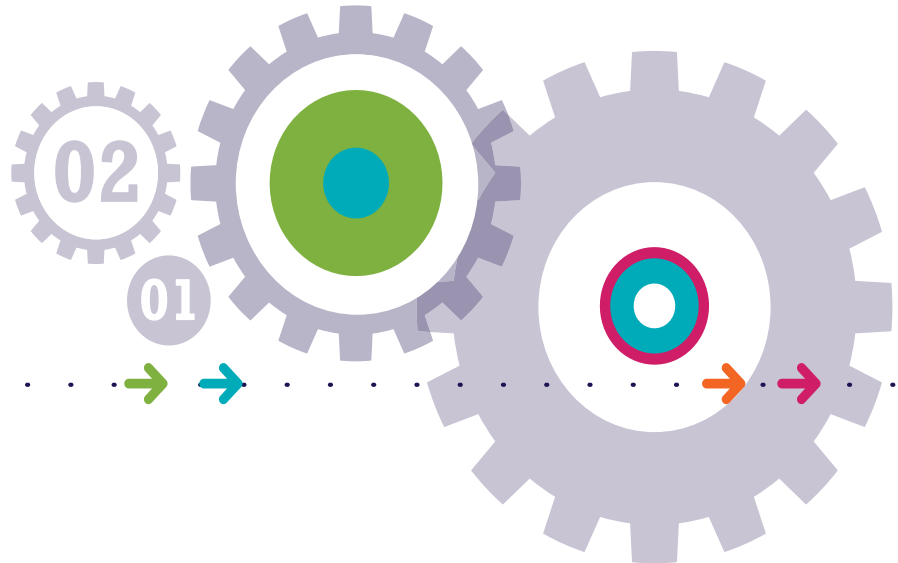


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Training Prospectus

Getting you fit for funding

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First edition

Our aims

- To create a level playing field in funding.
- To ensure voluntary and community groups have the skills, knowledge and support needed to access and manage the funds that enable them to achieve their objectives.

Our values

In order to provide an enjoyable, safe and productive learning experience fit4funding is committed to:

- Providing high quality training.
- Developing training that meets identified needs and allows individuals and organisations to develop.
- Providing a service that ensures equality of opportunity and fairness.
- Making our facilities, publicity and course materials accessible.
- Providing relevant information, resources, practical advice and learner support.



The Charities Information Bureau

fit4funding 93 Lawefield Lane, Wakefield WF2 8SU

Tel 01924 239063 **Fax** 01924 239431 **Email** info@fit4funding.org.uk **Web** www.fit4funding.org.uk

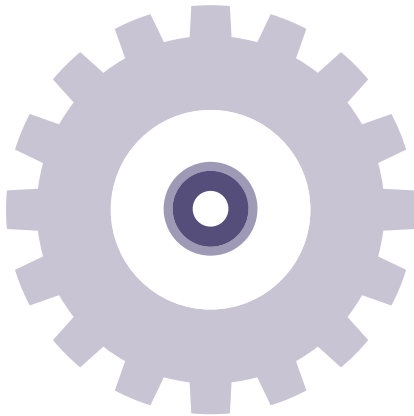
Welcome

Welcome to the new fit4funding Training Prospectus. Here you will find details of all the courses we offer to voluntary and community organisations and those supporting them.

Most courses are now linked to accreditation, so you can attend a course both for the knowledge and skills you need, and also to work towards a qualification if you wish.

An exciting new development at fit4funding is the arrival of e-learning. This enables learners to access courses and accreditation over the internet, without having to travel to a venue. Several courses in this prospectus are already available online, with more on the way.

If you have any questions about e-learning courses or any of the other courses in this prospectus, please don't hesitate to contact us. Our courses are constantly developing so contact us or visit our website www.fit4funding.org.uk for course updates, dates, times and locations of our training sessions.



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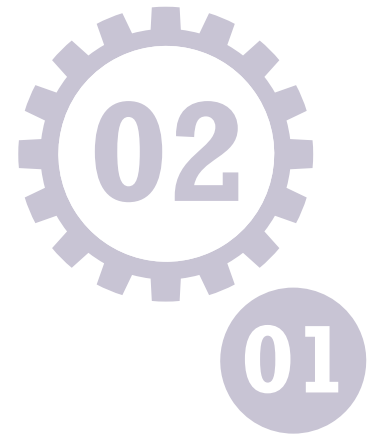
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How to access our training

Attending a course

Our courses and workshops are delivered in a range of venues throughout the year. You can find date, venue and pricing details on our website or by contacting us directly. Our contact details are on the inside of the front cover.

E-learning

Some of our courses are available online as e-learning options. These are shown in the prospectus by an  symbol. These courses can be done in your own time at your own pace with ongoing support from your tutor, but broadband access along with basic skills in word processing, using web sites and accessing e-mail are required. New courses are in development – please continue to visit our website for further information.

Commissioning a course

All the courses shown in the prospectus are available to be bought in for your own organisation or locality. We may also be able to provide a bespoke course tailored to meet your specific needs. Please contact us to discuss your requirements.



Training for Groups

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Introduction

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We offer a comprehensive range of training aimed at voluntary and community groups. To help you find the course most appropriate for you and your group, we have divided the training into two stages.

Stage 1

This training is for people who are new to fundraising or who have never benefited from any formal fundraising training. If you would like to develop new skills around planning your fundraising and identifying and applying to appropriate funders then these are the courses for you.

Stage 2

This tackles more complex issues than Stage 1, helping you to further develop your planning and fundraising skills. If you are striving to ensure the sustainability of your organisation and want to explore more complex funders and new avenues of funding then these are the courses for you.



Training for Groups

Stage 1

Training for Groups Stage 1 is organised into three routes to developing good fundraising skills. Each route covers the same topics, but is organised in a different way to suit different people's needs and preferences:

Route 1

Funding and Fundraising for the Voluntary and Community Sector – a four day intensive course leading to an optional qualification.

Route 2

Six Steps to Developing Fundraising Skills – a similar course spread over six half day sessions leading to an optional qualification.

Route 3

Workshops – the same topics spread over individual half day and full day workshops. Attend just one or two to develop your skills, or most of them to gain a qualification.

Accreditation

Each route can lead to “Funding and Fundraising for the Voluntary and Community Sector” – a level 2 or 3 qualification developed by fit4funding and accredited (as 3 credits) by the Open College Network. Please note that a portfolio of work is required for this qualification. For level 3, additional pieces of work are required, applying in practice what is learned during the workshops or sessions.

Stage 1/ Route 1

Funding and Fundraising Skills for the Voluntary and Community Sector

Four full day sessions

A practical and informal four day accredited course leading to three credits at level 2 or 3 through the Open College Network.

The course is aimed at workers, volunteers and management committee members active within a community group or voluntary organisation and involved in (or hoping to contribute to) raising funds for it. No formal academic qualifications are needed, except basic literacy and numeracy (with a calculator!).

The course will cover:

- Developing a fundraising strategy
- Planning and costing projects
- Identifying a range of appropriate funders - from small to large
- Making good funding applications
- Monitoring and evaluation



Stage 1/ Route 2

6 Steps to Developing Fundraising Skills

Six half day sessions

This course is aimed at people new to fundraising. It is designed to cover everything you need know in order to plan your fundraising and develop your skills in making good funding applications. You will be guided through all the stages needed to start applying for small grants. By the end of the sessions you will have developed your fundraising skills and produced a draft fundraising application and fundraising strategy. You will also have produced a portfolio of work that may be submitted for a formal qualification at level 2 or 3 if you wish.

Step 1 – Project Planning

To help you to plan projects and activities, the session will cover:

- Clarifying your group's aims and objectives and prioritising projects
- How to plan a successful project/activity
- What to consider – needs, benefits, involving people
- How to put your project across to funders effectively



Step 2 – Budgets for Bids

To help you budget for your project/activities, the session will cover:

- Identifying resources needed to deliver your project
- Estimating costs
- Preparing a budget for a funding application
- Common budgeting mistakes and how to avoid them

Step 3 – Finding Funding

To help you identify appropriate funders for your projects, the session will cover:

- Types of funding, from grants to income generation
- Researching appropriate funders
- Getting the right funder for your project

Step 4 – How to Make a Successful Funding Application

To help you complete successful funding bids, the session will cover:

- What to include in a bid and how to present it
- Why some bids succeed where others fail
- Drafting bids, looking at key questions and presentation

Step 5 – Measuring Success

To help you plan to show what you have achieved, the session will cover:

- How to monitor the progress of your project
- How to prove your success
- Sorting out the jargon – outputs, outcomes, long term change etc
- Planning monitoring and evaluation systems for funding bids

Step 6 – Developing a Funding Strategy

To help you plan your fundraising effectively and sustain your organisation, the session will cover:

- Developing a fundraising strategy
- Planning strategically – looking at opportunities and threats
- Knowing what's going on – national and local strategies
- Developing your group's fundraising skills

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Stage 1/ Route 3

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These workshops cover the same topics as Routes 1 and 2, but are designed as stand alone sessions. You can attend all of them or just those you need. These workshops can contribute towards a qualification – please see page 8 for details.

Planning a Fundraising Strategy

Half or full day workshop

Are you responsible for your group's fundraising? Have you got the skills and the know-how needed to fundraise successfully? This friendly and informal training session aims to give anyone involved in a group's fundraising an understanding of the importance of planning your fundraising to make it more effective and less stressful. We will look at what needs to go into your plan, how to make it happen and who should be involved. This session will cover:

- Developing a plan – why it is important and how you can make it happen
- Prioritising what you want to do, now and in the future which will fit with your aims and objectives
- How to demonstrate the need and demand for an activity

Finding Funding

Half day workshop

Finding the right funder can seem an impossible task, but there are many free resources available to make it easier. This is a practical session, showing you how to use those resources to find the right funder quickly. Basic computer skills are helpful when attending this session.

- What tools are available
- How to use them effectively
- Guided practice using computer-based resources



Applying to Charitable Trusts and Companies

Half day workshop

This session explores how best to identify and approach charitable trusts and foundations as well as private companies for funding.

The session will cover:

- How to find out about trusts and companies
- What will they fund?
- How to approach them (by letter, personal contact etc)
- What will they want in return?

Applying for Small Grants

Half day workshop

This session is aimed at groups looking for small grants of up to around £10,000 to help run and expand their activities and services. We will look at identifying appropriate funds (such as local council pots, Awards for All and charitable trusts) and how best to approach them.

The session will cover:

- Identifying small and local funding sources
- What the funders want to know about your work
- Completing application forms
- What funders will expect from you if you get the money

Basic Budgeting

Half day workshop

A beginner's session which will help you develop realistic budgets for your projects.

The session will cover:

- Identifying resources needed to deliver your project
- Estimating costs
- Preparing a budget for a funding application
- Common budgeting mistakes and how to avoid them



DIY (Do It Yourself) Fundraising

Half day workshop

DIY fundraising ranges from jumble sales to major events.

The session will cover:

- The positives and negatives of raising money from events
- The legal framework for raising money from the public
- Planning and costing events
- Maximising the income raised
- What is restricted and unrestricted funding?

Evaluating and Monitoring Your Project

Half day workshop

Increasingly voluntary and community groups are expected to measure their success and provide evidence of what they have done.

This helps groups to develop as well as report back to funders on how their projects are progressing. The session will take a look at what funders mean by monitoring and how to set up your own system.

The session will cover:

- Why monitor and evaluate?
- What do funders require?
- Demystifying the jargon
- Ways of keeping records

Training for Groups

Stage 2

Training for Groups Stage 2 is offered as a selection of half day and full day workshops. You can attend any workshop in any order and work towards a qualification if you wish.



Some of these courses are available online - contact fit4funding for details.

Accreditation

There are two qualifications available in Training for Groups Stage 2:

- “Securing Funding for Community Projects”
- “Project Planning for Funding Bids”

The “route map” at the back of this prospectus shows how you can work towards each of these qualifications. Please note that a portfolio of work is required for each qualification, showing how you have applied learning from the sessions to your own work.

Each qualification is at level 3 and has been developed by fit4funding and accredited (as 3 credits) by the Open College Network.

Keeping Your Project Going

Half day workshop

If you are already being funded but want to develop further projects, or if your present funding is coming to an end but you want to continue, we will look at how this could be done.

The session will cover:

- Reviewing where you are now and what you might do next
- Project planning
- Developing exit strategies (funding sources and income generation)

An Introduction to Marketing: Promoting Your Organisation to Funders and Other Supporters

Half day workshop

Marketing is often perceived as only relevant to the commercial sector, but all organisations need to ensure they get the right message across. This session will cover:

- Why marketing is relevant to voluntary and community groups
- Key principles of marketing
- Defining your audience
- Different marketing strategies, including use of the media



Procurement and Commissioning

Half day workshop

Procurement and commissioning are rapidly becoming a preferred way of funding the voluntary sector for many large funders. This session will give groups an overview with details on how purchasers (funders) work in practice. The session often includes the participation of a local purchaser, such as a local authority.

The session will cover:

- What are procurement and commissioning?
- What are the pros and cons?
- How does it work in practice?
- Preparing for tenders

Applying for Large Grants

Half day workshop

Aimed at groups who are considering applications to larger funders such as the Big Lottery Fund, larger trusts, European sources and Government funding streams. The session will cover:

- Understanding funders' criteria
- Understanding how forms are assessed
- Sustainability

Planning a Fundable Project

Full day workshop

Poor planning is a major cause of applications being rejected by funders. This session provides an intensive, hands-on look at effective planning tools that can be used collaboratively within your group. The session will cover:

- What makes a successful project
- Participative planning tools
- Basic risk assessment for planning
- Creating an action plan



Business Planning

Full day workshop

This introductory session is aimed at voluntary and community groups new to business planning. It will give groups a broad introduction to enable them to understand why a business plan (or development plan) is required for an organisation's future development and why it will give them a greater chance of attracting funding.

The session will cover:

- What is a business plan and why have one?
- Looking at example plans
- The process of putting a plan together and what to include in key sections
- Defining key terms

Accountability: Monitoring, Evaluation and Quality Assurance

Full day workshop

This is aimed at groups who need quality systems to both meet their funders' requirements and to develop their projects' ability to demonstrate quality and accountability. This session equips groups to deal with the most demanding situations, including European funding.

The session will cover:

- Who are we accountable to?
- Developing a record keeping system and audit trail
- What is quality assurance and how can it help you?

Training for Advisers and Funders

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Introduction

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We offer a comprehensive range of training aimed at funding advisers and others who support voluntary and community organisations. To help you find the course most appropriate for you and your service, we have divided the training into two stages.

Stage 1

This training is aimed at providing a good basis for professional practice. If you are new to providing funding advice or offering funding, or have had no formal training in these areas, then these are the courses for you.

Stage 2

This tackles more complex issues than Stage 1, helping you to further develop your skills. These courses explore new developments in funding, how to support groups in them and how to improve your communication skills.

Training for Advisers and Funders

Stage 1

Training for Advisers and Funders Stage 1 includes two intensive courses, each offering accreditation. “Advising Groups on Funding Issues” is our first course to be available both at local venues and nationally online, making it available to advisers across the UK.

Accreditation

There are two qualifications available in Training for Advisers and Funders Stage 1 and each course can lead to a level 2 or 3 qualification developed by fit4funding and accredited (as 3 credits) by the Open College Network. Please note that a portfolio of work is required for each qualification, level 3 requiring additional pieces of work, applying in practice what is learned during the workshops or sessions.



Advising Groups on Funding Issues

Four full day sessions

E-learning: also available online!



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This accredited course is aimed at funding advisers, community workers and other workers involved in supporting groups to access funding. The course is practical and informal, run over 4 days and will draw on participants' experiences of working with groups.

The course will cover:

- The role of the funding adviser
- Good practice in giving funding advice
- Diagnosing groups needs
- Clarifying complex funding criteria
- Giving feedback on draft applications
- Evaluating your advice service to demonstrate impact and
- Voluntary sector funding trends

E-learning

This course is also available on-line with start dates throughout the year. The course requires a 4 hour commitment per week over an 8 week period. There is ongoing support and feedback from a personal tutor during this time with opportunities to network, and discuss ideas online with fellow learners.

Good Practice in Grant Making

Two or three full day sessions

This course is for people involved in giving grants and leads to an optional qualification with the Open College Network. The course can be run over two or three days, the optional third session covering more practical aspects of planning a grant giving process.

The two day course will cover:

- understanding issues of good practice in grant giving, and how to apply this to your own fund
- producing clear and fair criteria and guidelines
- understanding the importance of a transparent and accessible application processes
- planning a clear assessment process
- being aware of the need to give appropriate feedback to applicants
- effective monitoring and evaluation of grant-giving
- risk management

The optional third day will cover:

- effectively planning a grant scheme
- using effective and collaborative planning tools
- practical ways to involve others in the planning process
- action planning

Training for Advisers and Funders

Stage 2

Training for Advisers and Funders Stage 2 offers a mixture of half day and full day workshops and longer courses. Stage 2 provides advisers with a route towards continuing professional development.

Accreditation

There are three qualifications available in Training for Advisers and Funders Stage 2:

- “Securing Funding for Community Projects”
(3 credits at level 3)
- “Interactive Presentation Skills”
(1 credit at level 3)
- “Training the Trainer”
(3 credits at level 3)

The “route map” inside the back cover of this prospectus shows how you can work towards each of these qualifications. Please note that a portfolio of work is required for each qualification, some requiring additional pieces of work, applying in practice what is learned in the workshops, and/or researching and delivering a presentation to others attending the training.

Each qualification was developed by fit4funding and accredited by the Open College Network.

Supporting Groups with Large and Complex Bids

Half day

Complementing our other advisers' training, this session focuses on supporting groups who are trying to access more demanding funders such as the Big Lottery Fund, larger charitable trusts, European funding and Government funding streams.

The session will cover:

- Understanding selection criteria
- What makes a bid successful
- Partnership working

Supporting Groups with Procurement and Commissioning

Half day

Procurement and commissioning are often as new and intimidating to advisers as they are to groups. This session will give advisers an overview on how purchasers (funders) work in practice. The session may include a presentation from a local purchaser such as a local authority.

The session will cover:

- What are procurement and commissioning?
- What are the implications for groups?
- Supporting groups preparing for tenders



Supporting Groups with Accountability Issues

Half day workshop

When groups are considering funding options, accountability issues such as monitoring requirements and project evaluation play an important part. This session aims to give advisers an overview of accountability issues in order to help groups choose and prepare for their best funding options.

The session will cover:

- Meeting funders' monitoring requirements
- Helping groups devise evaluation methods which are accountable to them
- Maintaining accountability to multiple stakeholders

Training Skills for Advisers

Five full days

This course is aimed at funding advisers and others supporting groups with funding issues in a training setting. The course is 30 hours over five days with additional hours required for home study. The course is designed to improve the presentation and training skills of learners and explores:

- How to plan and run short training sessions
- The different methods to use
- How to get information across



Interactive Presentation Skills for Advisers

Two full day sessions

E-learning: also available online!



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This course is aimed at funding advisers who do not have any formal training qualifications, but who wish to develop their presentation skills. Increasingly a funding adviser's role involves delivering training or information sessions. This course aims to develop funding advisers' confidence and skills to do this in a creative, interactive and more effective way.

The first day of the course is about providing knowledge and ideas for the delivery of training for the participants. The second day is about delivering a presentation and completing a small portfolio of evidence.

Please note: learners also attending the Advising Groups on Funding Issues four day Stage 1 course only need to attend day 1 of this course. Please contact us for details.

E-learning

This course is also available on-line with start dates throughout the year. The course requires a 4 hour commitment per week over a 4 week period. There is ongoing support and feedback from a personal tutor during this time with opportunities to network, and discuss ideas online with fellow learners.

Additional Information

About us

fit4funding was established in 1981 as The Charities Information Bureau, and is a registered charity and company limited by guarantee. We work across the United Kingdom but are based in and have our main focus in West Yorkshire.

Our services

- Training designed to meet the needs of funders, advisers and voluntary and community groups
- Information, support and advice on funding and funding-related management issues in a variety of formats
- In-house and 'made to measure' training to meet particular areas of need
- Working with funders and policy makers – to ensure the sector has a voice and is included in processes, discussions and decisions that affect its members and users



Who we work with

- Voluntary and community groups – to help them develop skills and knowledge that empower them to develop and sustain their activities which meet community need
- Funding advisers – to ensure voluntary and community groups have access to high quality funding advice, and that advisers can develop the skills and support they need for themselves
- Grant givers – to ensure access to funding is fair and straightforward, assessment criteria are objective, and grant givers can develop their own skills and knowledge

Training methods

fit4funding training is learner-centred, participatory and practical, for example:

- sharing ideas and feeding back to the whole group
- short lectures with practical examples
- group work using case studies and scenarios
- working on your own project's fundraising tasks

Courses are run in a supportive and informal way, with discussions focusing on issues relevant to your organisation and exercises designed to help you apply practical solutions to your work. We draw and build on learners' existing knowledge and skills at the same time as covering all the basic steps involved in each topic area.



Accreditation

If you would like to have your learning and new skills formally recognised, fit4funding has developed a range of qualifications against which courses are accredited as Open College Network (OCN) credits.

Some of the longer courses, such as Six Steps, offer a qualification at the end of the course. The short half day and one day courses are designed to contribute to a portfolio of work that can lead to a qualification.

The Stage 1 qualifications (OCN credits at levels 2 & 3) are:

- Funding and Fundraising for Voluntary and Community Organisations
- Advising Groups on Funding Issues
- Good Practice in Grant Giving

The Stage 2 qualifications (OCN credits at level 3) are:

- Project Planning for Funding Bids
- Securing Funding for Community Projects
- Interactive Presentation Skills for Advisers
- Training Skills for Advisers

There are “route maps” of how to attain these different qualifications shown at the back of this prospectus. Additional support and portfolio building sessions can also be offered to those working towards a qualification.

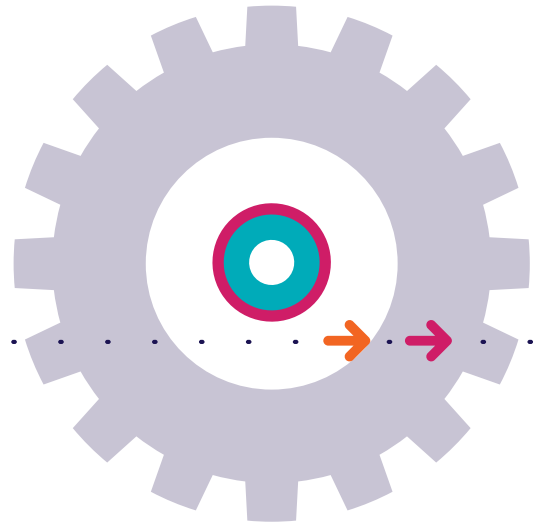
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Fit 4 Funding

The Charities Information Bureau

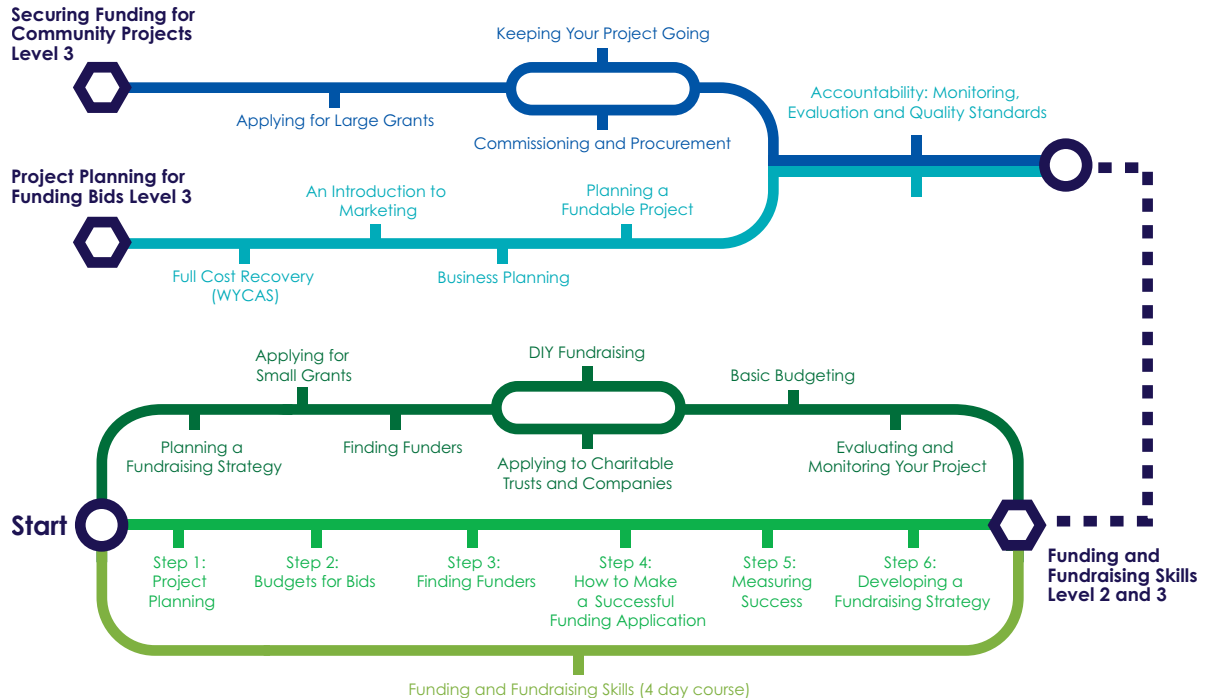
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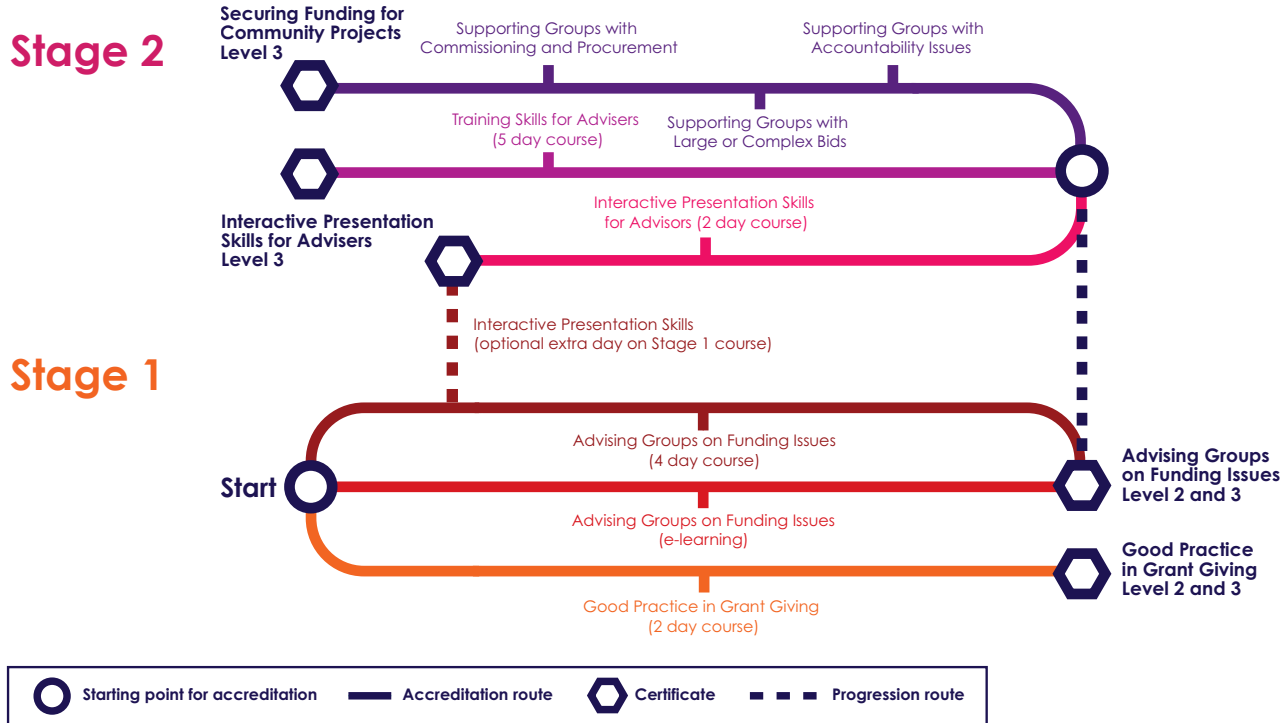


Training for Groups: Routes to Accreditation

Stage 2



Training for Advisers and Funders: Routes to Accreditation





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EUROPEAN UNION
European Social Fund



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Development Fund

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Designed by Pernille Christensen

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