



## Plain English for Funding Applications

Monday 13th May 2013

Gateway Centre, North Methven Street, Perth PH1 5PP

**Trainer:** Joyce Faulkner

### Plain English for Funding Applications Report

#### **Introduction**

This one-day course was to help improve grant applications, reports, letters, and other documents. It was also to help write simply and communicate efficiently. Grant applications have a greater chance of succeeding if they are written in Plain English.

#### **Target Audience**

The course is workshop-based. It was aimed at anyone who is applying for funds to support their own project. This includes individuals who might want to work with community groups as well as those in national or local government who work to support the charity sector. The skills learned here can also be used in the workplace.

#### **Plain English for Funding Applications Course Content**

- The benefits of Plain English. Focus on the reader, and the reader's needs.
- Identifying common problems.
- The principles of Plain English (Workshop).
- Fixing common problems (Practice).
- Working on your own documents.
- Hints and tips to improve your organisation

#### **Event trainer:**

Joyce Faulkner

#### **List of course participants**

<b>Name</b>	<b>Group Name</b>	<b>Age</b>
Graham Walla	Clear Buckhaven	<40
Fiona MacInally	Paths for All	>=40
Anne Benson	Rannoch and Tummel Tourism Association	>=40
Gordon Gilchrist	Boghead Community Group	>=40



## **Feedback from participants**

**Please rate the event against the following criteria, circling the appropriate statements:**

	<b>V. Good</b>	<b>Good</b>	<b>Fair</b>	<b>Poor</b>	<b>V. Poor</b>
<b>Location</b>	3		1		
<b>Organisation</b>	4				
<b>Catering</b>	3	1			
<b>Facilities</b>	3	1			

**Do you feel that the event delivered your expectations?**

<b>Yes</b>	<b>4</b>	<b>No</b>	<b>Partly</b>

**If your answer was 'No' or 'Partly' please tell us why, and how we might improve things.**

**Please tell us why you wanted to take part in this event?**

*As I work with several communities who apply for funds, and also develop applications for small grants.*

*I have just started applying for funding our organisation.*

*Being responsible for my community groups and progressing matters with various agencies, I felt it would benefit my written communication skills.*

*Fed up with being bogged down with jargon and need to simplify for application forms and report forms.*

**What benefits do you feel you gained from attending the event?**

*Simplify forms and reinforce confidence.*

*Understanding what is essentially required.*

*Much clearer understanding of what is wanted and the way to express myself more clearly.*

*Keeping material short, simple and easy to understand.*

**What will you do with the experience / skills / ideas you have gained from attendance?**

*Provide plain English to other staff and with community.*

*Funding applications and general communications.*

*Have more confidence in the structure and content of written communications.*

*Application and report for funding, other reports and possible job application forms.*



**Would you recommend others to take part in such an event?**

<b>Yes</b>	4	<b>No</b>	
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**Please explain why / why not:**

*It is beneficial after years of inventing new phrases, words and descriptions.*

*Good chance to work at this kind of information and hopefully make communication clearer all round.*

*Interesting, useful and excellently well done.*

**Summary**

This was a very interesting and beneficial course for all the delegates that attended. The course explored the benefits and techniques of using plain English. Delegates also had the chance to put their new skills into practice with support and guidance from an experienced tutor.