

Community Climate Action Programme

Planning your project and applying for funding

Below are some general guidelines and tips to help you plan your project and make an application for funding.

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

- What problem, need or opportunity is your project addressing?
- Is your project suitable for funding under the programme?
- Are there external resources or expertise needed in the planning and implementation of the project?
- What specific equipment/ material/ other resources will be needed?
- What are the costs? – Setup, operation costs, staff, insurance, communication etc.
- How long will the project take?
- Are there any specific statutory requirements in relation to environmental, planning, building regulations, Health and Safety, and Fire Codes etc. applicable to the project?
- Who will be the people in your group responsible for the project i.e., who will manage the project before, during and after implementation?
- What type and how many people or groups will be involved?
- How will people or groups be involved and engaged?
- How will you know that your activities are making a difference?

Preparing the cost and the budget

Preparing a budget is one of the most challenging and time-consuming tasks when making a funding application. You will need to make a budget detailing everything that you will need to pay for during the project.

- Know the size of the grant and what type of expenses you can apply for.
- Prepare a realistic budget. You need to base your costs on real and current costs by seeking quotations from reputable suppliers and ensure that these quotes are future proofed. You will be required to follow public procurement guidelines and submit three quotations for your project.
- Ensure your budget is accurate and make sure to include everything that will be required to finish the project. It is important to be realistic and not to over or underestimate costs.
- Create a timeline of when you expect to spend funds.
- Do not include costs for using your own equipment or premises.
- Round your costs to the nearest euro.



Governance & Financial arrangements

Governance is about decision making, accountability, transparency and fairness. It is critical that project 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 group's expertise and track record.

In preparing your project it is essential to have an understanding of the capabilities and skill sets within your group and the amount of time that members of the group can commit to the project. Do the drivers of the project within your group have time to put towards the project? Have you specified the roles and responsibilities for members of the group throughout the duration of the project?

Completing the application form

It is important to be able to describe your project and that the information in your application is concise, factual and realistic. Keep in mind that you are often explaining your project to someone who knows nothing about your project or group. Please ensure that you read each question carefully and make sure you answer the specific question being asked. Take into account the funder's criteria when preparing your answers. Be clear, concise and use plain English.

The level of detail required often depends on the amount of funding being sought. A good approach is to:

- Summarise your project in a few sentences at the start i.e. who, what, where and when.
- Identify the need or problem that you are trying to address.

- 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.
- Use supporting information and ensure it is not out of date, e.g., an energy audit, environmental study or survey.
- Outline how your project ties in with the funder's priorities, including the climate action targets and programme themes.
- Provide clear objectives (actions or items achieved) and outcomes (added value due to the outputs) to help show the funder 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.
- ✓ Ask someone else to read your responses before you submit your form.
- ✓ Check that you have attached all the required and supporting documents.
- ✓ Keep a copy of your submitted form for your own records.

If in any doubt contact:

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