

## **Planning your funding bid**

The first thing to do before applying for funding is to identify what you want to do. All funding applications should be based on an identified need, and this could be identified through the ideas, suggestions and interests of your group members and helpers.

To develop a structured project plan you need to be able to answer the following questions:

### **1. What is the need?**

### **2. How do you know?**

This is the opportunity to describe any consultation activity or research you have done in preparing your application.

### **3. What action do you plan to take to meet the need?**

This is a description of your outcomes and outputs, the impact your project will have.

### **4. When do you plan to do the activities, and how long will they take?**

It is very important to give the funder an idea of the scale of your project so that they may make value for money judgements.

### **5. Who will benefit?**

Mention all groups that will be involved e.g. volunteers, children and any partner organisations.

### **6. How will you know you have made a difference?**

Describe how you will monitor and evaluate your project, using both qualitative and quantitative methods.

Once you are clear about what it is you want to do the second stage is to work out what resources you need to deliver it e.g. volunteers, equipment and funds.

### **7. How many volunteers do you need?**

Consider how many hours will be required.

### **8. What equipment or materials do you need?**

### **9. How much will each bit cost?**

Don't forget to include everything including equipment hire or purchase, insurance, materials, new membership costs, publicity, training, transport, venue hire, volunteer costs & recruitment etc.