

Title	Prepare and present a proposal to raise and manage funds for a social service project		
Level	6	Credits	6

Purpose	People credited with this unit standard are able to: prepare a draft funding proposal for a social service project; identify and select potential sources of funding for the social service project; prepare a plan to manage funding for the social service project; and present a funding proposal for the social service project.
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Classification	Social Services > Community Work
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Available grade	Achieved
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Guidance Information

- 1 People awarded credit in this unit standard must be able to implement Te Tiriti o Waitangi in the social services according to the authority and resources available to them, and demonstrate application of this competence to the context of assessment for this unit standard.
- 2 People awarded credit in this unit standard must show that their actions are guided and supported by social service practice theories. Evidence is required of social service theories that are derived from authoritative sources. This may include but is not limited to – body of knowledge related to social service work; cultural theory; practice research.

Outcomes and performance criteria

Outcome 1

Prepare a draft funding proposal for a social service project.

Performance criteria

- 1.1 Background information that justifies the project is outlined.

Range may include but is not limited to – kaupapa, aims, and objectives of the group, agency, or organisation promoting the project, rationale for the project, social services concern, issue, or need to be responded to by the project, statistical and other non-identifying information on the social service users who are to benefit from the project.

- 1.2 A definition of project scope is produced for inclusion in the proposal.
- Range may include but is not limited to – kaupapa, aims, and objectives of the project, timeline, personnel, funding and other resources required for the project.
- 1.3 A budget of anticipated incomings and outgoings is produced for inclusion in the proposal.

Outcome 2

Identify and select potential sources of funding for the social service project.

Performance criteria

- 2.1 Potential sources of funding are identified.
- Range may include but are not limited to – grant, bequest, contract for services, sponsorship.
- 2.2 Potential sources of funding are identified in terms of their eligibility criteria and funding processes.
- 2.3 Potential sources of funding are selected to match the draft proposal, eligibility criteria, and funding process.

Outcome 3

Prepare a plan to manage funding for the social service project.

Performance criteria

- 3.1 All aspects of funding management are defined.
- Range may include but are not limited to – monitoring achievement of the project aims and objectives, accounting procedures and audit, reporting, responsible personnel and their duties, training requirements and training plans for personnel, contract supervision, timeline for completion of the project.
- 3.2 Funding management accountabilities required by the selected funding source are identified.

Outcome 4

Present a funding proposal for the social service project.

Performance criteria

4.1 Requirements for the application process are interpreted and followed.

Range may include but are not limited to – style and content; mode of presentation; submitted within the timeline.

4.2 All aspects of the project relevant to the funding source are explained.

Range may include but are not limited to – background information that justifies the project, definition of project scope, proposed budget, funding management, the advantages and benefits of the project, advantages or benefits for the funding source in being associated with the project.

4.3 The scope and nature of funding sought from the funding source is explained.

4.4 The funding source's eligibility criteria is matched to the project, maintaining the integrity and focus of the project.

Planned review date	31 December 2025
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	7 November 1996	31 December 2022
Revision	2	10 August 1998	31 December 2022
Revision	3	6 January 2000	31 December 2022
Review	4	26 June 2002	31 December 2022
Review	5	25 February 2021	N/A

Consent and Moderation Requirements (CMR) reference	0024
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This CMR can be accessed at <https://www.nzqa.govt.nz/framework/search/index.do>

Comments on this unit standard

Please contact Careerforce info@careerforce.org.nz if you wish to suggest changes to the content of this unit standard.