

## Section 8.2 Activities

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### Activity 8.2.1 Prepare an Overview of Your Application

Develop an executive summary for your application. Write your summary here. Remember to keep it brief (i.e., less than two pages).

**Tell the funding body:**

What you want to do

Why it is important

Why you will succeed

How much it will cost.

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### Activity 8.2.2 Develop a Cover Letter Template

Writing a cover letter is your last task. Organisations can develop proformas to assist in this process. A cover letter should not be more than one page.

**Tell the funding body:**

The name of your organisation

Who to contact about your application

Activity 8.2.2 continued over page

## Activity 8.2.2 Develop a Cover Letter Template (cont.)

How much you are applying for

What your application will deliver

### Consider:

Who will sign your cover letter? Write their name here.

Do you have an electronic signature for your organisation's signatory?

YES

NO

If you do not have an electronic signature for your organisation's CEO etc, get one and save it in an accessible location. Write where you have saved the electronic signature here.