



Starting a new project?



If you are just starting a new project or are thinking of applying for funding, there are a number of things to think about before putting pen to paper on that first funding application.

Use this checklist as a guide for the sort of things you should be considering. Not everything is covered here and you won't need everything.

Have you thought about/got a policy for/have written evidence for:	✓
Why are you developing this project? <ul style="list-style-type: none"> Can you summarise this succinctly? 	
Do you have a clear vision for your project? <ul style="list-style-type: none"> What is the purpose of the project? What is it trying to achieve? When will it achieve this? What are the outcomes and outputs? 	
What are the aims and objectives of your project? <ul style="list-style-type: none"> Are these clear and concise? 	
Do you have a business plan? <ul style="list-style-type: none"> Have you included a five year financial plan for the project? Have you considered all aspects of the project? 	
How will the project be managed/run? <ul style="list-style-type: none"> What structures are currently in place? Will you be setting up any new structures? <ul style="list-style-type: none"> When? How? What legal structures do you have/need? <ul style="list-style-type: none"> Lease on buildings? Who owns the project? 	
Why is the project needed? <ul style="list-style-type: none"> Do you have proof? <ul style="list-style-type: none"> What statistics support the need for your project? Have you done any community research? 	
Does it have any support outside the PCC/Clergy? <ul style="list-style-type: none"> How can you show this? <ul style="list-style-type: none"> Do you have any letters of support? 	
What else is there in your area? <ul style="list-style-type: none"> Do you have an audit of other ongoing activity? <ul style="list-style-type: none"> Is anyone else delivering what you want to? <ul style="list-style-type: none"> How will you work together/complement one another? 	
Who will benefit from the project? <ul style="list-style-type: none"> How will they benefit? How can you prove this? 	

Practical Issues	
Do you have insurance? <ul style="list-style-type: none"> For example – Buildings/contents/public liability etc 	
Do you have the relevant policies? <ul style="list-style-type: none"> Child Protection? Vulnerable Adults? Lettings policy (for community/church space)? 	

Building Specific Projects	
Do you have/need planning permissions?	
Do you have/need DAC approval?	
Who are your users? <ul style="list-style-type: none"> How will you bring new users into the building? Do you have a specific policy to determine who can and <i>cannot</i> use the building? 	

Do you have the support of the local community? <ul style="list-style-type: none"> • Do you have letters of support? 	
How will the community be involved? <ul style="list-style-type: none"> • Running activities? • On the management committee? 	
Who will benefit from the project? <ul style="list-style-type: none"> • Is it purely to beautify the church or are you hoping to draw in the community? 	
What legal structures do you have in place? <ul style="list-style-type: none"> • Who owns the building? • Who manages it? <ul style="list-style-type: none"> ○ Are they a constituted body? • Who holds the insurance? • Are the relevant policies in place? • Who has liability if anything goes wrong? 	

Revenue Projects	
Do you have a business plan? <ul style="list-style-type: none"> • Does it contain: <ul style="list-style-type: none"> ○ A five year financial plan? ○ A five year project development plan? ○ Clear aims and objectives? ○ Clear outputs? ○ Clear outcomes? 	
How are you going to pay for the project? <ul style="list-style-type: none"> • Will you apply for funding? <ul style="list-style-type: none"> ○ What if funding fails? • What is your exit strategy for when the funding ends? • How will your project become financially stable and independent? 	
Have you considered the FULL costs of the project? <ul style="list-style-type: none"> • What about: <ul style="list-style-type: none"> ○ Rent - including share of heating/electricity/phone/internet? ○ National insurance? ○ Postage? ○ Expenses? ○ Advertising/marketing? 	
Do you need to employ workers? <ul style="list-style-type: none"> • Do you have the relevant employment structures in place? • Who will be the employing body? • Who will line manage the workers? 	
Have you considered the implications of employing workers? <ul style="list-style-type: none"> • Employment law? • Liability – do you have employers' liability insurance? 	
Do you have the appropriate policies in place? <ul style="list-style-type: none"> • Where are they kept? • Can everyone who needs them, access them? 	

So now you think you're ready to apply for funding? But are you sure you want to go for external funding? Could you fundraise or look for funds internally? If you are certain that your project needs external funding and you think you have everything in place to be able to apply effectively then have a look at the funding sheet to see if there are any trusts you could apply to or contact me for more information and assistance.

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