

Project Development Checklist

All projects are required to go through a rigorous appraisal process before any decision is made on funding. This process is designed to ensure that the project is eligible, viable and offers a good return on the grant support needed. A project needs to be able to answer a number of questions to the appraiser and the LAG Group's satisfaction to have any chance of funding. The checklist below gives an indication of the questions you must ask yourself when putting your project together. If you are not sure about any of them you should discuss them with your Development Officer before you put in your application as they may be able to help you with advice and guidance on how best to address any issues.

Project Outline and management	
Am I clear on exactly what my project will do and when it will happen? Is my timescale realistic?	
Is it clear who will do what to manage the project? Who will supervise any contractors? Who will be responsible for the paperwork and putting claims together? Are our existing systems up to the task or do we need to improve them?	
Financial Aspects	
Have I identified all of the costs which need to be included and are these definitive or based on estimates? If estimates, do I have plans in place to deal with increases?	
Are the costs supported by evidence of procurement to the levels required in the guidance? Do I have enough quotes or tenders? Were they based on the same specification? Are they like for like? Is it clear why I have chosen the contractors/ suppliers that I have?	
Can I demonstrate that RDPE is the fund of 'last resort'? Have I tried other ways to fund the project? Am I putting in as much as I can? Have I asked the bank or other commercial lenders? Have I looked at other grants?	
Looking Forward - marketing, forecasts	
Have I researched the market and identified a real demand for the product/ service I will be offering? Can I evidence this? Are there any local or national support associations or organisations in my sector who could help and have I approached them?	
What is the market like that I am in or entering? Is there scope for growth? What is the competition like? What effect will my project have on them?	
How am I going to publicise/ market my project/ product/ business? Do I have a plan? Have I costed this and included it in my forecasts?	
What assumptions have I made in my financial forecasts? Have I explained them clearly?	
What are my income projections made up of? What will my charging structure be? How have I arrived at it? How does it compare to the rest of the industry? Are my sales figures realistic? How much growth am I forecasting and do I have evidence that they are achievable?	
Can I afford to cashflow the project when the gap between outlay of expenditure and receipt of grant money can be several months? Have I put suitable finance arrangements (such as an	

overdraft) in place to cover this?	
What happens after the grant support has finished? Will there be ongoing costs associated with the project and can I afford them?	
Risks, Options, Required Permissions	
Do I need planning permission? Do I have it?	
Have I thoroughly explored all the options I can to achieve the aims I expect the project to deliver? Could there be another, better, way to achieve the same result? What would the relative costs and benefits of the other options be? How do these compare to my project?	
Have I thought about the risks involved in doing the project? What could go wrong? What can I do to minimise the likelihood of it happening or the damage done if it did?	
The difference the project will make	
Do I understand the output definitions? Are the outputs I am attributing to the project realistic based on them? How am I going to prove that I have achieved them? Do I know what my baseline figures are now, before the project, to compare against?	
If I am offering to create new jobs, what will the posts entail? Will they be full or part-time? Do my financial forecasts allow for the increased wages and on costs? How long will it take to recruit new staff? Have I allowed for this in my target dates?	
Are there any other benefits to the local area that my project will bring? Social benefits, for example, or environmental improvements? If not, could I easily build any in?	