



## Funding Readiness

In order to secure funding for your project it needs to be “funding ready”. The best funding application in the world will not secure funding for a project that is not ‘funding ready’ – that is, a project that has not had the appropriate planning and research.

We are unable to develop a good quality funding application for your project if it is not ‘funding ready’. Getting your project ‘funding ready’ is not difficult – but you need to be prepared to do some work on basic planning and research. If you do not, there is a good chance any application that is submitted will not succeed. We can also assist in getting your project ‘funding ready’ should you prefer having help – please contact us to discuss this.

The information in this document is designed to provide a short guide for considering whether your project is ‘funding ready’ or what you need to do to get your project ‘funding ready’. Please bear in mind that these are guiding points only and each project will vary in terms of planning requirements so it is worth talking to us about your particular case.

## Items You Need to Address

### *Your Organisation*

You need to be familiar with your organisation’s legal structure. Most government funding sources require the applicant organisation to be an incorporated not-for-profit organisation - e.g. Incorporated Association (‘Inc.’) or Not-for-profit Company (‘Ltd’) or Local Government organisation. Only a few funding sources will allow applications from for-profit businesses (Pty Ltd). Individuals generally cannot apply for funding grants. In all cases, your organisation will also need to have its own bank account. If you do not meet any of these requirements, then you will need to find a ‘sponsor’ for your application – that is, a partner organisation who will apply on your behalf; or you will need to set up an appropriate organisational entity before you can apply for funding (contact your accountant to discuss this). Nearly all applications will require a copy of the relevant Certificate of Incorporation for the organisation submitting the application – so you need to have this on hand.

### *Project Definition*

You need to have a clear concept for your project. Your project generally needs to have a start and a finish date with particular outcomes. Funding applications concerning items of an indefinite, ongoing nature such as operational overheads fall into a different category so please talk to us if this is your situation. It helps if you have named your project and can view it in terms of a specific project meeting specific needs with specific outcomes within a specific timeframe.

Funding will not be provided for costs already incurred. This means the funding cannot be used to reimburse money that has been spent prior to the start of the project and prior to the grant of funding. There are programs that will provide funding towards items after you have spent money on them, but only when the expenditure occurred after your funding grant was approved.

### *Project Planning*

Good planning is critical to a good funding outcome. Depending on your project the amount and nature of planning needed will vary. Some examples of typical planning requirements are provided below:

Type of Project	Type of Planning Needed
Built projects	<ul style="list-style-type: none"> <li>⇒ Design drawings (architect or builder)</li> <li>⇒ Site details (address, Lot numbers etc)</li> <li>⇒ Works schedule</li> </ul>
Training projects	<ul style="list-style-type: none"> <li>⇒ notes about who the training is for</li> <li>⇒ why it is needed</li> <li>⇒ how it will be delivered</li> <li>⇒ what will be covered</li> </ul>



Type of Project	Type of Planning Needed
Events projects	<ul style="list-style-type: none"> <li>⇒ examples of other events can be useful</li> <li>⇒ a program of your event</li> <li>⇒ a plan of how it will be run</li> </ul>
Services projects	<ul style="list-style-type: none"> <li>⇒ a list of what services will be supplied</li> <li>⇒ who will supply them</li> <li>⇒ who needs them</li> <li>⇒ who will use them</li> </ul>

## ***Project Costs & Quotes***

In all cases you must provide evidence of the project cost - you must have current written quotes or detailed estimates of cost for each and every part of your project. Sometimes you are required to have three quotes but often one is enough. If you have in-kind contributions to your project (see below) you should also estimate their value and include notes explaining your estimates of their value.

## ***Project Budget***

You will need to develop a budget outlining:

- ⇒ how much is it going to cost to achieve your goals
- ⇒ what are you contributing to the project
- ⇒ what other contributions are there
- ⇒ are there other funds to come in to the project
- ⇒ therefore what is left that needs to be applied for

It is also important to work out what you could 'live with' if you were unable to secure the total amount you would like to get. You can work this out by identifying your priorities and removing your lower priorities for a later date.

## ***Project Benefits***

Generally a project meets some need in the community and it benefits particular people or groups of people. It helps to identify these and even name them so we can contact them during the application development process and ask their opinion of the project and get some written support from them. If your project will have particular users it is very compelling if you can collect signatures on a petition or get some sort of list about who would use it or partake in it and how often. Think laterally about who will benefit from the project and who may use it and then canvass these people to participate in the funding application process.

## ***Project Consultation***

You will need to consider the impact that your project will have on the community involved. It is imperative that these people are aware of the project and are supportive of it (evidence of this support is ideal such as petitions, agendas from meetings held and minutes taken, letters of support, photos of meetings held etc).

## ***Project Contributors / Partners***

Think broadly and carefully about who will be involved in the project and who will benefit and therefore who may be willing to contribute to the project. This contribution can take different forms:

- ⇒ In-kind contributions are those where no cash changes hands. So when a project is going to build a shed for instance, your local grader driver may offer to level the site for free, you should find out what he would normally charge for such a service and that is the in-kind contribution.
- ⇒ At-cost contributions are those where the grader driver agrees to level the site for you at cost, so he wants his fuel paid for but he would normally charge this job out at a lot more. The difference between; the amount he is going to charge you (at cost) and the amount he would normally charge then becomes an in-kind contribution to the project.
- ⇒ Cash contributions are those where partners or contributors in the project provide cash to the project.



### ***Project Usage***

You will need to prove that people will use, or benefit from, the outcomes of your project. You will need to consider getting signatures on a petition or getting letters indicating who will use them and then be able to make an estimation of the ongoing level of usage.

### ***Project Timing***

Consider how long it will take you to achieve your project once the funding has been approved.