

Tool 1 – Checklist: Skills and Responsibilities for Scanning of Funding Opportunities

Skills required

Excellent internet research skills	
Good analytic and comprehension skills	
Lateral and systemic thinking skills (understanding causalities and interactions)	
High level of interpersonal, networking and communication skills	
Creative thinking skills, i.e. thinking outside the box to discover funding opportunities	
Good IT skills and internet literacy	
Desirable: Good English language skills (for EU applications)	

Experience required

Knowledge and expertise of domestic organisations and their funding regimes and application processes	
Knowledge and expertise of EU institutions, their funding programmes and processes	
Very good level of understanding of alternative and new approaches to funding and financing projects	
Excellent knowledge of the Action Plan and its projects	

Responsibilities involved in Maintaining a Funders Map

1. Developing and maintaining high levels of expertise and awareness in online information capture by monitoring upcoming EU and domestic funding opportunities and funding programmes.	
2. Keeping the Funders Map up-to-date and expanding it if and when necessary with additional funding sources.	
3. Gathering additional intelligence and information on funding opportunities at all level (including regular online searches, reading information, newsletters, funding alerts, but also attendance of network meetings, conferences or workshops)	
4. Linking funding opportunities with the priorities and projects of the Action Plan (requires keeping up to date with the developments of the Action Plan and maintaining frequent contact with relevant project development teams)	
5. Reading and analysing the identified calls and opportunities in detail (Programme guides, call information, eligibility criteria, match-funding requirements, budget limits, etc) and transferring the required information into the Funders Map for future reference.	
6. Disseminating funding calls and information with relevant staff and keeping the municipality well informed about arising funding opportunities (alerting staff to opportunities; providing weekly/monthly update and reporting developments)	
7. Attending and participating in information and training events staged by relevant funding organisations	
8. Providing guidance and briefings on funding sources and calls to municipality / Action Plan and ULG staff and members	