



A basic funding strategy

- ★ **Plan ahead** - remember, it takes a minimum of three months from a funder's receiving your application to your hearing whether you have been successful.
- ★ Make sure that someone on the management committee is **responsible for fundraising**. Think about having a fundraising sub-committee who report back at each management committee meeting.
- ★ Try and work out what you will need to carry out your work for a year or two, rather than fundraising separately every time you want to do something.
- ★ Make sure you try and raise some money yourselves - even if it is just through subs, or raffles. This gives you some funds that you can spend as you wish. All money given to you by funders **must** be spent on what you applied for.
- ★ Once you are clear **how much** you need and **why**, start to research possible sources of funding - the funding advice section at NCVS can help with this. Make sure you are on mailing lists for funding bulletins.
- ★ It is a good idea to talk about what you are doing and check whether anyone else is doing **something similar locally**. You might be able to work together, or work out why what you are doing is different. Funders do notice if there seems to be duplication of work in a particular area.
- ★ Look at your possible funding sources, taking into account closing dates, and start applying to those whose **guidelines you fit most closely and who can fund a reasonable chunk of your work**. Follow the guidelines for application forms and letters and make sure each application suits the funder it is going to.
- ★ **Keep copies** of every application you send in and make sure that the main contact person on the application has quick access to them. You may want to refer back to the application if you are contacted by the funder for more information.
- ★ If you are given a grant, say thank you and make sure the funder is informed of your progress. **Keep records of the work** you do and **how the money is spent**. Make sure you **send reports in promptly**.
- ★ If your application is unsuccessful, you still need to keep a record and any correspondence. You may need this information for future applications.
- ★ Keep records of any press coverage you get. If people have heard about your organisation then they are more likely to fund you, especially if they know they will be acknowledged.

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