

Top Tips.....

PLAN, PLAN, PLAN!!

Before you look for a funding opportunity –

- o identify the priorities and what you or your community wants to achieve
- o form a plan
- o ascertain a cost for your project and if your organisation can make any financial or in-kind contribution to this cost
- o determine any approvals/permissions you require to undertake the project and get the process underway as soon as you can

IF IT IS A CONSTRUCTION PROJECT

- o seek advice regarding the development application process and what is required for your project
- o formulate a concept design with input from potential or current users
- o obtain design plans and source quotes
- o ensure you have a project plan and detailed budget for works

GENERAL TIPS

- o When you identify a funding opportunity make sure that you are eligible to apply for it and that your project satisfies the objectives of the fund
- o ensure you have data to back up your request for funding, i.e.;
- current and potential usage numbers (how many people will benefit from your project)
- how the project will satisfy a need within your community
- o ensure you have a plan around future management of the delivered project and on-going costs relating to the project, particularly if it is infrastructure based

