



# Funding Guides



## FUNDING GUIDE 3 : A Funding Health Check

Before starting to make funding applications, it can be useful to do a quick 'health check' on your group. Considering these questions before making funding applications can save time, and increase your success rate when you come to seek funding.

### Is your group ready for fundraising?

1. Does your church have a fundraising group established? Is every member of this Group committed to the Project's aims?
2. Does your fundraising group have a named person who is responsible for fundraising?
3. Does your PCC discuss and plan fundraising activities?
4. Do you have clear administrative systems for recording and managing funding activities?
5. Do you have clear financial systems for recording and managing your group's finances? Are you in compliance with the Charities Acts?
6. Do you have a bank account, records of your accounts, copies of minutes of all your committee meetings, etc?

*(If you've answered no to some of these questions, then you should look at your committee structure and record keeping.)*

### Forward Planning

7. Have you done your research and consultation? (See FG4). Can you show that people will benefit from your project, and are you clear what other activities and similar projects are in your locality?
8. Has your group got a long-term plan stating what it wants to achieve over the next few years? What information does this plan contain?
9. Has your group got a plan stating what it wants to achieve over the next few months? What information does this plan contain?

*(If you've answered no to some of these questions, then you should spend some more time planning before you start to seek funding.)*

### Carrying Out Fundraising

9. Is your group facing a funding crisis of some kind at the moment?
10. Has your group spent time identifying its funding needs? How have you done this (e.g. committee meetings, funding information session with advice agencies, training days, etc)?

11. **Have you received any grants** from funders before? If you have, who were the funders and what did they fund?
12. **What experience** does your group have in planning funding strategies?
13. **Have any members** got experience of filling in funding application forms?
14. **Have any members** got experience of producing written or verbal project outlines?
15. **Do you keep records** of supporting information, e.g. press releases from successful events, letters of support, etc?
16. **Is your group trying to set up a new project** or piece of work? Have you produced any written outlines of project ideas?
17. **Is your group** clear about the amount of money it needs?
18. **What costings/budgets** have you produced for your project plans/ group running costs?
19. **Does your group** have a strategy that identifies: which funders you are going to approach; how much you hope to raise from individual donors and/or grant making bodies and how you will go about applying for funding from them?
20. **Is your group** clear about exactly what it will do with any funding it receives (i.e. are you confident you can carry out activities/set up the project, monitor and record activities for funders)?

*(If you've answered no to some of these questions, then you may need to spend a little more time building skills or gathering information to help you through the funding process.)*