

## Section 8.1 Activities

### Activity 8.1.1 Preparing to Write the Funding Application Checklist

Before you begin writing your funding application, complete the checklist below. If you answer NO to any of these questions, refer back to previous sections in this resource to address them.

	YES	NO
<p>Are you clear about why and for whom you are writing the proposal?</p>		
<p>Do you understand what the funding body for whom you are preparing the application wants?</p>		
<p>Do you know your organisational identity, capacity, strengths and weaknesses?</p>		
<p>Are you able to present a credible track record in relation to financial management, evaluation, technical competence and general management ability?</p>		
<p>Have you comprehensively planned your proposal?</p>		
<p>Can you confidently and succinctly describe:</p> <ul style="list-style-type: none"> <li>› Why your proposal is necessary?</li> <li>› What activities you will undertake?</li> <li>› What human and material resources are needed?</li> <li>› What the outputs and outcomes will be?</li> <li>› How you will measure the outputs and outcomes?</li> <li>› How much your proposal will cost to deliver?</li> </ul>		