

Tool 2 – Checklist: Funders Map Procedures

Monitoring Procedures

- | | |
|---|--|
| 1. Appoint one member of staff to monitor key sources of information; check relevant websites of the Funders Map. | |
| 2. Appoint at least one deputy for the task of monitoring the Funders Map in case of illness or holiday absences. | |
| 3. Decide how frequently the information sources and funders' websites will be checked/monitored (weekly/ every second week) | |
| 4. The appointed members of staff need to be given authority to up-date and change the Funders Map in line with new findings. | |
| 5. Ensure that crucial information such as passwords to funders' websites and information sources cannot be changed by other members of staff and that any change of passwords is always noted and changed by the appointed member of staff in charge of the Funders Map. | |
| 6. Incorporate an appraisal procedure of this task to minimise the risk of missing or informing too late about funding opportunities. | |

Communication Procedures

- | | |
|--|--|
| 7. Provide a clear line of action if and when a funding opportunity has been identified: who will be reported to and how? | |
| 8. Decide how often verbal up-dates will be provided to the Funding Team, the Action Plan team and the ULG members, Action Plan partners and stakeholders about the results of the monitoring of funding sources and new developments. | |
| 9. Ensure that 'Potential Funding Opportunities - Feedback and Gathering of new Intelligence' is a permanent agenda item of Funding team, ULG and Action Plan team meetings. | |
| 10. Ensure that ideas about funding alternatives or new forms of funding that are brought forward by members of staff or other partners are followed up and investigated appropriately. | |
| 11. Design a procedure that ensures that communication about new funding developments is a two way process (between junior and senior staff; between project teams and funding teams). | |

Learning Procedures

- | | |
|---|--|
| 12. Ensure that staff responsible for monitoring has resources allocated to attend information and training events from relevant funders, including awareness raising events about new sources or ways of funding | |
| 13. Ensure that the weekly/bi-weekly check of sources of information and Funders' websites includes a scan of relevant information and training events. | |
| 14. Provide for a mechanism where new learning from attending information and training events is shared with relevant members of staff, the Action Plan team and the ULG members. | |