

Accessibility funding case for support template

Why a case for support?

Responding to a funding request can be overwhelming. Every funding application asks for different information, framed around the funder's goals. A case for support is a foundational fundraising document that helps you clarify the story of your organization, your ask, and the impact a funder's support will have. It provides structure and clarity for your organization and can be used as your starting point for the current funding opportunity, and those to come.

Below we've outlined the key areas you'll need to develop for your case for support:

About our organization/ boiler plate

Tips:

- Include your mission, whether you're a registered charity or nonprofit, and the communities you serve
- Include contact information

1. Describe the accessibility issue you want to solve

Tips:

- Describe the barrier and how it impacts your clients or the people with disabilities you serve
- Be clear about the need you address, who benefits from your work, and how.
- Use the funder's language, read their priorities, then describe yourself in those terms.
- Explain why this is the right moment for this project.

2. What's your solution?

Tips:

- How will you remove the barrier?
- Why is your organization positioned to lead this work?

Budget

Tips:

- Itemize every line and group by category.
- Get vendor quotes for large expenses.
- Make sure you're clear about what is fundable and what is not.
- Connect each line to a project activity.
- Don't forget to plan for accessibility service costs.

Plan for your contribution

Tips:

- Match categories as the funder defines them.
- List the source of your funds.
- Build in a contingency of 5% to 10% for surprises, if allowed.
- Include [overhead costs](#) of 10% to 15%, if allowed.
- Understand which costs are ineligible and how you will fund them.
- Capture any in-kind contributions from your organization and partners.

3. Describe how people with disabilities will be involved in the project

Tips:

- Ensure accessibility of the entire process has been carefully considered.

- Share if people with disabilities are on the project team.
- Describe how the wider disability community is consulted.
- Ensure people with disabilities who provide feedback are compensated.
- Describe how feedback will inform the project deliverables.

4. Tell the story of the project impact

Tips:

- Describe what will change when this work is done.
- Describe how you'll know.

5. Funding needs

- Review some key cost categories?

Other tips

- Share examples of past work, with metrics.
- Try to quantify people served, projects completed, outcomes achieved.
- If you are a new organization, use internal experience instead.
- Write in plain language
- Don't give up!