

# Coordination of the Funding search

Identifying the main skills and responsibilities required for funding coordination

## What is needed?

**Time:** 1 hour or more

This tool is designed for supporting a team work. **Paper, flip chart or an online collaboration platform** can be used.

### Before you start

- **Create a good working team** with whom you can work on the checklist.
- Check the **needs, activities & tasks** linked to your projects.
- **Preview the necessary time and space** needed for the activity.

The search for funding to implement a project can be complex and requires a high degree of coordination and specialist skills.

This task focuses on identifying the main roles and responsibilities of a Funding Coordination Officer or Team and the key soft and hard skills that are necessary to achieve an effective coordination of resourcing and funding activities.

## What for?

- **To gain a good level of understanding about the main skills and roles involved in the coordination of resourcing & funding activities for project implementation.**

*In relation to this Tool you can use:*

- **The Inventory Checklist & Matrix**
- **The Funders Map**

## How to use it?

### Step 1 Review the findings of relevant tasks

including

- the range and type of projects planned
- the range and type of potential funding sources (see *Funders Map*).
- the availability of existing assets and human resources.
- the potential workload involved in the sourcing of funding.

**Step 2 Identify existing members of staff that could form part of the Funding Coordination Team** and list their skills. Consider the structure and positions of the Team and allocate the members of staff accordingly.

### Step 3 Identify any gaps in essential skills

Compare the findings of Step 1 and 2 with the checklist of essential core skills. Assess whether **you can fill identified gaps by training existing staff**, recruiting new members or commissioning external providers.

**Step 4 Design the necessary procedures** and organisational details regarding the reporting and decision making processes of the Team in relation to the decision makers of the municipality and relevant partner organisations.

## Tool 1: Checklist of Funding Coordination Team Skills, Experience and Responsibilities

Skills required by a Funding Coordination Team	Staff Availability		External Support Required
	In-house	Partner Organisations	
Excellent interpersonal and communication skills			
Good negotiation skills			
Ability to act on their own initiative			
Ability to write reports and put together financial bids			
Good numerate and analytic skills			
Thinking laterally, systemic and innovative			
Be persuasive and enthusiastic			
Ability to prepare and deliver presentations			
Be organised and able to prioritise work to meet deadlines			
Be able to work under pressure			
Desirable: Good English language skills (for EU applications)			
Have very good IT skills			
<b>Experience required by Funding Coordination Team</b>			
Experience of bid management and applying for funding			
Knowledge and expertise of EU institutions, their funding programmes and processes			
Knowledge and expertise of domestic organisations and their funding regimes and application processes			
Awareness of modes of collaboration between partner organisations			
Experience of contract negotiation and of intellectual property issues			
High level of project / business planning skills			
Computer and website literacy			
<b>Range of Responsibilities of a Funding Coordination Team</b>			
1. Networking, gathering intelligence & information on funding opportunities at the domestic & EU level (including attendance of network meetings, conferences or workshops)			
2. Liaising and communicating with key staff at funders' organisations			
3. Monitoring of upcoming EU & domestic funding opportunities & thematic funding programmes			
4. Coordinating funding needs & working with and between departments and with stakeholders			
5. Disseminating funding calls & information with relevant staff & keeping the municipality well informed			
6. Ensuring that the different departments within the organisation does not compete for the same funding opportunities			
7. Linking funding opportunities with the priorities and projects of the Action Plan (requires knowledge of Action Plan)			
8. Providing guidance & briefings on funding sources & calls to municipality and stakeholders			
9. Developing and maintaining a Funders Map			
10. Alerting staff to individual funding calls			
11. Facilitating the delivery of training workshops & seminars on EU/domestic funding programmes and opportunities, application writing and relevant application processes			
12. Assisting municipality staff/ project officers with the development & writing of funding applications			
13. Supporting the preparation of multi-partner collaborative projects & respective funding applications			
14. Providing quality checks / pre-appraisals of completed funding applications before submission			
15. Providing monthly funding opportunities updates			
16. Working closely with the Finance team of the municipality			
17. Assisting in the design of project budgets			
18. Developing & maintaining high awareness in using a comprehensive range of information sources			
19. Attending & participating in information & training events staged by relevant funding organisations			
20. Developing & maintaining high levels of expertise in online information and submission systems of funding organisations			
21. Participating in the development of collaboration agreements with partner organisations on behalf of the municipalities and in line with its strategic and operational interests			
22. Helping to improve application success rates to increase income from EU and other sources for project implementation			
23. Writing reports and liaising with funders			
24. Developing & maintaining good working relationships with local partner organisations, communities and voluntary groups relevant to Action Plan implementation			

## **TOOL 2: An Example for potential positions and relevant skills (large scale scenario)**

**Position 1: Team Coordinator/Manager Role:** Coordinating/managing the team; working in close collaboration with the Project Manager; networking and gathering intelligence about potential funding opportunities (EU and domestic); liaising and maintaining good relations with funders; reporting to Senior Management Team; coordinating funding needs across the organisation.

Hard skills: detailed knowledge of the overall plan and its projects; excellent communication skills; project management skills; application costing and resourcing skills.

Soft skills: good leadership and coordination skills; understanding of team work and co-creation; good analytical and system thinking skills; creativity and openness.

**Position 2: Costing Manager Role:** Coordinating the costing activities of projects (closely relating to the Project Costing Line); providing training to project staff in project costing and budgeting; working closely with the Finance department; monitoring financial progress of funded projects.

Hard skills: good accountability skills, good knowledge of budgeting; high levels of knowledge about programme funding eligibility and costing requirements; project management knowledge.

Soft skills: good analytical and system thinking skills; creativity and flexibility; communication.

**Position 3: Calls and Resources Manager Role:** responsible for the creation, monitoring and up-dating of the Funders Map, identifying funding opportunities disseminating information to staff and alerting stakeholders accordingly. Clarifying issues with funders if and when necessary.

Hard skills: detailed knowledge of overall plan and its projects; in-depth knowledge on EU and domestic funding programmes and calls; good project management skills; funding application writing skills to provide advice and guidance to staff.

Soft skills: creativity, analytical and system thinking skills, good capacity to understand interdisciplinarity, capabilities for adaptation, flexibility, creativity.

**Position 4: Costing Assistant Role** (only if it is a particularly large plan, or if project managers of the organisation are not managing their own project budget): providing practical support for the Costing Manager; assisting project managers in project budgeting and progress monitoring.

Hard skills: Good accounting skills.

Soft skills: flexibility, empathy, system thinking.