

# How to get your funding application from BidBuilders

This guide shows you what to click, one step at a time. You do not need to have written a bid before.

Online version: [bidbuilders.co.uk/help.html](https://bidbuilders.co.uk/help.html) · Questions: [grants@bidbuilders.co.uk](mailto:grants@bidbuilders.co.uk)

## The six steps

Do them in this order. **Click a step to go straight to it.**

- 1 Start, and let us fill it in** page 3  
Find your group by name. We fill in your details.
- 2 Answer the seven steps** page 6  
About 15 minutes. Save and come back any time.
- 3 Send it to us** page 8  
Make your free account and press Submit
- 4 Your draft arrives** page 9  
Colin writes and checks it, then emails you
- 5 Make it yours** page 10  
Fill the gaps, change any words
- 6 Send it to the funder** page 12  
Then tell us how it went



Also in this guide: [Before you start](#) page 2 · [Keeping your answers up to date](#) page 13 · [Inviting a colleague](#) page 13

## Before you start: have these to hand

You do not need all of them. The more you have, the better your draft.

☐ Your group's **name**, or its charity or company **number** (we fill in your details from it)

☐ An **annual report** or an **old funding application**, if you have one

☐ Rough **numbers**: how many people take part each week and each year

☐ What you would like the money for, and roughly **what it costs**

☐ Any **grants** you have had before

☐ Which **policies** you have: safeguarding, insurance and so on



### What it costs

Your first application is free. No card is needed. After that it is £49 a month, and you can stop at any time.



### Not sure you are ready?

The free readiness checker asks 12 quick questions and tells you what to sort out first.

1

# Start, and let us fill it in

About 2 minutes

**Goal:** most of your details are filled in for you.

1

Go to **bidbuilders.co.uk** and click **Start an application**.

2

At the top of step 1 is a box called **Let us fill this in for you**. Type your group's **name** or its charity or company **number**.

3

Click **Find**. A green bar shows it is working. Searching can take up to 20 seconds.

4

Click **This is us** next to your group.

The screenshot shows a web form titled "Let us fill this in for you" with a "SAVE TIME" header. Below the title, a text box contains "Riverside Community" and a "Find" button. Underneath, a section titled "Is it one of these?" lists two options: "Riverside Community Trust" (Registered charity · 1180234 · Whitley Bay, NE26 1XX) and "Riverside Community Trust CIC" (Community interest company · 11223344 · Gateshead, NE8 1XX). Each option has a "This is us" button. At the bottom, there is a link that says "Or fill it in from a document".

Pick your group from the list.



## What you get

A green box lists every answer we filled in, across all the steps. We only fill answers that are empty. We never change what you have typed.

**Done. We filled in 11 answers** from the Charity Commission register (accounts to March 2026):

- ✓ Organisation name (step 1)
- ✓ Organisation type (step 1)
- ✓ Charity / company number (step 1)
- ✓ Region (step 1)
- ✓ Town / area (step 1)
- ✓ Website (step 1)
- ✓ What your organisation is for (step 3)
- ✓ Themes (step 3)
- ✓ Governance and policies (step 5)
- ✓ Previous grants (step 5)
- ✓ More about governance (step 5)

**Please check each one.** Look for the blue **“Filled in for you”** labels. Registers and old documents can be a year or more out of date, so change anything that is wrong and add what is new. Funders want this year’s picture.

The list says which step each answer is on.

## Not on a register? Use a document instead

- 5 Click **Or fill it in from a document**, under the Find box.
- 6 Click **Choose a document**. Pick an annual report, an old application or a sheet with your details.
- 7 Wait up to half a minute. The green box lists what we filled in.

### ▼ Or fill it in from a document

An annual report, an old funding application or a sheet with your details. PDF, Word (.docx) or text, up to 10 MB. We read it, suggest answers, then delete it. We do not keep your file.

**Choose a document**

We read your document, then delete it. We do not keep your file.



### Check every answer we fill in

Each one has a blue **Filled in for you** label. Registers and old documents can be a year or more out of date. Change anything that is wrong, and add what is new. The label goes away once you change the answer.

#### What is your organisation for, in your own words?

One or two sentences — who you help and how. Don't polish it, we will.

**Filled in for you** from the Charity Commission register (accounts to March 2026).

Taken from your last annual return. Funders want this year's version: reword it in your own words and bring it up to date.

☐ I don't know yet

**We help older people in Whitley Bay who are lonely to get out, meet others and stay active.**

The blue label says where the answer came from.

[↑ Back to the six steps](#)

## 2

## Answer the seven steps

About 15 minutes. Less if we filled things in.

Goal: every step answered, in your own words.

| Step                 | What it asks                                            |
|----------------------|---------------------------------------------------------|
| 1. Your organisation | Name, type, number, region, area, website               |
| 2. You               | Your name and email (where your draft is sent)          |
| 3. What you do       | What your group is for, and what you run week to week   |
| 4. Who benefits      | How many people, and who they are                       |
| 5. Track record      | Past grants, what you are proud of, your policies       |
| 6. The project       | What you want to do, why it is needed, what will change |
| 7. Money             | What it costs, and how much to ask for                  |

- 1 Answer each question. Short answers are fine. Write as you would talk.
- 2 Give real numbers and real places where you can: “35 people every Tuesday at St Mary’s hall”.
- 3 Click **Next** at the bottom of each step.

### Not sure of an answer?

- 4 Tick **I don’t know yet** above the box. We mark it as a gap for you to fill later. We never make up an answer.

### What do you actually run, week to week?

e.g. "Tennis sessions for juniors Tue/Thu at Beverley Park, walking tennis for over-60s on Wednesdays, school holiday camps."

☐ I don't know yet

### ✓ Need someone else's help?

On steps 3 to 6, click **Send these questions to someone else**. You can copy, email or print them for a colleague.

### ✓ Not sure what project to ask for?

Step 6 has the **Project Finder**. It turns rough ideas, or what you already do, into projects funders like.

### ✓ Short on time?

Click **Save & continue later** near the top. It makes a free account so you can finish another day.

[↑ Back to the six steps](#)

3

## Send it to us

About 1 minute

**Goal: your answers reach Colin.**

1

On step 7, tick the box to say you are happy for us to store your details.

2

Click **Submit**.

3

If you do not have an account yet, choose a password. This makes your free account.



### What happens next

Colin picks the right funder, writes your draft from your answers, and checks every line himself. We aim to send it within 10 working days.

[↑ Back to the six steps](#)

4

## Your draft arrives

We email you when it is ready

Goal: you can read your draft.

1

Open our email and click the link. Or go to **bidbuilders.co.uk** and click **My portal**.

2

Sign in with your email and password. No password? Click

Email me a sign-in link

3

Under **Your applications**, click **Open my draft**.

### Welcome back, Riverside CG

Free account

1

application

1

draft ready

1

sent to funders

1

won — £5,000

### Your applications

**BB-20****Won 🎉**

Sent to us 16 October 2026 · asking for £5,000

"Garden club"



You sent us  
your answers  
16 October  
2026



Funder  
chosen



Draft written



Colin reviews  
it



Draft ready  
for you



You make it  
yours



Sent to the  
funder  
16 October  
2026



Funder's  
decision  
16 October  
2026

#### What happens next

Congratulations — you won! 🎉 Tell other groups about us, and let's find your next funder.

The row of ticks shows how far your application has got.

↑ [Back to the six steps](#)

5

## Make it yours

Allow an hour

**Goal: a draft with no gaps, that sounds like you.**

- 1 Read the whole draft once.
- 2 Look for **[TO CONFIRM: ...]**. Each one is a fact only you know. Replace it with the real detail.
- 3 Change any words you like, so it sounds like your group.
- 4 Watch the word count under each answer. Funders often cut off long answers.
- 5 Click **Save my changes**. Every save is kept, so nothing is lost.

[← Back to my applications](#)

### BB-20

Riverside CG

**What happens next**  
 Congratulations — you won! 🎉 Tell other groups about us, and let's find your next funder.

Your project answers for this application

**Your draft**  
 This is the newest version (version 3 — Restored copy of version 1, 16 October 2026 at 14:28). Change any words you like so it sounds like you. **Nothing is lost — every save is kept as a new version.**

**Some facts need you**  
 Look for **[TO CONFIRM: ...]** below — those are facts only you know. Replace each one with the real detail before you send it to the funder.

The draft page tells you if any facts need you.

## Want help with it?

6

**AI re-write:** type what you would like, such as “shorter sentences”, then click **Use my AI re-write**. You get one per application. Your facts stay the same.

7

**A second pair of eyes:** under **Ask Colin to look at my changes**, add a note and click **Ask Colin to look**. He replies by email.

**Ask Colin to look at my changes**  
You asked on 16 October 2026 at 14:28 — Colin will reply by email.  
Anything to tell him?  
Optional.  
  
**Ask Colin to look**



### Changed your mind?

Under **Versions**, you can go back to any earlier version.

[↑ Back to the six steps](#)

# 6

## Send it to the funder

Then tell us how it went

**Goal: your application is with the funder.**

- 1 Click **Copy all answers**.
- 2 Open the funder's own form. Paste each answer into the matching question. Check the word limits on the form.
- 3 Read it all once more. Then press the funder's submit button.
- 4 Back in your portal, under **Sending it to the funder**, click **I've sent it to the funder**.
- 5 When you hear back, click **We won! 🎉** or **Not this time**.



### **We do not send it for you**

You send the application to the funder. You stay in control of what is sent.



### **Not funded?**

That is normal. Tell Colin what the funder said. Your next application will be stronger.

[↑ Back to the six steps](#)

## Keeping your answers up to date

Your answers about your group are saved, so you only tell us once. Next time is quicker.

- 1 In your portal, click **My answers**.
- 2 Use **Let us fill this in for you** at the top to fill any empty answers, from the registers or from a document.
- 3 Change anything that is out of date.
- 4 Click **Save my answers**. Nothing is saved until you do.

**SAVE TIME**  
**Let us fill this in for you**

Type your group's **name** or charity / company **number**, or use one of your documents. We fill in the answers below that are still empty. Nothing is saved until you press **Save my answers**.

**Find**

► Or fill it in from a document

## Inviting a colleague

- 5 In your portal, click **Team**.
- 6 Type their email. Click **Send the invitation**.
- 7 They can read your drafts and make changes. Every change shows who made it.

[↑ Back to the six steps](#)

## Questions and problems

### We cannot find our group

Try fewer words, such as the first two words of your name. Or type your registration number. The search covers charities in England and Wales, and companies (including CICs) at Companies House. Not registered, or a Scottish or Northern Irish charity? Use **Or fill it in from a document**, or just type your answers.

### Something you filled in is wrong

Just change it. We only fill empty answers, and you always have the final say.

### We are not a registered charity

That is fine. Constituted community groups and CICs can apply too. Choose your type on step 1.

### I do not know an answer

Tick **I don't know yet**. The draft will show **[TO CONFIRM]** there, so you can fill it in later.

### I closed the page by mistake

Open the form again on the same device: your answers are still there. If you made an account, sign in and they follow you to any device.

## I cannot sign in

On the sign-in page, click [Email me a sign-in link](#). Check your spam folder if it does not arrive in five minutes.

## How long does a draft take?

We aim to send it within 10 working days of your answers. Filling in any gaps quickly helps.

## What does it cost?

Your first application is free, with no card needed. After that it is £49 a month, and you can stop at any time.

## Still stuck?

Email [grants@bidbuilders.co.uk](mailto:grants@bidbuilders.co.uk), or reply to any of our emails. A real person, Colin, will help.