



Assessing in-house skills and experience

To identify who has the relevant skills for writing a funding application

BEFORE YOU START

→ Based on the development of the project description and its costings, identify those people who have been closely involved in the design and costing of the project. Check if these colleagues have also application writing skills and experience.

→ In line with the funding requirements of the call and its application form, identify those members of staff who have experience in writing applications for the funders you are seeking to apply for.

→ Decide who will be involved in writing the application. Be mindful to check their time availability in view of the funding application deadlines.

→ If there are any skills gaps or if relevant staff does not have any time to write the application, consider how these gaps could be filled, either through accessing the expertise of project partners or by commissioning external support providers.

Identifying whether the organisation and its staff has the relevant skills and experience for writing funding applications is of great importance. The experiences might vary drastically depending on which type of funding applications and programmes the experience was gained.

This task is a self-assessment tool of skills relevant to writing funding applications. It identifies strengths, weaknesses and possible gaps in the existing skill-set and informs the decision-making process on who to involve in the writing team, who to train or which skills need to be outsourced from outside of the organisation.

WHAT FOR?

- > To assist the decision-making on who to involve in the writing team, who to engage in up-skilling and training
- > To identify those skills which need to be sourced from outside the organisation

HOW TO USE IT?

Step 1 Based on the self-assessment criteria provided in the table below as an example, update those criteria where necessary in line with the specificities of your project and the requirements of the funding call.

Step 2 Decide the scope of the self-scoring chart (for example from 1 to 10; or 'low' to 'high' skills) and design the spider diagram as instructed by the [URBACT Self-Assessment Tool](#).

Step 3 Ask each member of staff who might be involved in the writing process to assess themselves against the given criteria and score. Explain clearly that this is not a personal appraisal exercise, but will allow you to allocate the best suited role and application section to each member of staff.

Step 4 Bring together the scores of all involved staff and use the spider diagram to visualise the findings. Analyse the findings and identify the criteria with the highest skills levels, and those with the lowest. Identify any distinct gaps in skills and experience.

Step 5 Utilise the findings for allocating the various sections of the application form to the most appropriate member of staff. Decide how to fill the areas of expertise where there are low levels of skills and where skill gaps exist.

> Tools useful to support this exercise:

- Stop 1/2 - 1/2 - Assessing skills and capacities
- URBACT Self-Assessment Tool

Self-Assessment Table	
English language writing skills (if required)	High / medium / low
Experience in writing funding applications in general	High / medium / low
Experience in writing applications for this funding programme/regime	High / medium / low
Knowledge of the project to be funded	High / medium / low
Knowledge of the costing and budget aspects of the project	High / medium / low
Knowledge of the relevant thematic policy and strategy context of the project	High / medium / low
Experience in the specific cross-cutting themes sought after by the call (equalities, inclusion, environment, sustainability, innovation, etc.)	High / medium / low
Experience in arranging partnership budgeting and co-funding/match funding	High / medium / low
Experience in designing and presenting project governance, management and monitoring structures and processes	High / medium / low
Experience in calculating performance targets/impact assessment (if required)	High / medium / low
Experience in designing communication and dissemination mechanisms (and exploitation measures if required)	High / medium / low
Experience in infographics (if required)	High / medium / low