# Funding a Project or Activity

## Idea
Start to generate the plan, timeline and what you want to do

## Budget
Make a list of all expenses. Begin brainstorming where the income or money will come from

## Proposal
Write out your proposal for potential sponsors. Include timelines, list of people responsible, intended audience, goals, budget, measure of success, and others involved.

## Ask for the funding!
Sometimes people don't give because they are never asked the question!

## Funding obtained
Prepare to complete your project or activity. Are there any stipulations with the money donated? Is there anyone that needs to approve wording or other things?

## Completion of Project
Carry-out and complete your project. Are you giving recognition to the sponsors through signage, listing in ads or brochures, inclusion in articles or media, complementary tickets?

## Project Follow-Up
Thank you notes! Complete the final report form (if there is one) or give a summary of the event. If necessary, include the final budget. Copies of articles, pictures or feedback (i.e. thank you notes) are good additions to the report. Do you need to report in person at a meeting? Invite them to an event (i.e. Farm Bureau Annual Meeting). Newsletter and newspaper articles and pictures.