender community, explain why the need is particularly acute within that group.
- If funding is primarily for infrastructure improvement and/or financial sustainability, indicate how that improvement will lead ultimately to improved outcomes for people.
- For projects that have components of environmental improvement or animal welfare, focus on the benefits that will be experienced by people.
- Ensure that your budget is well thought through and itemised and that you have a clear idea of how your initiative will be sustained after Step Change funding has been completed.
- If you are asking for some contribution to existing staff and running costs, show how that contribution is calculated and why it is justifiable.
- If the project amounts to more than your Step Change funding, show how other contributory funding has been secured.
- Step Change Funds are limited. So, demonstrate that you have used volunteers and/or experience from other organisations to keep expenditure to the minimum required.
- If you have large free reserves, explain why it is not appropriate to use those to fund or part-fund your project
- Be realistic on your timetable. Expenditure can be planned over a year or more.