

Funding Advice Bureau

Funding Proposal

You can use this sheet to make notes on things to include when developing a funding proposal or writing a letter to a charitable trust.

1. **Introduction to the group:** (Who you are, your legal/charity status, how long you have been going and where you are based. Provide a brief summary of what you do)
2. **A summary of the project:** (in a few lines say briefly what you want the money for and how much it will cost)
3. **What is the need you've identified?** (Why do you need to do whatever you're doing? Who will it benefit?)

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4. What change will you make to people's lives? How will you know?

5. What are you planning to do? (Describe your proposed project, how will it work, who will do it, where will it run and when?)

6. How much will it cost? (Give a breakdown of the costs involved. If it's a large project you may need to use a separate sheet. If it's simple you can do it within the letter. It is important to ask for a specific amount.)

Budget Headings:	Actual/estimated costs?

7. Why should they fund you? (Why are you special? How does what you are doing fit with their policy?)