

Below are some general guidelines and tips to help you plan your project and make an application for funding. It is very important that you read the application form and any guideline document(s) carefully to get a clear understanding of what the programme wants to achieve and what the funder needs to know about your project and organisation

Planning your project

It is very important that you have a very clear plan of what exactly you want to carry out. Plan the what, who, where and when of your project. Things to consider:

- ✓ Define your community needs/opportunities and how will this project will address them
- ✓ Identify your current resources, skills and assets that will help you manage the project or is there external expertise needed?
- ✓ How will support for the project be mobilised in the community?
- ✓ Is there specific equipment/ material/ other resources will be needed?
- ✓ Is your project inclusive and how will it engage people?
- ✓ Who will manage the project during implementation and after?
- ✓ What are the costs? – Setup, operation costs, staff, insurance, communication etc.
- ✓ Are there any specific statutory requirements applicable to the project?

Preparing the cost and the budget

One of the most challenging aspects of any project application and management relates to the financial aspects, preparing and managing the project budget can take time so be prepared for this. All aspects of the project delivery will have an associated budget and so you will need to be aware of this and plan accordingly.

- ✓ Know the scale of the project fund you are applying for and what expenses it can cover
- ✓ You will be required to follow public procurement guidelines and so plan your budget according and be realistic in what is achievable on the current costs of supplies. Do not over or underestimate your costs
- ✓ Create a timeline of when you expect to spend funds.
- ✓ You will need to seek quotations from reputable suppliers and ensure that these quotes are future proofed
- ✓ Do not include costs of using your own equipment or premises

Governance & Financial Arrangements

It is critical that funders know how your organisation operates - who is involved, who makes decisions, how you manage your finances, your organisational decision making

and reporting structures, as well as your groups expertise and track record. Governance is about decision making, accountability, transparency and fairness

Completing the application form

It is important to be able to describe your project and that the information is concise, factual and realistic. Keep in mind that you are often explaining your project to someone for possibly the first time. Please ensure that you read each question carefully and make sure you answer the specific question being asked. Keep in mind the funder's criteria when preparing your answers. Be clear, concise and use plain English.

A good approach is to:

- ✓ Summarise your project in a few sentences at the start i.e. who, what, where and when.
- ✓ Provide some background information or reason why your project has come about.
- ✓ Describe the key actions and include some key objectives and timelines.
- ✓ Describe what is innovative, unique and/or replicable about your project.
- ✓ Outline any partners or stakeholders who will be involved in or who support your project.
- ✓ Identify the need or problem that you are trying to address.
- ✓ Use supporting information, if needed, and ensure it is not out of date.
- ✓ Providing clear objectives and outcomes will help to show the value for money of your project.
- ✓ Results should be realistic and achievable, as you will be asked to report on the achievements and results of your project.
- ✓ Know how you will be able to demonstrate that your project is making a difference.

Finally

Make sure that you know the deadline and method for submission. Always ask someone else to read your responses before you submit your form. Keep a copy of your submitted form for your own records.

If in any doubt contact:

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