

Get Funding Ready

Setting the Scene

- Are we clear on the Aims of the Group
- Are we clear on the need we are trying to address
- Can we identify the benefits of accessing this funding stream?

Practicalities

- Identify Set up of Group:
 - Company Limited by Guarantee
 - Unincorporated Structure
 - Other
- Have we got our Governing Documents?
- Company/Group Bank Account/Credit Union account set up
- Have we insurance to cover our activities?
- Do we need to be registered with the Charities Regulator?
- Are we registered to take part in Charities Regulators new Governance Code?
- Do we need Garda Vetting for our project?

What Fund is Right for us? The Following must be considered.

- Are the Deadlines practical?
- Is match or Part Funding required from us?
- Is the funding retrospective or upfront?
- How much reporting is required? Can we meet it?
- Proof, Reporting & Hidden costs - do we need photographic evidence, printing etc.

Setting the Scene

Aims of the Group: As a group have you a specific mission and aim that sits within a certain funding area – in many cases it is cross sectoral. As a Group, tease out the aims, the areas on which you have impact eg. A youth group in a rural area may fit into funding for youth, but also a fund combating rural isolation.

Need: The need we are trying to address & that it actually exists: have we consulted, asked the community, have data proving the need.....

Benefits & Impact: All funders will look for the impact their money will have on the 'issue'. As a group, have you thought about what you see as the benefits of accessing this funding?

Practicalities

Set Up of your group: Are you clear on whether it is a Company Limited by Guarantee, an unincorporated structure, or other type.

Governing Documents/Constitution: Have you got a Constitution of some sort detailing the aims and objectives of the group? You will potentially need these in soft copy format to be able to attach to applications.

Banking: Have you got a company/group Bank Account or Credit Union Account set up for the purposes of the group?

Insurance: Have you got insurance to cover the activities of the group. Also consider any implications that the project/item you are seeking funding for may have on your insurance and build costs into your application. Have the Policy Number and details to hand.

Charities Regulator: Are you registered with the CRA? All groups who are operating in the not for profit and charity space need to register and comply with the Charities Regulator. Funding applications will often ask for your Charity Number.

Governance Code: The Charities Regulator has implemented a new Governance Code for Charities. It is currently voluntary until 2020. It may be referred to on funding application forms going forward. Are you registered?

Garda Vetting: If you are running a project with children/vulnerable adults you may require participants to be Garda Vetted. Have you a route to access Garda vetting?

Considering what funding is right for you

Deadlines: Can we meet the deadlines of the application?

Match/Part Funding: Be clear on whether any funds you are applying for require match funding. If they do, you will need to be able to prove that you have the required matching amount. Some funds will allow voluntary time as in kind match funding but not all.

Payment of Grants: You may need to consider when and how the funding is distributed. Some is retrospective, meaning that you will need to have the money upfront to carry out activities. Can your group sustain this?

Reporting: Look into the reporting requirements of the different funds. If you do not have someone dedicated to administration, you will need to see if your group can fulfill the conditions of the grant.

Proof and reporting: If reporting requires lots of visuals etc. it may be wise to build in a cost for photography, printing etc. into your project.

Hidden costs: It is always useful to build in a contingency – have we identified potential hidden costs?

This guidance has been produced for the purposes of the Get Funding Ready Event based on the experiences of the organisers in both applying for funding and being in receipt of various funding streams. Please note, all funders will have their own requirements and specific guidelines, which are always worth checking out thoroughly before making any funding applications.