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| ****INVENTORY CHECKLIST**** |
| ****1. Identifying funding opportunities and sources for project funding**** |
| 1.1 Does my organisation have a department or staff responsible for the sourcing of funding? |
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| 1.2 Does my organisation have an existing map or database of funders or funding sources? |
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| 1.3 Who monitors external funding sources in my organisation to identify project funding opportunities? |
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| 1.4 How is the funding mix of a project decided? |
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| 1.5 What are the most common funders and funding sources that my organisations has used in the past? |
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| 1.6 What type of funding sources are used by my organisation? (EU funding, domestic public sector funding programmes, NGOs funding, donations, fundraising, social bonds, volunteers etc.) |
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| ****2. Budgeting and approving of projects**** |
| 2.1 What is the usual process from project idea to project implementation in my organisation? |
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| 2.2 Does my organisation have a finance department or finance officer who deals with project finance? |
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| 2.3 Who is in charge of designing project costings/budgets and staff time allocations? |
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| 2.4 Who is in charge of approving project costings and budgets? |
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| 2.5 What are the procedures to include a project in the annual budget of my organisation (what are the next deadlines)? |
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| **2.6 Who is included in the decision-making process of annual budgets and approving the funding for projects?** |
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