



Fundraising training for the voluntary & community sector in Aylesbury Vale

October 09—March 10



www.aylesburyvaledc.gov.uk

Tel. 01296 585256

Compiling and writing a project grant application

This course will provide you with the key skills needed to develop your organisation's idea into a properly constructed grant application – providing all the details the funder requires and giving you the confidence that you will be able to deliver your project.

Aims:

- To improve knowledge and understanding of project development.
- To improve knowledge, confidence and ability in completing grant application forms and understanding the questions asked.

By the end of this course you will be able to:

- Justify the need for your project with reference to evidence
- Structure and cost your project idea
- Describe how you will measure its outputs and outcomes

Format:

- An interactive one day training session (10am - 4.30pm)
- Participants are encouraged to bring along a project idea to the course

Dates and venue:

| | |
|------------------|--|
| 16 November 2009 | Booker Park School Training Room, Stoke Mandeville |
| 14 January 2010 | The Buckingham Centre, Buckingham |

Raising funds from trusts and foundations

This course will enable you to be better equipped when applying to charitable trusts and foundations for grant funding – understanding their purpose, where to find out about them, how to meet their criteria and the importance of follow-up.

Aims:

- To improve knowledge of the different approaches to applying for funds from different organisations
- To improve understanding of the options to consider when seeking funding from trusts and foundations
- Understand how trusts and foundations work

By the end of this course you will be able to:

- Understand the fundraising cycle
- Identify the options for different types of funding
- Understand how trusts and foundations work

Format:

- An interactive one day training course (10am - 4.30pm)

Dates and venue:

| | |
|------------------|--|
| 12 November 2009 | The Buckingham Centre, Buckingham |
| 8 February 2010 | Booker Park School Training Room, Stoke Mandeville |

Understanding the Outcomes Approach

A course to help organisations take a new approach to developing their case for support and making their projects more appealing to outcomes based funders

This course will explain what outcomes are, why funders want to fund them and how organisations can improve their fundraising success by taking an outcomes approach.

Aims

- To increase organisation's ability to plan and present their projects and services based on outcomes.
- To provide organisations with the tools and knowledge to recognise the purpose and benefit of the work they do
- To increase income for organisations from funders who fund work based on outcomes

By the end of the course you will be able to:

- Understand the concept of outcomes
- Be able to identify the key outcomes in your own organisation
- Be able to develop proposals for projects and services designed to deliver outcomes
- Be able to present your proposals to funders with clear outcomes

Format

- An interactive one day training course (10am - 4.30pm)
- Using real examples of outcome funding

Date/Venue

| | |
|---------------|--|
| 8 March 2010 | Booker Park School Training Room, Stoke Mandeville |
| 25 March 2010 | The Classroom, The Winslow Centre, Winslow |

Please do not apply for this course if you have a Service Level Agreement with Aylesbury Vale District Council as specific training on this subject will be provided to you in 2010, details of which will be forthcoming.

Raising funds from Major Donors

Looking at how to approach major donors, how much to ask for and what their place is in your fundraising strategy.

This course will cover the identification major donors, strategies to approach them and what sort of things they may be able to do for you

Aims:

- To increase the confidence and ability of participants in raising funds from major donors
- To increase organisation's income from major donors
- To improve knowledge of how major donor programmes can be developed for smaller organisations

By the end of this course you will be able to:

- Be more confident in your abilities to approach major donors
- Be able to use practical tools and strategies for major donor fundraising
- Understand the relevance of major donors in a fundraising strategy

Format:

- An interactive one day training course (10am - 4.30pm)
- Tailored to meet the circumstances of each organisation

Dates/Venue:

| | |
|------------------|--|
| 10 December 2009 | The Classroom, The Winslow Centre, Winslow |
|------------------|--|

Compiling a Fundraising Strategy

To consider how an effective fundraising strategy can support an organisations' growth and sustainability.

This course will guide you in how to decide the what, when, where, who and how of fundraising for your organisation.

Aims:

- To identify the key elements of a fundraising strategy
- To improve knowledge of tools which help prioritise your fundraising
- To produce a practical basic fundraising strategy which you can develop further

By the end of the course, you will able to:

- Have a basic, practical fundraising strategy for your organisation
- Be able to identify and involve the right people in developing your strategy
- Have tools to adapt your strategy in the future to changing needs
- Be able to take a longer term approach to your fundraising

Format:

- An interactive one day training course (10am - 4.30pm)
- Includes production of a practical, basic strategy for each organisation

Date/Venue

| | |
|-----------------|--|
| 26 January 2010 | The Conference Room, The Winslow Centre, Winslow |
|-----------------|--|

Criteria

Eligibility:

All of the training courses are open to any Aylesbury Vale-based voluntary or community sector organisations. This includes registered charities, equalities groups, sport and youth groups and environmental action groups. Social enterprises and representatives from parish and town councils can also attend.

Fees:

The training programme has been subsidised by Aylesbury Vale District Council to support the voluntary and community sector and ensure as many different organisations as possible can attend. However, a small charge is required to cover the costs of training packs and administration. There will be no refund for cancellations made less than 3 working days before the event.

Fees have been set proportionately according to the size of the organisation. Fees cover all refreshments, lunch and training packs, which include hard copies of materials used throughout the course as well as a CD ROM.

Band A - £10 per delegate, per course
All other voluntary and community sector organisations

Band B – £20 per delegate, per course
Voluntary and community sector organisations with six or more paid staff

Band C - £50 per delegate per course
Voluntary and community sector organisations based outside of Aylesbury Vale

The Trainer: Mike Coker M Inst F(Cert)

Mike specialises in delivering courses on fundraising, funding strategy and governance across north west London and Bucks. He has a very successful track record of fundraising from trusts and foundations as well as developing social enterprises and corporate supporters.

Mike currently works as Chief Executive Officer for Harrow Carers, and he chairs Harrow Healthy Living Centre.

Mike has chaired health and social care partnership boards and has been an elected representative for the voluntary sector in strategic partnership boards and funding panels for the last seven years. He is a member of the Second Tier Advisors Network, has completed the Certificate in Fundraising Management and is a fully qualified member of the Institute of Fundraising.

**For further details please contact:
A booking form is attached for your information**



Liz Evans
Chief Executive's Department
AYLESBURY VALE DISTRICT COUNCIL
The Gateway, Gatehouse Road, Aylesbury, HP19 8FF
Tel.: 01296 585256 Fax: 01296 488887
e-mail: fundraisingcourses@aylesburyvaledc.gov.uk
www.aylesburyvaledc.gov.uk

आ पत्रिका मरज्यात (वोलन्टरी) अने कोम्युनिटी क्षेत्र माटे ग्रान्ट इंडिंग माटे केवी रीते अरज करवी ते माटेना ताविमी अत्यासक्रमो विषेनी विगतो आपे छे. मक्षत भाषांतर माटे झोन करो 01296 425334.

اس لیف لیٹ میں ٹریننگ کورسوں کے بارے میں تفصیلات دی گئی ہیں کہ رضا کار اور کمیونٹی کے شعبے کے لئے گرانٹ کی رقم حاصل کرنے کے لئے درخواست کیسے دی جاسکتی ہے۔ مفت ترجمے کے لئے 01296 425334 پر فون کیجئے۔

Some general information about funding sources and help:

Aylesbury Vale District Council Project Grants - Funding of up to 50% of the total project cost, to a maximum of £10,000 is available. Phone 01296 585186 or email grants@aylesburyvaledc.gov.uk, or www.aylesburyvaledc.gov.uk under *Community & Living* 'grants'.

The **Community Chest**, a partnership initiative between AVDC and the Vale of Aylesbury Housing Trust. **Micro Grants** up to £1,000 are awarded monthly, closing date 15th of each month. **Project Grants** up to £25,000 are assessed by a grants panel three times per year, the next closing date is 11th December 2009. **Long-Term Revenue Grants** of up to £25,000 per year for up to three years are due to be relaunched in April 2010, for funding from 2011-14. This is a two-phase application process. Phone 01296 585634 or www.aylesburyvale.gov.uk or contact Sarah Rothwell, email: srothwell@aylesburyvaledc.gov.uk

Buckinghamshire Community Action have a lot of experience in Lottery Funding, Village Halls and other Community Projects. Contact Laurie Johnson, Funding Adviser on 01296 421036 email: laurie@bucks-comm-action.org.uk or visit the BCA web site at bucks-comm-action.org.uk

Buckinghamshire County Council buckscc.gov.uk/funding/index.htm

This funding page provides free access to **GrantNet** - a search tool to assist organisations and individuals to identify the funding sources available for specific projects.

The Buckinghamshire Community Foundation - manage a variety of different funding sources, including Grassroots grants up to £5,000 are available to organisations with annual income under £30,000. For more information telephone 01296 330134, e-mail info@thebucksfoundation.org.uk or visit thebucksfoundation.org.uk

Buckingham and Gawcott Charitable Trust – Can assist various sports and leisure groups with projects based in either Buckingham or Gawcott. Contact Mrs Katharine McElligott 01280 815 409.

Buckinghamshire Historic Buildings Trust Ltd for the preservation of historical buildings in Buckinghamshire and Milton Keynes. Contact: Mrs Anne Davies, 01296 383653, Legal and Administrative Services Division, County Hall, Aylesbury, HP20 1UA. Email: legal@buckscc.gov.uk

Ernest Cook Trust – has estates at Hartwell and Boarstall in Buckinghamshire and offers educational grants, focussed on the environment, countryside and the arts. Projects should link to the national curriculum or recognised qualifications. Small Grants £100 - £4,000, larger grants £4,000 - £10,000. Grants Administrator: 01285 712492, ernestcooktrust.org.uk

Thomas Hickman's Charity – purpose: to relieve generally or individually persons resident in Aylesbury who are in conditions of need, hardship or distress. Contact John Leggett, Clerk to the Trustees, 01296 318500, at Parrott & Coales Solicitors, 14 Bourbon Street, Aylesbury HP20 2RS, email: sue.spinks@parrottandcoalesllp.co.uk

WREN (Waste Recycling Environmental Limited). Funding of between £2,000 and £50,000 is available for the provision, maintenance or improvement of a public park or other public amenity within 10 miles of a WREN operated landfill site (located at Newton Longville and Calvert). An 11% third-party match-funder is required to release your grant – this can be from your own fundraising, or an AVDC grant. For more information please visit wren.co.uk

Wendover Community Trust – for the benefit of the inhabitants of Wendover, and for charitable purposes within the town of Wendover. Contact Mrs Glenys Newman, 01296 622481, glenysnewman@fish.co.uk

Aylesbury Town Council - have grants available between £25 and £1000 to support community projects, events or services, or to purchase equipment to help your group provide services to its users. Applicants must be based or providing services within Aylesbury Town. For an application form and more details, contact the Town Clerk, Aylesbury Town Council. Telephone: 01296 425678, email: admin@aylesburytowncouncil.gov.uk

Aylesbury Vale fundraising training courses 2009/2010 Booking form



To allow as many different organisations as possible to attend, places are limited to a maximum of two representatives per organisation, per course and up to a maximum of two courses per training calendar year.

| Course Title | Date (1 st Choice) | Date (2 nd Choice) | Delegate Name/s |
|---|----------------------------------|----------------------------------|-----------------|
| Compiling and writing a project grant application | | | |
| Raising funds from trusts and foundations | | | |
| Understanding the Outcomes Approach | | | |
| Raising Funds from Major Donors | | | |
| Compiling a Fundraising Strategy | | | |

Demand for these courses is likely to be high and priority will be given to those who are new to fundraising or have been unsuccessful with recent applications/approaches.

Please provide brief details about why your delegate(s) would benefit from attending this training:

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|---|--|
| Main contact: | |
| Organisation: | |
| Address, inc postcode: | |
| E-mail: | |
| Tel: | |
| Any special access or dietary requirements of delegates: | |

Organisational details (please tick all that apply)

| | |
|--------------------------|---|
| <input type="checkbox"/> | Registered charity in England (number _____) |
| <input type="checkbox"/> | Exempt or excepted charity registered with HMRC |
| <input type="checkbox"/> | Company Limited by Guarantee or Community Interest Company (Company number _____) |
| <input type="checkbox"/> | Community group/club/society |
| <input type="checkbox"/> | Parish/town Council |
| <input type="checkbox"/> | Other (please specify) |

Fees:

Number of Delegates

| | | |
|--------------------------|--|--|
| <input type="checkbox"/> | Band A - £10 per delegate per course All other voluntary and community sector organisations | |
| <input type="checkbox"/> | Band B – £20 per delegate per course Voluntary and community sector organisations with 6 or more paid staff | |
| <input type="checkbox"/> | Band C - £50 per delegate per course Voluntary and community sector organisations based outside of Aylesbury Vale | |

Method of Payment (please tick)

| | | | |
|--------------------------|----------------|--------------------------|--|
| <input type="checkbox"/> | Please invoice | <input type="checkbox"/> | Cheque enclosed (payable to Aylesbury Vale District Council) |
|--------------------------|----------------|--------------------------|--|

The training courses have been subsidised by Aylesbury Vale District Council but a small charge is required to cover the costs for course materials and administration. Fees cover all refreshments, lunch and training packs which include hard copies of materials used throughout the course as well as a CD ROM.

| | |
|------------------|-------------|
| | |
| Signature | Date |



Please return this booking form to:

Liz Evans
 Chief Executive's Department
 Aylesbury Vale District Council
 The Gateway, Gatehouse Road
 Aylesbury, HP19 8FF
 Tel.: 01296 585256 Fax: 01296 488887
 e-mail: fundraisingcourses@aylesburyvaledc.gov.uk
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