Inventory checklist

1. Identifying funding opportunities and sources for project funding

1.1 Does my organisation have a department or staff responsible for the sourcing of funding?

1.2 Does my organisation have an existing map or database of funders or funding sources?

1.3 Who monitors external funding sources in my organisation to identify project funding opportunities?

1.4 How is the funding mix of a project decided?

1.5 What are the most common funders and funding sources that my organisation has used in the past?

1.6 What types of funding sources are used by my organisation? (EU funding, domestic public sector funding programmes, NGOs funding, donations, fundraising, social bonds, volunteers etc.)

2. Budgeting and approving of projects

2.1 What is the usual process from project idea to project implementation in my organisation?

2.2 Does my organisation have a finance department or finance officer who deals with project finance?

2.3 Who is in charge of designing project costings/budgets and staff time allocations?

2.4 Who is in charge of approving project costings and budgets?

2.5 What are the procedures to include a project in the annual budget of my organisation (what are the next deadlines)?

2.6 Who is included in the decision-making process of annual budgets and approving the funding for projects?

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