

Section 4 Activity

Activity 4.1 Build Your Funding Development Team

Mix and Match Team Skills

Review the skills profile developed in [Develop a Skills Profile \(p66\)](#). Write a list of skills (e.g., researching, writing, promotional activities) needed to implement your funding strategy. Match staff who indicated they could complete the skill “Really Well”, “Well”, and “I Can Do This” in Activity 2.4.1 to the tasks in this list.

Look for opportunities to develop other staff skillsets. If staff do not have the skills necessary but wish to learn, consider pairing them with a more experienced staff member where possible.

If no one indicated that they could complete the skill “Really Well” or “Well” in Activity 2.4.1, organise a small team to learn the skill and complete the task. This will take the burden off one member completing the task and enhance team building.

Allocate tasks to your different funding team members.

Set targets to ensure staff members remain committed to achieving and incorporating the funding activities as part of routine tasks.

Adapt the Proposal Development Team table on the next page to develop your funding teams.

What Role Do You Take in a Team?

When organising the funding development team, it may be interesting and useful for staff to take the team role test to find out what role they play in the team. The test is available from: <http://testyourself.psychtests.com/testid/3113>.

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Activity 4.1 Build Your Funding Development Team (cont.)

Proposal Development Team Plan

Skillset	Task	Staff Member/s Responsible	Expectation	Due Date
Management	Oversighting the whole team – delegating tasks and due dates			
Concept Development	Reviewing and adapting the needs analysis to reflect the funder's priorities and objectives			
	Ascertaining core activities to be undertaken in the program plan			
Research	Gathering and collating evidence to support the needs statement			
	Finding evidence to support the proposed program plan			

Activity 4.1 continued over page

Activity 4.1 Build Your Funding Development Team (cont.)

Proposal Development Team Plan

Skillset	Task	Staff Member/s Responsible	Expectation	Due Date
Collaborating	Identifying and contacting key supporters			
	Identifying and negotiating with potential collaborators			
Administrative	Collating key documents to demonstrate organisational track record			
	Writing the context statement			
Writing	Writing the project/program plan			
	Writing the capacity statements			
	Writing the executive summary and/or cover letter			

Activity 4.1 Build Your Funding Development Team (cont.)

Proposal Development Team Plan

Skillset	Task	Staff Member/s Responsible	Expectation	Due Date
Financial	Completing and checking the budget			
Legal	Completing a contract compliance table			
	Writing a risk management plan			