

## Step 5 – Application Limbo

### *Key Principles*

*‘Patience is a virtue’*

The ‘application limbo’ stage is the time between submitting your application and the time you are notified of the assessment result. Quite often, there is little you will be required to do during this stage except wait – which can be difficult enough!

You may receive very little feedback from the funding agency during this period. In some cases they may contact you for further information or to clarify aspects of your application.

### *Application Acknowledgement*

In the normal course of events you will usually receive a letter from the funding agency acknowledging receipt of your application – a ‘Letter of Acknowledgement’ or ‘Acknowledgement Letter’<sup>1</sup>.

The Acknowledgement Letter may also set out the broad assessment process and the likely timing of Funding Announcements<sup>2</sup>. Take a note of this date, but remember it is quite often the case that assessment can take longer than anticipated - so it may not mean the worst if you do not hear anything on the date stated.

The Acknowledgement Letter may also provide information about how to monitor the progress of application assessment (e.g. via website or via calling a particular telephone number). If not, you can always check on the progress of assessment by calling the funding agency directly.

If you have not received any confirmation that your application has been received and is being assessed you should contact the funding agency to check that your application has not gone astray.

***Hints & Tips! Application Limbo** If you do not receive a letter from the funding agency acknowledging receipt of your application, or some other form of confirmation, you should contact them to ensure that your application has not gone astray.*

### *Further Information*

Funding agencies may contact you during the assessment of your application to request further information or to discuss aspects of your application. It is very important that you make every effort to respond fully and promptly to any requests for further information.

Once you have supplied further information you should check that it has been received and that it meets the needs of the funding agency. If you fail to respond properly to any request for further information your application will probably be rejected.

***Hints & Tips! Application Limbo** The funding agency may contact you to obtain further information or clarification of parts of your application. If this does happen, make sure that you respond promptly and fully, and then check with them to determine that the additional information is satisfactory.*

<sup>1</sup> Jargon Explained! **Letter of Acknowledgement** (or Acknowledgement Letter) – A letter from the funding agency confirming receipt of an application; it may also include information about the assessment process, date when you will be informed of the outcome and contacts for further information.

<sup>2</sup> Jargon Explained! **Funding Announcement** – Refers to the completion of application assessment and the announcement of application results. Many funding programs officially ‘announce’ their results by way of media releases and other public statements. In the case of government funding programs such announcements are normally made by the relevant Minister.

***Official Notification***

Following the Funding Announcement, all applicants will be notified of the outcome of their applications (both successful and unsuccessful) – usually by letter.

***Congratulations! You've survived the limbo stage!***

***You're ready for Step 6 – Application Outcome***

***FundAssist Quick Guide to Successful Funding Applications - Part 6: Application Outcome***

***FundAssist is a leading consulting firm providing expert funding assistance services to local governments and community groups throughout regional Australia.***

*We can help you in all aspects of the funding process at whatever stage you need help – whether it is planning your project(s) and your funding strategies, identifying applicable funding programs, developing funding submissions and briefings promoting your project, preparing grant applications, or completing project management and reporting requirements after you have received funding.*

***Our funding services have assisted many clients with a wide range of projects.***

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