FINANCIAL LEARNING CAFE

Funding Academy • F01

Lesson 1 Resource

Clarify purpose, amount, timing, and use

Readiness checklist

Premium lesson companion
Teaching brief • applied vocabulary • guided workbook • knowledge check • answer guide

Name ____

Date ____

LEARN • PREPARE • APPLY

Clarify purpose, amount, timing, and use

A financing request becomes clearer when the use, amount, timing, expected business benefit, and alternatives are specific and supported.

The deeper idea

Purpose should determine amount. Connect each dollar to a quote, date, operating benefit, alternative, and contingency if timing changes.

Learning objectives

- Explain use of funds in the context of clarify purpose, amount, timing, and use.
- Distinguish capital need from an assumption or promotional summary.
- Show how financing purpose changes cost, timing, control, responsibility, or risk.
- Complete the readiness checklist using traceable source information.

Vocabulary in action

use of funds	Locate it in source material and state what it measures or governs.
capital need	Use it to make the comparison concrete instead of relying on a label.
financing purpose	Name who carries responsibility, what triggers it, and which control makes it visible.

FIVE-STEP DECISION METHOD

Move from information to a responsible next step.

1. Define the exact question

State the purpose, deadline, and consequence of delay. Connect the question directly to clarify purpose, amount, timing, and use.

2. Gather governing evidence

Collect current agreements, statements, official disclosures, operating records, or program instructions. Record the source and date.

3. Apply the vocabulary

Locate use of funds, capital need, and financing purpose in the real document or process. Translate each into a dollar, date, action, control, or responsibility.

4. Test a difficult case

Change one important assumption - timing, volume, cost, income, access, or support - and explain whether the plan still works.

5. Record the decision

Choose proceed, revise, compare, seek qualified review, or stop. Name the next action, its owner, and the review date.

Applied scenario

A learner must make this decision this month. The learner gathers governing records, locates use of funds, capital need, and financing purpose, and completes the assignment. The decision pauses if the difficult-case test exposes an obligation or operating risk that cannot be managed.

Readiness checklist

Write a use-of-funds table with vendor estimates and timing for every dollar requested.

Purpose: What exact decision does clarify purpose, amount, timing, and use support?

Evidence: Which source documents prove the facts? Include dates.

Terms: Where do use of funds, capital need, and financing purpose appear, and what does each change?

Stress-test and decision record

Stress test: Which assumption is most fragile, and what happens if it fails?

Decision record: What is the next action, who owns it, and when will it be reviewed?

My recorded status

☐ Proceed ☐ Revise ☐ Compare ☐ Seek qualified review ☐ Stop

KNOWLEDGE CHECK

Confirm your understanding.

1. State the central teaching in your own words.

2. How do use of funds and capital need work together?

3. What evidence is strong enough to use?

4. What would make the plan pause?

5. What belongs in the finished assignment?

ANSWER GUIDE

Compare reasoning, not just wording.

1. State the central teaching in your own words.

Purpose should determine amount. Connect each dollar to a quote, date, operating benefit, alternative, and contingency if timing changes.

2. How do use of funds and capital need work together?

Define each, locate both in source material, and explain their combined effect on the decision.

3. What evidence is strong enough to use?

Current, relevant, traceable information from an agreement, statement, official source, operating record, or qualified professional.

4. What would make the plan pause?

A missing governing fact, unsupported claim, unmanageable stress case, or inability to explain the responsibility attached to financing purpose.

5. What belongs in the finished assignment?

Purpose, sources, term definitions, comparison or calculation, difficult-case result, unanswered questions, responsible owner, and review date.

Education-only boundary

This resource provides general education. It does not submit applications, negotiate with providers, handle customer funds, promise outcomes, or replace individualized guidance from an appropriately qualified professional.