

Short Course Descriptions

For Groups and Individuals Working with the Voluntary and Community Sector

Keeping on track: Project Monitoring & Evaluation

Funders are increasingly seeking to ensure that grants they make will be well managed and make a lasting difference. Organisations need to ensure that projects are running as planned and where they are not, identify problems at the earliest stage so that corrective actions can be taken. This short course explains what funders are expecting and what constitutes monitoring and evaluation. The workshop will include a structured case study.

Topics covered

- * Meaning and scope of 'monitoring'
 - * Data selection and gathering- qualitative and quantitative
 - * Reviews and milestones
 - * Evaluation
 - * The 'audience' for the activities
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Full Cost Recovery

Historically, third sector organisations have struggled to secure funding for their overhead costs, making themselves and their services unsustainable. Using Full Cost Recovery, organisations can ensure that the contracts and grants they secure reflect the full costs of delivery, including overhead costs.

This course will guide participants through the process of full cost recovery and provide a practical toolkit and spreadsheet which should be acceptable by any funder / potential funder as demonstrating good practice in money management. The course is in the process of being accredited with OCN and participants will have the choice of earning this if they wish.

Topics covered

- * The benefits of using the FCR model
 - * Different sorts of costs to consider
 - * How to rationally divide costs
 - * The 'ARAF' process
 - * Cost drivers
 - * Allocating the costs
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Planning and setting-up for success

A sound business/strategic plan is central to the success of an organisation and will take into account all the factors that will affect the achievement of its aims. This is as true for a small voluntary or community group as it is for a small business. Potential funders may require a business plan to be presented as part of the funding bid process. This short course examines the content and structure of business plans, how to get 'buy-in' from stakeholders and how to make the plan work to achieve its aims.

Topics covered

- * Aims and purpose of the BP
- * The 'audience', ownership and 'buy-in'
- * Typical content
- * Monitoring and evaluation

People power in fundraising

Providing leadership of a fund-raising team can be a major challenge but what skills and knowledge should the team leader have? How do you lead a group of people who have different reasons and motivation for being a part of the team and possibly, very different views on how you should go about raising funds? What do you do in the event of conflict or major disagreements between team members? What does the team want and expect from the funding leader and how does the leader build a group of passionate people into a cohesive team? We may not have the answers to all the leadership problems but this course will provide a grounding that will support the practical and effective leadership needed achieve that funding target.

Topics covered

- * Leadership and management two different species?
- * Expectations of the team leader
- * Team roles
- * Specific issues for leadership of teams of voluntary workers
- * A leadership checklist
- * Options for building the team

5 Steps to finding funding

How do you move from knowing you need some money to receiving a cheque in the post? This course will de-mystify the process of fundraising, taking you through the simple 5 step process which CIB's clients have used for years to successfully find funding

Topics covered

- * When are you ready to fundraise?
- * Working out what you want money for
- * Calculating how much money you will need
- * Finding the right funders to ask
- * Writing application forms and letters
- * Helpful practical hints and tips

Simple solutions for small project funding:

So many funders, so little time!

Sometimes chasing funding for small projects can seem harder than for big ones. It can be hard if you are a hard pressed volunteer with limited experience of fundraising. As always the secret of success is in the detail and this one day workshop provides an examination of the planning that can make a significant difference to successful fundraising for small projects and a reassuring introduction to the do's and don'ts of fundraising.

Topics covered

- * Planning benefits and considerations
- * Situational analysis
- * Fitness for funding
- * Building a budget
- * Building the plan
- * Considering options
- * Sources of funding and fundraising ideas

Going for Gold! Sources of funding for larger projects

This course will look at the variety of sources of income for voluntary groups and at their different characteristics. This course will help you to decide which source of income is the most appropriate for each project you undertake.

Topics covered

- * Charitable Trusts
- * Lottery
- * Government Funding
- * Individuals
- * Fundraising events
- * Companies
- * Loans
- * Earned Income

Charity governance for beginners

Recent changes in charity law have resulted in a new legal definition of charity (the first change in 400 years), new structures, new fundraising regulations, alterations affecting trustees and many other issues. Whether a manager, trustee or potentially either, this course will help you to know what you should be doing now.

Topics covered

- * understand what makes your organisation a charity
- * understand what your charity structure is and what choices you have
- * understand more about your governing document (constitution or similar)
- * recognise the basics of just exactly what trustees have to do

Lottery Funding

There are 16 funders distributing Lottery funds across the UK. This short course explains who these funders are, the projects they or will not fund, what level of funding do they offer, how and when to make applications for Lottery grants

Getting off the starting block with funding for sports projects

You know what you want to do in your club or group, but how to find the money to do it? This course will take you through the process of planning a fundable project, working out the budget, identifying who to ask and making successful applications.

Topics covered

- * Project planning
- * Preparing a budget
- * Sources of funding for sports projects, including trusts, government, lottery and business.
- * Writing application forms and letters
- * Helpful hints and tips

What's on offer? Asking businesses for support with your projects

We all see local businesses sponsoring community activities and feel there must be a business out there who would love to help our organisation. This course will explore the myths and realities of company giving and give you practical tips on how to tap into the opportunities offered by the local business community

Topics covered

- * Trends in corporate social responsibility
- * Forms of company giving
- * Identifying local businesses
- * Making successful applications to business
- * Building relationships with local businesses

Sources of funding, gift aid and funding update

To successfully secure sufficient funds to deliver and sustain your projects, you need to attract funding from a variety of different sources. This course will give you an introduction to the types of funding available in the voluntary sector and equip you to identify which are most suitable for you. You will also understand how gift aid can be used to boost your funds and get up-to-date with the latest trends in funding for the voluntary sector.

Topics covered

- * Charitable Trusts
- * Lottery
- * Government Funding
- * Individuals
- * Fundraising events
- * Companies
- * Loans
- * Earned Income
- * Gift Aid
- * Recent trends in funding

Getting it write! Writing successful bid applications

Putting the right words on an application form or composing a persuasive letter can be the difference between securing much needed cash and receiving a polite letter of rejection. Whatever your current skills in English, we will give you the confidence to know **what** to tell funders and **how** to tell them so that the cash comes your way.

Topics covered

- * Communication skills
 - * What do funders want to know
 - * Filling in application forms
 - * Writing application letters
 - * Helpful Practical Hints
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