

## After proposal is submitted

1. **Be patient** – More often than not funders clearly outline their timelines and processes for assessing and contacting applicants – keep these to hand. In some cases, the funder asks you to call if you have not heard that your application has been received. However, note that reviewing submissions can take time – they will contact you when they are ready.
2. **Keep the funder up-dated** – Don't just 'cut and run' once you have been successful at securing funds. Build into your plan a process for keeping the funder up-dated as to how the project is travelling. This helps develop relationships and also can alert the funder to any changes to the use of funds before the project ends.
3. **Meet reporting requirements** – Follow-through is essential. Many funders require that as a condition of funding (and any subsequent funding), the applicant fills in an acquittal form at the completion of the project or funding period. These reports tend to cover such issues as, 'how funds have been spent', 'whether what the applicant set out to do was achieved and, if not, the reasons why'.