

# Grant Funding Masterclass Series

January & February  
2025

**Welcome!**

**Rod Howells | Justin Davis**

**Ben Wilson | Glenn Booth**



Sero Net  
Diwydiant Cymru



Net Zero  
Industry Wales



**Empower businesses to  
build greener futures**

# Southwest Wales Launchpad



# The Southwest Wales Net Zero Launchpad

## Three Pillars

- Business Support
- Industry Outreach
- Academic Outreach






# Grant Funding Masterclass Series: January & February 2025

**Weekly 1-hour webinars | Wednesdays | 10:00 AM - 11:00 AM**

This interactive and engaging series is designed to equip attendees with practical knowledge and strategies for assessing, securing, and managing Innovate UK-funded projects.

Each session includes 30 minutes of expert talks and a 30-minute Q&A session.

Session Title	Date	Time	Content Summary
 <b>Preparing a Grant Application</b>	January 15, 2025	10:00 AM - 11:00 AM	Learn how to select the right grant, understand its requirements, and manage a collaborative application effectively. Topics include fund selection, financial planning, IP, and sustainability.
 <b>The Grant Writing Process – Hints and Tips</b>	January 22, 2025	10:00 AM - 11:00 AM	Practical strategies for crafting clear, compelling grant applications, with tips on structuring answers, financial justification, and addressing key criteria.
 <b>Key Steps in Managing a Successful Project</b>	January 29, 2025	10:00 AM - 11:00 AM	Insights into managing risks, partners, and finances effectively. Covers risk mitigation, financial tracking, compliance, and reporting to funding bodies.
<b>Continued Funding and Commercialisation</b>	February 5, 2025	10:00 AM - 11:00 AM	Guidance on planning for continued funding, marketing innovations, and accessing local and Welsh Government support for scaling and commercialisation.

# Session 3:

## Key Steps in Managing a Successful Project

Understand how to effectively manage risks, partners, and finances to ensure your project's success.

### Things to consider:

- What the funding body wants to see
- Effective partner and stakeholder management
- Risk management: identifying, assessing, and mitigating risks
- Financial tracking and compliance
- Commercialisation



# What does the funding body want to see?

- Project stays in scope
- Project management
- Achievement of deliverables
- Budget spend



# Reporting to Funding Bodies

**Key Reporting Requirements:** Understanding what funders expect in terms of updates, reports, and deliverables.

**Deadlines and Frequency:** Planning reporting schedules to meet funder timelines.

**Templates and Formats:** Use standardised templates for consistency in reporting.

**Demonstrating Impact:** Providing measurable outcomes and showcasing the value delivered by the funding.

**Communication with Funders:** Maintaining open lines of communication for updates and clarifications.



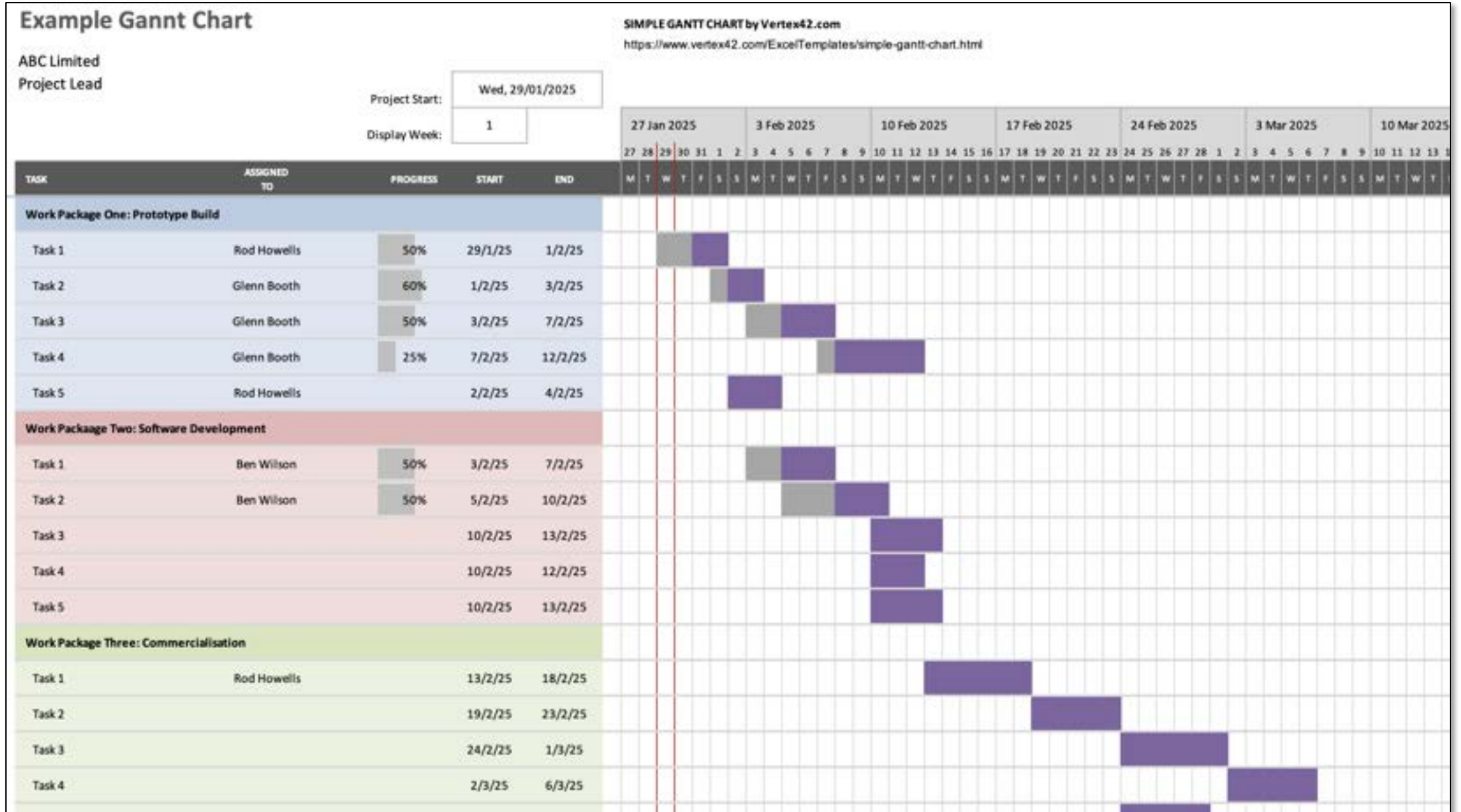


# Effective Partner and Stakeholder Management

- **Defining roles and responsibilities**
- **Reflect scope of grant**
- **Design of Work Packages/Tasks/Deliverables**
- **Communication strategies and agreed ways of working**
- **Ways to manage conflict**
- **Appropriate project and performance monitoring tools**



# Gantt Chart Example



# Risk Management:

## Identifying, Assessing, and Mitigating Risks

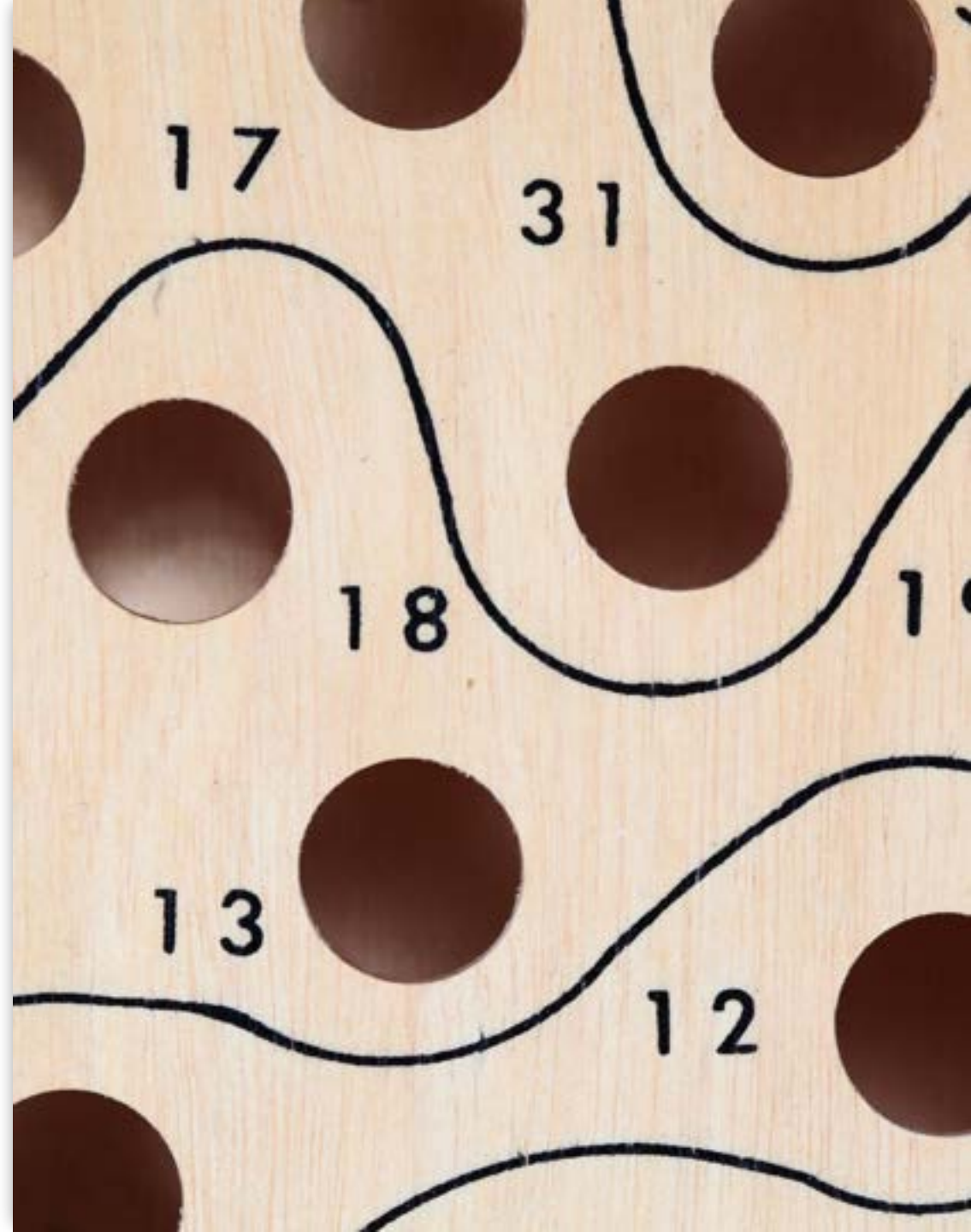
**Risk Identification:** Techniques for identifying potential risks, such as brainstorming sessions, SWOT analyses, or risk workshops.

**Risk Assessment:** Prioritising risks based on their likelihood and potential impact.

**Mitigation Strategies:** Developing proactive measures to minimise the impact of identified risks.

**Contingency Planning:** Preparing for different scenarios with robust backup plans.

**Ongoing Monitoring:** Establishing processes to monitor risks throughout the lifecycle of the project.





# Risk Matrix Example

REF ID	DATE RAISED	RISK CATEGORY	RISK DESCRIPTION (INCLUDING IF / THEN STATEMENT)	PROBABILITY 1 - 5	IMPACT 1 - 16	RISK SEVERITY SCORE Prob x Impact	LIKELY TIMING OF RISK	RISK TRIGGER	MITIGATION / RESPONSE PLAN	STATUS OF MITIGATION / RESPONSE	OWNER	OTHER NOTES
10001	MM/DD/YY	Materials	If there are changes in architectural plans that require additional or different resources, then there will be delays.	1	8	8	The risk is present throughout the process of finalizing architectural plans.	There are changes in the architectural plans.	A designated team member will continually monitor any proposed changes in architectural plans and ensure communication between architectural and construction teams about proposed changes.	No current issues	Joe Smith, architectural liaison	
10002	MM/DD/YY	Contracts	If contractual issues among contractors, subcontractors, or vendors arise, then there will be delays or cost overruns.	2	4	8	The risk is present before most contract work commences. However, the risk will also be present when additional contracts are added in the early phases of construction.	The contracts manager reports any potential contract issues.	The contracts manager will continually monitor contracts, alert the team when there are issues, and ensure that the team addresses and resolves contract issues before they cause delays.	Working on one unresolved issue with the electrician's contract; meeting set for May 2nd	Sue Johnson, contracts manager	
10003	MM/DD/YY	Permits / Regulations	If obtaining appropriate construction permits takes longer than planned, then there will be delays.	2	8	16	The risk is present throughout the construction phase of the project, including when securing required permits at the beginning of construction.	Construction permits do not arrive within the required timeframe.	The construction manager, or another designated team member, will monitor the project schedule and deadlines and ensure that all permits can accommodate the project's construction schedule.	All deadlines currently being monitored	Dale Swenson, construction manager	
10004	MM/DD/YY	Construction Site	If unexpected hazardous waste is found on the property, it will require mitigation or cleanup.	1	8	8	The risk is present throughout the project, especially toward the beginning when conducting site preparation work.	On-site managers report an issue, especially during site preparation.	The construction manager will assign a team member to monitor and explore any possible issues with hazardous waste.	No issues found to this point	Jeff Baker, construction assistant	
				1	1	1						
				1	2	2						
				1	4	4						
				1	8	8						
				1	16	16						



# Financial Monitoring

- **Budget Planning:** Creating a realistic and detailed budget for the project.
- **Financial Monitoring Tools:** Use tools and software to track expenditures, cash flow, and variances.
- **Compliance Requirements:** Ensuring adherence funding guidelines.
- **Resource Allocation:** Optimising the use of resources to ensure cost-effectiveness.
- **Financial Reporting:** Producing accurate and timely financial reports.







# Commercialisation

- Where do you need to be by the end of the project?
- What are you doing to move things forward?
- Intellectual Property
- Partners?
  
- Need to see the plan
- Need to see action