

What do you need to do first?

If you have decided that a grant scheme is the right way forward for your organisation there are a number of important initial considerations and issues:

- ✚ Ensure that you have a clearly defined and recently reviewed mission statement, setting out why your organisation exists and what it intends to achieve.
- ✚ Develop a business plan detailing financial resources, personnel, establishment, marketing & promotion etc and setting out both financial and social objectives.
- ✚ Consider whether it is appropriate to produce a strategic plan to cover, say, the next five years.
- ✚ Consider staffing requirements. Will all the work be undertaken in house (if so, you need to ensure timely recruitment and training) or will elements of the process be outsourced?
- ✚ Have you identified the specific programmes to target assistance and have you defined the life cycle of each programme?
- ✚ Have you considered linkages to other bodies and can you learn from their experience?

- Establish a workable time frame in order to achieve a successful launch of the scheme.

The Lewis Clare Partnership specialises in the outsourcing of grants administration. We undertake work in all aspects of the grant-making process, including the initial setting up of schemes, the appraisal of projects and the monitoring and evaluation of grants. If you would like to discuss how we can help your organisation, please call +44 (0)20 8255 7353 or visit www.LewisClare.com