

# COMMUNITY ACTION: MK

## Organising Your Funding Information

Organising your fundraising information isn't the most exciting thing but it does help you to make sure that you have everything you need in place to apply for funding.

Here are some ideas about the information you will need and how to store it....

### Create A 'Group File'

This holds information about your group and what you do. It could include:

- Name of your group
- How long you have been running
- Why and how you were set up
- Your legal status
- Your aims and objective
- Copies of relevant policies
- How you are managed (staff, volunteers or Trustees)
- Details of your projects to date, and what you have achieved
- Evidenced information about why your cause or clients are important, and why your group/work is needed
- Financial records

### Create A 'Credibility File'

This should hold information which shows your group's past performance, and evidence of need for future projects. It could include:

- Your main supporters (past and present)
- A list of your potential supporters
- Evidence to endorse your work (newspaper clippings, user comments, photos, media coverage etc.)
- Evidence to show why your work is needed, e.g. user waiting lists, referral lists, statistics to show need
- Any statistical evidence or policies which give a context to your work e.g. local authority policies, census information etc.

Make sure that you use a range of methods to collect evidence and always think about what is realistic for your user groups. For example, if you are working with children, it may be better to ask them to draw a picture to show what they like about your project rather than filling in a questionnaire.

## Create A 'Project File'

This file should hold information about specific projects you require funding for. It can include:

- Description of the project
- Aims of the project, and how these fit in with the aims of your group
- Need for the project with evidence
- Start and finish dates
- Information on how you will continue the project in the future (either an exit or sustainability plan)
- How you will measure the success of your project
- Expected benefits or outcomes of your project
- Details of any partner agencies

## Create A 'Funder File'

This should include details of existing or potential funders who would be interested in your area of work. It could include:

- Details of funders you have previously approached, when you applied, what the outcome was and any other relevant details
- Copies of correspondence with funders
- Details of funders you may want to contact for funding (it is a good idea to keep details of their criteria too, but these may change)

Creating these files doesn't need to be complicated, but having all the information stored in one place will make it easier when it comes to fundraising.

**Talk to our Support Team for more help**  
**[Support@CommunityActionMK.org](mailto:Support@CommunityActionMK.org) or call 01908 661623**

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### **ACKNOWLEDGMENTS**

*Information taken from SYFAB Information sheet*

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.