

Housing Occupational Standards

H4 06 Identify and bid for funding and projects (SQA Unit Code F7CR 04)

Unit Summary

This unit is for you if you are involved in identifying project and funding opportunities, as well as bidding for funding and projects. Funding opportunities could be for projects, initiatives or programmes and the funding could be short, medium or long term.

Performance Criteria

You must be able to:

- 1 identify suitable sources of funding for the range of work that your organisation is likely to undertake
- 2 assess any practical constraints or particular benefits in bidding from particular sources
- 3 assess the administrative and management implications of a successful bid
- 4 ensure that your organisation has the resources and capacity to successfully deliver the project or programme that the funding would support
- 5 ensure that your proposal meets the detailed requirements of the specification provided by the funding body, and meets the deadline
- 6 conduct any post-proposal negotiations in line with your organisational requirements and the opportunities and constraints identified by your earlier assessment
- 7 provide additional information where necessary to enable negotiations to proceed effectively
- 8 seek feedback for future action where the negotiations are unsuccessful
- 9 agree and confirm contracts prior to the start of work

You must know and understand:

- (a) how to identify and assess current and anticipated sources of funding
- (b) the organisational, legal, resource and ethical issues which might be involved in taking on particular types of work

- (c) the relationship between work which the organisation may be interested in doing and its capacity to achieve it
- (d) opportunities and risks in funding arrangements
- (e) preparing proposals and applications for funding
- (f) the importance of historical information relating to proposals and how it can be used to inform current activity
- (g) reasons why organisations may choose not to apply for contracts even though they are able to achieve them
- (h) your obligations and responsibilities under contract law
- (i) organisational and legislative demands of project delivery
- (j) sources of information and advice - technical, legal and financial
- (k) effective ways of presenting proposals which are likely to prove successful in gaining the work
- (l) the information which is required for tenders and its purpose
- (m) the range of operational resources needed for successful delivery of the contract
- (n) how to arrive at an optimal costing which takes into consideration why the contract is being sought, prevailing market conditions and the actual cost of providing the products and services
- (o) the needs and demands of funders and how they differ between sources
- (p) why post-proposal negotiations may be necessary and how to conduct them in an effective manner
- (q) how to conclude project contract negotiations which are effective and mean the contract is able to proceed
- (r) principles and methods of effective project management, your own strengths and weaknesses in this area and where help may be sought from others
- (s) methods of developing and establishing good working relationships with contract holders