

# Match My Project (MMP): Project Submission Checklist

[Match My Project](#) (MMP) is a platform where community organisations can connect with businesses working with Sovereign Network Group to access resources, expertise, and funding for local initiatives.

Use this checklist to maximise your chances of success:

- ✓ **Project Title:** Your title is the first thing suppliers will see — make it clear and engaging.

Include:

**Who the project supports,  
What the goal of the project is  
What you're asking for (Resources/time/funding)**

Examples:

***Decrease isolation for older people - request for benches.  
Increase educational opportunities for disadvantaged youth – request for laptops.***

- ✓ **Summary sentences:** The first two sentences appear in the summary mode on the homepage for suppliers— they're crucial for capturing interest.

Make sure to include:

**Who the project will benefit  
What problem you're addressing  
What action you'll take  
What resources you need**

- ✓ **Keep it clear and concise:** Use clear, direct language and keep it brief. Be specific when describing the support you're looking for:

***5 hours of social media marketing expertise, to be delivered virtually.  
2 x Laptops with Windows 10 and 2 x computer mice.***


- ✓ **Outcomes:** You'll be asked to select the outcomes your project will deliver. These are used by businesses to filter projects, so choose them carefully and accurately.

- ✓ **Supporting documents:** Adding documents or images can help bring your project to life.

You might include:

**A relevant photo (e.g. a "before" shot)  
A simple budget breakdown (a list of expected costs is fine)  
Flyers or marketing materials that explain your project**

- ✓ **Contact details:** Double-check the listed contact is the **most appropriate person** to respond to enquiries — businesses will reach out to this person directly.

- ✓ **Need Help?** If you have any questions about registering or submitting a project, please contact:  [socialvalue@sovereign.org.uk](mailto:socialvalue@sovereign.org.uk)

