

Match My Project Tips and Tricks for Community Organisations

Here are some things to think about when posting projects and using Match My Project:

When signing up for an account, do:

- Sign up with accurate information about your organisation
- Wait for an email to access your account, once the contracting authority has accepted your registration.
- Remember to look and check at whether there are supplier offers that you can match to, which will help your project without having to make a request.

When posting a project, do:

- Include information that is relevant to the project, for example, does it require a DBS check if working on site? If the building is leased, do you have relevant permissions to undertake any work? etc.
- Think about if your project adds a social, environmental or economic benefit to our customers, communities or society
- Remember that there are other resources available for projects from our suppliers, including time, materials, advice, training and jobs. This isn't just about funding.
- Upload a breakdown when asking for funding – with quotes where possible
- Ensure your project has a very clear title and description
- Highlight whether communities and residents are already engaged in the project
- Highlight if projects are time sensitive. Please then upload with as much notice as possible to increase the likelihood of a match. For example, if you have a Christmas activity, then post the project by the end of October
- Remember that the “ideal value” of a project is between £1,000 to £3,000. Larger projects have been matched, but this is rare.
- Be aware that larger requests are less likely to be matched. So, can they be broken down into smaller separate requests and uploaded in stages?
- Remember that your project will appear in the ‘Directory’ for Businesses to view.
- Get ready to receive offers from businesses to complete your projects and respond promptly.
- Contact the business about your requirements before accepting the offer to ensure you’re both aligned (do you need to see copies of Insurance? Names of staff working on a project? Key contact details? Etc). Make sure that you’re happy to go ahead with them as a project partner.
- Ensure that each party agrees and understands its responsibilities.
- Accept the offer.



During Project Matching, do:

- Get started with the project once you've accepted an offer from a business. Reach out to them via the contact details provided.
- Make sure you keep track of the hours, donations and resources that the business is donating during the project. Verify this information with the business as well.
- Share feedback once the project has completed. You will be able to see your feedback from the business once you've given them feedback.
- Keep track of your progress using your dashboard.

Don't:

- Post a project if you don't have the relevant permissions or can't provide evidence for it
- apply if you think it's purely a way to save on budgets

Additional considerations:

- Have you thought about other means of support for your project?
- Empower other community groups by encouraging them to register and post their own projects.
- Please note that there is no guarantee of a match on the platform and we don't have unlimited resources from suppliers.
- Once a project is complete, please upload your feedback onto the platform to ensure verification of the project can take place and other groups can see what parties are like to work with.

Helpful videos:

- An Introduction to Match My Project for Community Organisations - [MMP intro for Community Orgs](#)
- An Introduction to Match My Project for Supply-Chain - [MMP intro for Businesses](#)
- How to post Job and Training Opportunities to Match My Project (Supply-Chain Partners only) - [How to post a job](#)

Please note that support and resources are limited. All requests will be assessed, but unfortunately making a request doesn't guarantee a match.



Top Tips based on feedback from businesses using MMP

1. Make your project title specific and clear!

Scenario 1 (Example taken directly from supplier)

A community organisation is requesting mobile devices, computers and tablets

DON'T put your project title as: "Request for mobile devices, computers and tablets for volunteers"

DO put your title as : "10 tablets for volunteers" (this is more specific)

Scenario 2

A community organisation is requesting books for students

DON'T put your project title as: "Reading books for [Community Organisation]'s student reading programme"

DO put your title as: "15 reading books for students"

Reason: The title of the project provides the supplier with a clear understanding of the request from the outset, which can increase the attraction to the request. This is how you win the supplier over, so be specific and concise.

2. Upload a breakdown when asking for funding!

If you are asking for an item, for example a printer or desk, then:

DO: include the make and model of the item you need

DO: include a quote where possible or link to the item

DON'T: leave this information out

Reasons: Suppliers need to know the financial impact of the request and what exactly the money is being used for.

This ensures that there is no confusion regarding what the community organisation requires.

3. Break down projects into smaller projects!

If the financial impact of the project is high, break it down into separate projects with each having a financial request of no more than £2,000.

Using Scenario 1:



DON'T write:

Mobile devices, laptops and tablets needed for Volunteers

10 mobile devices, 10 laptops and 10 tablets needed for volunteers across Cambridgeshire to enable them to connect with others and take notes.

DO write:

Project 1

10 mobile devices

To provide 10 volunteers across Cambridgeshire with a mobile device to enable them to connect with others.

Project 2

10 laptops

To provide 10 volunteers across Cambridgeshire with a laptop to enable them to take notes.

Project 3

10 tablets

To provide 10 volunteers across Cambridgeshire with a digital tablet to enable them to create documents.

Reasons: Breaking down the project will give you a greater chance of being matched as the average value of projects that get matched across the platform is £1,100.

More than one supplier can then meet your individual request as opposed to rejecting the request because the financial impact is too great.

4. Where possible and if your cash flow allows it, consider paying for the project and invoicing for reimbursement.

How this looks practically: If a supplier accepts a project, consider paying for that project then sending the invoice to the supplier to receive reimbursement.

Reason: Once committed to a project suppliers will likely deliver, however, the nuances around your request may be better served by you. Where this is the case, this approach will benefit both parties. **Please ensure that you have this documented and agreed prior to the start of the project.**



ADDITIONAL TIPS

1. Provide as much information as possible, especially the cost to get better results!

[Here](#) is a blog about top tips for community organisations.