

COMMUNITY ACTION: MK

First Steps to Fundraising

The most important steps in fundraising for your group is Planning. This worksheet is a 'checklist' tool to help you to consider what you need to plan for when applying for funding.

If you can not answer these questions or provide evidence to justify your responses, more planning is needed before you apply to funders!

About your group

Do you have:

- A governing document with clear aims
- A committee that meets regularly and is well informed
- A group bank account (or access to another group able to hold money on your behalf)
- Relevant policies (e.g. Equality & Diversity, Safeguarding and other relevant policies for your area of work)
- Up to date financial information
- Committed and well managed volunteers

Planning

Do you have:

- A short term plan (3 – 6 months) with activities, actions and nominated people to take the work forward
- A longer term plan (1 – 3 years) with activities, actions and nominated people to take the work forward
- An understanding of your strengths and areas for development
- An understanding of potential partners and competitors

Project planning

Do you have:

- A clear user group or group of beneficiaries
- A clear and evidenced understanding of your beneficiaries needs
- A clear problem, issue or challenge you have identified, and evidence of these issues and their effects on your beneficiaries
- A clear plan of how to tackle the problem, issue or challenge you have identified which includes an activity plan, allocation of tasks and timescales
- A clear idea of what difference you want to make to your beneficiaries (your outcomes)
- A plan of how you will measure the difference your project will make to your beneficiaries (how you will show that your project has done what you set out to do)

Resources

Do you have:

- A budget for your project which details your income, expenditure and the amount of funding you need
- Quotes for items listed in your budget
- A clear understanding of the resources you currently have/can access
- A clear plan of what resources you need and how you will get them
- A plan for how you will continue your project in the long term (sustainability)

Talk to our Support Team for more help
Support@CommunityActionMK.org or call 01908 661623

This information sheet has been produced by Community Action: MK and was last updated in 2015. Community Action: MK has taken all reasonable precautions to ensure that information contained in this document is accurate, but stresses that the content is not intended to be legally comprehensive.