



FUNDING ADVICE NEWSLETTER

Dear Friends

Welcome to the first edition of Funding Advice.

This newsletter is part of a series of new measures to support MOs in the area of funding. We hope they will provide helpful and interesting information to the relevant executives in the MOs, particularly on the various steps to seeking and applying for project and event funding.

Some General Points

This newsletter will deal mainly with funding that is available on a European level, administered by European-related institutions, foundations and corporate programmes.

It must be noted however that there is a substantial amount of funding that is administered in-country by the National Agencies or the EU Delegations located in the respective member countries and candidate countries of the EU.

So perhaps, the first place to start is to contact these special agencies that administer EU programmes on a national level eg. Youth, Education and Training programmes, as they can provide advice and technical support in addition to detailed information on the programmes you may be interested in. A list of all the National Agencies can be found at <http://www.europa.eu.int/comm/youth/program/contact.pdf> for your reference.

You should contact the EC delegation in your country directly to find out what's available from them.

Also, we hope that this Newsletter will be compiled into a reference guide for funding. In each issue, we will try to give a simplified introduction and overview of some relevant funding programmes available in the area of youth activities as well as information on funding possibilities that are easily available on the Internet.

It is **not however**, meant to be a detailed guide to EU Funding. A detailed guide on EU Funding for NGOs is available from the European Citizens Advisory Service at the cost of €30 (please consult their website www.ecas.org for further information). A list of other **useful publications** is also listed in **Annex 1** for your reference.

However, it is worth noting that most funding information is available FREE on the Internet eg. information concerning EU funding is available on the website of the European Commission at <http://www.europa.eu.int/> and monitoring the relevant pages regularly will give you the most up-to-date information.



Getting Started

Even with limited time and resources, most MOs can maximize the amount of funding they get by taking a strategic approach to fund searching and applications. Although the journey may take a while and may try your patience, do not give up! Persistence, coupled with information, is the key.

Another key element in effective fund searching is quality, not quantity. So, please **DO NOT** send a general letter to a long mailing list of fund-giving organisations. This is not only ineffective but is a waste of time, and worse, can seriously harm our future fundraising efforts. **In short, If you don't qualify, don't apply.** Instead, **DO** target prospective funders whose criteria your project fulfils.

So let's begin....

Step 1 – Gather Project Information

It is important to pull together all the information you will need before seeking funding. Get all the information possible re: the project. Eligibility criteria tend to be stringent so do not apply for funding from sources where you do not meet necessary criteria. Information should include:

1. Type of Project
2. Duration of Project
3. Where the project will be administered
4. Participants (if any)– ages, from where?
5. Budget – if available

Use the following Funding Worksheet to write out all the information you will need – or use it as a template that you can adapt to your needs.

Funding Worksheet

1. What is your project? (brief description)
2. Aims of the project
3. Who will immediately benefit
4. Others who may also benefit
5. Are there any partners? If yes, who are they?
6. Duration of the project : start date / end date
7. Where is the project located?
8. How much will the project cost? (brief budget breakdown)
9. What funding are you seeking?

Step 2 – Funders Search

This requires time and patience. Review past, current and potential funding sources (based on searches through various databases). Also, when networking with other organisations or reading their Annual Report, you can usually find out who funds them. If the organisation is similar to yours, then it is likely the same funding possibilities apply.



There are many Funding Directories available on the market that list potential funders but these can be quite expensive, may not be up to date and do not include ALL foundations. In any case, most of the information is freely available on the Internet through searchable databases.

The Internet is a fast, cheap and easy source of information. Most Internet sites are updated regularly and provide the contact details and application procedures – some even allow you to download the application forms immediately! Here are some useful ones to get started.

List of Some Useful Internet Sites

- European Commission
<http://www.europa.eu.int/>
- EU YOUTH Programme
<http://www.europa.eu.int/comm/youth/program/guide/>
- National EU Delegations
<http://www.europa.eu.int/comm/youth/program/contact.pdf> for details of the contact in your country
- Council of Europe: European Youth Foundation/European Youth Centres
<http://www.coe.int/>
- European Foundation Centre
<http://www.efc.be/>
- Funders Online
<http://www.fundersonline.org/>
- Eurodesk
<http://www.eurodesk.org/>

And coming soon.....the WAGGGS European Funding Database ! Watch for it!

Finally, prioritise your list according to sources that most closely match your requirements and prepare your application.

Step 3 – Application Process

Most applications (90%!) are rejected for non-conformity of application rules. Simple things like failing to sign the application can kill even the most worthy projects. So if you want to give your application the best chance of success, you must pay close attention to the Application Rules. The following Application Checklist should help you make sure that you haven't overlooked anything.



Application Checklist

1. Have you looked at all your prospective sources of funding and chosen the best opportunity for funding?
2. Have you checked the relevant website to ensure you have the latest information and application forms?
3. Does your project meet the eligibility requirements? Are you financially eligible?
4. Does your project meet some of the priorities and selection criteria for this particular programme?
5. Does your project meet the priorities of the country concerned and the target beneficiaries?
6. If the programme you are applying under requires partners, have you found them?
7. Did you include a description of how you will implement the project?
8. Have you specified how the results of your project will be disseminated?
9. Do you have sufficient capacity / resources to implement the project?
10. Can you meet the financial management requirements?
11. Have you specified how you will evaluate the project?
12. Have you attached all required documents to the application form? Remember, incomplete applications will be rejected!

Step 4 - Wait Actively

Check that your application has been received and provide any further information that is requested by the potential funder promptly.

Now, here's your chance to put all this information to work

>>>> FUNDING ALERTS NEWSFLASH

Every month, Europe Office will send out a Funding NewsFlash to highlight on-going calls for proposals by major European funders for your information. We will provide the fund name , a brief overview of the organisation, eligibility criteria, the deadline for applications and contact details where you can get more detailed information if you decide to make an application.

Conclusion

It can only be to our benefit to work with each other and to learn from one another's perspectives, mistakes and successes. So do share your experiences in fundraising or indicate the areas of funding that would be of interest to you. All comments, enquiries or suggestions are welcome and should be sent to :

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Good luck and I hope to hear from you soon!

Coming up next month Funding Advice #2 – Overview of the EU Youth Programme...



List of Useful Publications

European Grants Index

Lists over 1,750 grants and programmes supported by 78 foundations and corporate funders active in Europe. Grant listings are arranged alphabetically by funder, and indexes are provided by funder country and recipient country, as well as by grant subject focus, population focus, geographic focus and type of support awarded. Also includes a statistical analysis of this data. Cost €45 from the European Foundation Centre, 51 rue de la Concorde B-1050 Belgium or go to <http://www.efc.be>.

The International Development Directory gives details of over 250 organisations based in the UK and working in Eastern Europe and the Third World. Cost £16.95 Plus p&p from Directory of Social Change (Note: Very few UK grant-making trusts fund projects outside the UK. Most of those that do are listed in this book.)

International Foundation Directory 2002 gives details of 1,200 foundations and other bodies that fund internationally. Cost £105 from Europa Publications, 18 Bedford Square, London WC1B 3JN.

Independent Funding 2002 is a directory of foundations and corporate members of the European Foundation Centre. Also includes indexes of funder programme areas by subject, geographic and population focus as well as by the types of support awarded. Cost €45 from European Foundation Centre, 51 rue de la Concorde B-1050 Belgium or go to <http://www.efc.be>.

Youth Funding in Europe is the 2000 directory which provides 145 profiles of foundations and corporate funders supporting youth projects and programmes. It includes indexes of funder programmes by country, subject and types of support. Cost €45 from European Foundation Centre, 51 rue de la Concorde B-1050 Belgium or go to <http://www.efc.be>.