

## Top Tips for success on Match My Project!

### 1. Make your project title specific and clear!

Scenario 1

A community organisation is requesting mobile devices, computers and tablets

**Don't:** "Request for mobile devices, computers and tablets for volunteers"

**Do:** "10 tablets for volunteers"

Scenario 2

A community organisation is requesting books for students

**Don't:** "Reading books for [Community Organisation]'s student reading programme"

**Do:** "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 attract the supplier, so be specific!

### 2. Upload a breakdown when asking for funding!

**Do:** include on the face of the request the make and model of item

**Do:** include a quote where possible or link for item

**Don't:** leave this information out

**REASONS:** Suppliers know the financial impact of the request.

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 down into separate asks with each having a financial request of no more than £2,000.

Using Scenario 1

**Don't:**

**Mobile devices, laptops and tablets needed for Volunteers**

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

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**Do:**

### **Project 1**

#### **10 mobile devices**

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

### **Project 2**

#### **10 laptops**

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

### **Project 3**

#### **10 tablets**

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

**REASONS:** Breaking down the project will give you greater chance of being matched as the average value of projects that get matched across the platform is £1,100.00.

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 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 complexities around your request may be better served by you. Where this is the case, this approach will benefit both parties.

### **Additional Tips for success!**

1. Remember to look at whether there are supplier offers that you can match to, which will help your project without having to post one of your own.
2. Highlight if projects are time sensitive. Then upload with as much notice as possible to increase the likelihood of a match.

## **Top Tips for success on Match My Project!**

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

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