



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.

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.

> Tools useful to support this exercise:

- Coordinating the Funding search
- 4W's

