



## FUNDRAISING SCHEDULE (small organisations)

### Step 1: What are your **FUNDING PRIORITIES**?

***Think about:***

- Sustaining existing project might be more important before starting new ones
- Don't plan for more than one new project at a time or you might not be able to spend the money even if you get it!
- Always be sure the projects you are planning are in line with your objectives as written in your constitution
- If you are unable to fundraise for certain 'unpopular items' (such as core costs, finance, salary for the admin worker), there might be ways of 'repackaging' your funding needs, so that these costs are covered as part of one or several projects.

### Step 2: **BY WHEN** do you need this funding?

***Think about:***

- Ask yourself this question at the moment you have been successful with your first bid for a project – not when the funding is about to finish!
- Securing funding for a project – this time it takes for a funding application to be researched, prepared and processed by the funder – can take up to six months!

### **Step 3: What are your OPTIONS?**

***Think about:***

- Can you go back to existing/past funders?
- Funder research: Funderfinder, directories of grantgiving trusts, funding websites...
- Always read and re-read the funders' criteria and contact them personally to discuss your proposal (it will save time in the long run!)

### **Step 4: PLAN and allocate tasks!**

- There should always be one person in your organisation over-seeing the overall fundraising strategy (this does not mean that one person has to do all the work!)
- Give yourself a 'draft deadline' to allow plenty of time for amendments, consulting colleagues and partners and potential technical and postal disasters before the funders' application deadline
- Keep a copy of all applications and track outcomes (whether you are successful or not) – make sure you get feedback as to why you were rejected and find out if/when you can apply again and make a note in your strategy document for future planning.

### **Support and resources:**

See our TOP FUNDRAISING TIPS, deadlines and 'Quick Guide to Currently Open Grant Schemes' on [http://www.kcsc.org.uk/capacity\\_fundraising.shtml](http://www.kcsc.org.uk/capacity_fundraising.shtml)

KCSC holds regular funding surgeries where we can advise you on draft applications or general funding queries – details on above website.

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## Fundraising schedule – template

Project and amount needed	Current funder/ing & Expiry date	Funder option(s) and their priorities	Contact person/notes	Draft deadline	Funders deadline	Outcome & when
<i>Eg. After-school club</i>  £7,450	<i>Eg. Local Network Fund (£7000)</i> <i>Exp. October 2006</i>	- Awards for All (£10) - London criteria incl BME communities!	Allan Smith, grants officer (Marian called in Jan 06, said we can re-apply)	End Apr 06	Ongoing	3 months process

**NOTE:** For organisations with more complex structures, it may be necessary to have a separate schedule for each service area! If this is the case, you should also consider adopting **Full Cost Recovery** – see [www.cash-online.org.uk](http://www.cash-online.org.uk)