Making effective funding applications and financial planning

Hosted by Ballinamore Area Community Council Ltd and Area Steering Group

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Delivered by Liam Scollan 4th November 2019

Contents

Key questions that are internal

Legal Structure

Type of organisation

Principle 1: Advancing of charitable purpose

A governing document or constitution that sets out what your charitable purpose is, your specific objectives and how you aim to achieve them.

Principle 2 Behaving with integrity

What are your ethics and standards and how do you uphold them?

Principle 3 Leading People

Be clear on the roles of board members, management, staff or volunteers. Be clear on how you recruit, train and support, supervise, appraise and remunerate.

Principle 4 Exercising control

Be clear on your legal structure, which specific regulations you must adhere to, how you control finances, annual and other accounts and how you manage risk.

Principle 5 Working effectively

Show that your board, staff or volunteers have the skills to carry out their roles, that your meetings are run effectively, that you report and evaluate progress and review your effectiveness.

Principle 6 Being transparent and accountable

Being prepared to explain regularly to all your stakeholders what you do, why you do it, how you do it and what you achieve. Do this typically through social media, briefings and through involving your stakeholders in planning what you do.

Key questions about your project

Who are you

- Background information on your organisation
- Relevant background on your organisation which the funders have asked for

Where: Location

- Maps
- Diagrams
- Relationship/distance to other relevant landmarks

Why: Origin of or demand for the project

- Vision
- What you want to change?
- What is compelling about your project?
- What it will look like in 5 years?
- Graphics

Why: Objectives

- Measurable outcomes that you plan to achieve
- Short, medium, long-term
- Described in a numerical, social or personal way

What: Main components

- The different elements that make up the doing of the project
- What the project would look like if you watched it from a distance?
- Physical design/proportions

Which Funding criteria

Describe how your project meets the funding criteria

How: Key milestones

- Timetable the different components over the life of the project
- Include monitoring and evaluation

Who: Who and how it is going to be managed

- Who is going to manage the project?
- How will that person or team manage this project effectively?
- Who are the partner organisations, if any, who will run the project with you
- What previous relevant experience and skills have they of running projects like this?
- Who are the other organisations that will work with you to support you in delivering the project?

Key questions about everyone and everything around you and your project

Policies (1)

What are the key policies at a local or national level that are being addressed by your project?

Policy documents (2)

Reference the documents and quote the specific sections in them that your project fulfils.

Policy driven outcomes (3)

Try to quantify in a measurable way how your project's outcomes will contribute to the outcomes intended
in the policies mentioned above.

Complementary organisations (4)

What other organisations at a local level work towards similar or complementary policies in 1, 2 or 3 above?

Complementary relationships (5)

What working relationships have you with the bodies in 4 above?
Can they write a letter of support for your project?

Co-ordination and non-duplication (6)

How does your project co-ordinate with the organisations in 4 above towards the achievement of the policies and outcomes in 1 and 3 above?

Communication (7)

- Who from your organisation will be chiefly responsible for communicating with the funder?
- How will you communicate your project's progress?
- Who will you be communicating with?
- Who will do the communicating?

Key questions about money

Grant ask

- How much are you looking for?
- When and over what period of time do you want it?

Eligible costs

List the eligible costs which will amount to the same as the grant request.

Total costs

- This will include all costs including eligible and ineligible costs
- Your proven need for the level of funding you are requesting

Ability to fund all costs

- Ability to fund up-front costs before grant can be drawn down
- Ability to raise match funding requirements
- Ability to make in-kind contributions

Your organisations overall current financial status

- Evidence of up to date tax compliance
- Recent audited accounts or financial records
- Current bank balance(s)
- Cash reserves and your reserves policy

Your organisations' and/or you project's projected status (often 3 years)

- Cash flow forecast
- Profit and loss projections
- Balance sheet