

Are you ready to fundraise?

	Done	To Do
<ul style="list-style-type: none"> • You have a formal constitution? (you should review your constitution every few years) 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • You have a bank account with at least 2 signatories (make sure no two signatories live at the same address) 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Your group meets regularly and has minutes to prove it (follow your constitution and you'll be fine) 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • You have planned the activity or project out (our factsheet on project plans can help) 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • You know what benefits are going to come from it (our factsheet on project outcomes can help) 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • You have evidence to show need for your project (use anecdotal evidence & research to prove need exists) 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • You have worked out the staffing needed (staff may be paid or volunteers) 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • You have thought through & costed any training needed (for the committee, staff or volunteers) 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • You have costed the project properly and not just guessed at some of the figures (remember its important you cost a project right at the start) 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • You have costed capital equipment needed (office furniture, equipment and computers etc) 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • You have worked out all the revenue costs (staff costs, office running costs etc) 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • You have produced a project budget (a budget at the start will help you monitor the project later) 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • You have been realistic in the sum you are asking for (start small and gain experience of managing money) 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • You have allowed enough time for the funders to reply (Remember funders may take as long as 6 months to decide!) 	<input type="checkbox"/>	<input type="checkbox"/>

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