

Are you ready to fundraise?

Can you say “yes” to the following questions?

Do you have regular meetings for which records/minutes are kept?	
Do you have a constitution or other governing document? <ul style="list-style-type: none"> Is it still relevant to the work you do? 	
Do you have a bank account in the name of your organisation that has two signatories (who are not related to each other or live at the same address)?	
Do you keep financial records? <ul style="list-style-type: none"> Are they enough to keep track of your spending and income generation? 	
Do you have a clear idea of what work you want to do over the next year? <ul style="list-style-type: none"> Can you explain why you want to do the work – do you have any evidence of the need for this work? What do you want to achieve (outcomes)? What do you intend to do to achieve these (outputs)? Do you have a plan of action for carrying out the work if you are successful e.g. who is responsible for buying equipment? 	
Do you have the policies and procedures in place relevant to the work you do e.g. health and safety, safeguarding?	
Do you have an accurate budget? You need to have precise figures for everything you need in order to be able to carry out the work – including insurance if necessary.	
Can you show evidence of raising money or local support e.g. events, raffles or consultation?	
Do you know how you will measure or demonstrate the success of your work? This is also referred to as monitoring and evaluation.	
Have you thought about the potential risks involved and have a plan of how you will minimise these?	

Have you allowed enough time for fundraising? You really need to allow a minimum of six months for smaller amounts (under £5,000) and longer if you need more.	
If you have applied for funding before, do you have a record of who you applied to and whether you were successful?	
Do you have links with any other organisations who are doing similar work?	

What to do next

If you could not tick all of the above boxes and would like some help/advice contact us:

email connect@connectedvoice.org.uk

or phone 0191 232 7445

If you can tick all of the boxes, you are ready to **research funding options**. Connected Voice offer support, information and advice with the whole fundraising process.

Connected Voice registered charity no 6681475

Information sheet updated January 2021

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