

HOW?

Planning your funding proposal

Whether they ask you to fill in an application form or not, all funders will want to see that the proposal they are reading is well thought through and carefully planned.

Proposals should be discussed and approved by the management committee and brainstorming can also take place with workers or volunteers.

Once you have an idea of work you would like to get funding for, you can follow this guidance to make sure you have a well-planned proposal which can be developed into funding applications. Write down everything, even if it seems obvious to you.

Key points to consider:

What do you want to do?

- What is the overall aim of your project? What do you hope to achieve?

Why?

- How do you know there is a need for this work? Did you consult with your users? Or maybe you did a survey? Use local statistics, link in with national strategies and local regeneration initiatives.

How will we do this?

- Specifically, what work will you do? For example, if you are running a training programme, how many sessions, how many people in each, where will it take place?

Who will we work with?

- Describe your target group. Are they male, female? Are they from a particular ethnic group? Do they live in a particular area? Do they have a particular problem or difficulty that you are helping with?

What will be the result?

- How will this benefit your users? How will your project improve the quality of life of your users? For example, will they be better trained, or able to access more services?

How much will it cost?

- What items will you need to pay for to make your project happen?

What will you do when the grant runs out?

- This is called an exit strategy, or continuation strategy. Do you plan to achieve a certain goal within the life of the grant? If you want to continue your work after the grant runs out, how will you do that?

How will you keep track of your progress?

- Funders will want to see evidence of what their money has achieved. This means keeping records of number and type of users, types of activities, and what do your users do after they have had the benefit of your work.

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Who are we?

High Peak CVS works to ensure that local voluntary and community groups can access as much support, advice and information as possible. We help groups in many different areas, such as funding, charity registration, practical services including printing, training and links to training and with legal issues. We have resources, including a meeting room, computers and OHP for use by groups.

To find out how we can help you, please contact us on 01663 735 350 or email hello@highpeakcvs.org.uk Visit us at www.highpeakcvs.org.uk



HOW? Guides are written by High Peak CVS, for use by voluntary and community groups across the High Peak.

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