

Defining the financial scope

To identify how much funding is needed

Before you start

- Check all relevant information related to the action plan project costing.
- Make sure that ample knowledge is available on EU and other funding opportunities.
- Work within a team of staff members knowledgeable about the action plan and its projects. This team should include staff with experience of implementing similar type of projects in the past.
- Do not work in isolation; engage with your finance department or with the funding coordination officer/team.
- Ensure that relevant members of funding committees within the municipality are aware of the action plan implementation plans from an early stage onwards.

Tools useful to support this exercise

- Coordinating the Funding search
- 4W's

For an action plan, the estimation of the overall financial volume of its projects represents vital information for developing the Funders Map and for the scanning for funding opportunities.

This tool is developed as a spreadsheet table with column headings that guide the task of identifying where and how much funding might potentially be accessed from various funding sources.

What for?

- To estimate the financial volume and potential funding sources of the action plan and its projects.

How to use it?

Step 1 Prepare the necessary information

Access the information from the Project Costing Stop 3.7 for each project of which this information is already available.

Step 2 Fill in column 2 of the table

Fill in the total project costs in column 2 of the table for each project (where this information is not yet available, provide a rough estimate based on similar projects undertaken in the past –ensure by color coding the estimated values.

Step 3 Define the funding sources

Consider as a group and in close collaboration with the action plan project design team where the potential funding could be sourced from for each project using the various columns.

Step 4 Re-convene with the team

Meet again with the same team in regular intervals and adjust and add to the table when more action plan projects are further refined throughout the period of action plan development.

Step 5 Apply the information to other activities

Use the information in the table to inform the design of the Funders Map and the sourcing of funding opportunities.

Estimating the volume and funding mix of your projects

Project Specific Information		No finance or funding needed	Potential Funding Sources if funding is needed																		
Title of Projects	Total estimate d project costs (see also Project Budget Stop 4.7)		In-house budgets (such as existing or future annual municipal budget)	Other local or regional sources (community development funds, social bonds, thematic funding programmes, SME or social enterprise development funds, local training programmes, etc.)						Domestic/national sources (thematic funding programmes, funds from NGOs, national training programmes, etc.)				European Funding sources (such as ERDF/ESF/Cohesion Fund etc. Operational Programmes; thematic programmes; training programmes; cross-border programmes; etc.)				Other funding sources (such as private sector bank loans, SME contributions, crowdfunding, fundraising events, donations, etc.)			
			
Project A																					
Project B																					
Project C																					
Project D																					
Project E																					
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Total Financial Volume																					