



Oxfordshire Community and Voluntary Action

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## Quick Fire Funding Advice

It doesn't matter whether you are a new group making your very first funding application or an organisation who has been churning out funding applications for years, going back to basics and making sure you've got the foundations in place for a really strong funding application can make all the difference between a successful and not so successful result!

### 1. **TIME**

This is the most important factor. I cannot stress enough to always PLAN AHEAD. Try to give yourself as much time as possible when applying for funding. You need to be thinking 6-8 months ahead at the MINIMUM but ideally give yourself a year. This then gives you time to research your funding avenues and makes allowances for funders deadlines and turn around time.

### 2. **'Are You Fit for Funding?'**

Here is a checklist of what needs to be in place before you can start writing successful funding applications...

- A constitution or set of rules
- A management committee of at least three people
- A bank account
- Accounts (or income/expenditure projections for new groups)
- A good track record (unless seeking start-up funding)
- Are policies in place and up to date?

### 3. **Project Planning**

Before you put pen to paper make sure you have very clear aims and objectives regarding your project. Do you have...

- A clear outline of what you want to do?
- A plan of how you intend to reach these targets?
- Proof that the project is needed and wanted by the target group?
- Costings? (A rough figure to help select suitable funders; an accurate budget to make applications.)
- Ideas for how to monitor and evaluate it's success?
- An exit strategy? How will the project continue, what will happen to the beneficiaries at the end of the funding?

Hope these pointers are a help to getting started!

Any groups or Organisations who work with people with learning difficulties and would like further information on funding issues please contact OCVA on 01865 251946