

The information below is an overview of requirements and for further more detailed information, support and guidance etc please contact the BVA Group Development team via telephone 01256 423816 or email [admin@bvaction.org.uk](mailto:admin@bvaction.org.uk) (please quote "BVA Group Assistance" on title).

[www.bvaction.org.uk](http://www.bvaction.org.uk)

### **Plan Ahead**

Raising money can take quite a long time. Most funders work to strict timetables. Local authorities and government bodies normally only consider applications once a year. Some charitable trusts only meet once or twice a year. So, as a general guide we would advise you to apply for money at least six to nine months before you actually need it.

### **Keep Records**

Keep records of all the funders you approach, with the dates that you approached them and the outcome. This is useful information for the future - giving you an idea of who you can go back to and when.

### **Some Legal Considerations**

Before you start applying for money you will need to consider whether you need any of the following:

- A written constitution - most funders will require some sort of constitution or written set of rules
- To become a registered charity - if your yearly income is more than £5,000 and your aims are 'charitable' then, by law, you should apply to become a registered charity. This will open up more funding opportunities for your group.
- A committee.
- A bank account.
- Last year's accounts.
- Insurances.
- Meeting health and safety requirements.
- Equal opportunities - Ensuring equality of opportunity and access should run through everything you do.
- Appropriate policies (for work with children a Child Protection policy)

### **Fundraising Skills**

You may think that there is no one in your group, or not enough of you, with the experience or skills to fundraise. BVA in partnership with BDBC provide an annual Learning Programme (Purple Book) which includes training sessions on how to apply for funding; BVA also has dedicated Group Development Workers who can advise and work with your group to guide you through the processes.

### Which Funders to Approach

You may have to approach different funders for different aspects of your proposal. If you have a funding proposal that contains different elements (for examples, workers' salaries, office equipment, building alterations) you may need to break it down into a number of projects and seek funding for each project rather than the whole thing.

### An Approach to Fundraising

Once you have some knowledge and information you can then get started on your fundraising using the following approach.

#### 1. Decide what you need and why

Before you approach people for money you need to carefully think through your ideas. Then you can decide what you need money for (it might be rent for a meeting place or the costs of producing a monthly newsletter). These ideas can then be turned into a written funding proposal.

What is the problem or need and how do you know?

- A list or description of the things your group wants to do in order to meet this need.
- How you will go about doing these things.
- How you intend to measure the success of your proposal.
- An explanation as to how this work or project will fit into the rest of your organisation.
- An account of how you will manage the work - have you got the people, the skills or other resources?
- How you will manage and keep account of the money.

#### 2. Work out how much money you need

Once you've decided what you want to do you then need to work out exactly how much it will cost. This is called your budget.

You may need to fundraise all the costs or just part of them if you have other income.

- Make sure that your figures are as accurate as possible. Get estimates, use catalogues, and talk to other groups running similar schemes.
- Make sure you don't under cost the work. But don't over cost the work as this may mean funders reject your bid.
- Make sure you don't miss out any 'hidden' costs like insurance, maintenance, repairs, travel, training, heating, lighting, rent and so on.

You could produce a list like this one for a tool library trying to raise money to computerise its membership records and accounts:

#### **Item Cost**

Computer hardware  
Software

Furniture (desk & chair)  
Peripheral equipment  
Installation costs  
Software consultancy  
Training for members  
Stationery  
Transfer of existing records  
Equipment insurance  
Maintenance contract  
Electricity bill contribution

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#### **Total**

If you are applying for money for more than one year consider inflation, replacing items, staff pay increases and increments in your budget.

### **3. The Fundraising Strategy**

Once you have your written proposal and a budget, you need to plan how you will actually raise the money - this is your fundraising strategy.

There are lots of different funding sources and many ways of raising money. Try to limit yourselves to things you can do well rather than spreading your efforts too widely.

You need to consider:

- Which funders are most likely to be interested in your work.
- When you need to raise the money by. Draw up a timetable, remembering to build in time for funders to consider your application.
- Have you got people in your group with the skills, contacts, and time to do the work.
- Have other groups done similar work? If so, find out how they raised their money.
- Could you raise all or some of the money yourselves?

