

Strategy for winning funding

Booking form

Name: Position:

Organisation:

Address:

.....

Tel: Fax:

Email:

Please specify if you have any particular requirements (eg access, dietary or other):

.....

When, where and cost:

When? Friday 1 October 2010, 9.30am to 3.15pm

Where? NICVA, 61 Duncairn Gardens, Belfast BT15 2GB

Cost? NICVA Members One free place per organisation only
Extra Member delegate rate £30 per person
Non NICVA Member rate £70 per person

If you are unable to attend the session after registering you must inform NICVA five working days in advance otherwise you will be invoiced for the full cost of the course (see website for details). As places are limited, please return the booking form as soon as possible.

Please use a separate (photocopied) form for each delegate. Booking forms are also available for download online at www.nicva.org.

Please complete and return the form to Georgie Finlay, NICVA, 61 Duncairn Gardens, Belfast BT15 2GB by **Friday 24 September 2010** (please enclose a cheque, if appropriate, made payable to NICVA).

For further information, visit www.nicva.org or contact NICVA on 028 9087 7777, alternatively email georgie.finlay@nicva.org.

NICVA's family of websites:

www.nicva.org - a site for the organisation

www.communityni.org - a site for the wider sector and general public

www.grant-tracker.org - a funding site

www.communitybuyer.org - a directory of companies that provide products and services for the voluntary and community sector

www.sectormatters.com - providing quality business services to the voluntary and community sector

NICVA MEMBERS' SESSION

Strategy for winning funding

FRIDAY 1 OCTOBER 2010



Strategy for winning funding

What the day is about

In today's tough economic climate, it is more important than ever that any funding opportunities are taken advantage of, and that organisations are giving themselves the best chance possible by making good funding applications.

This Members' session will take you through the important steps in making a good case for funding and will look at: proving the need for the project through social research; tools used in planning your project; finding a suitable funder and creating a realistic project budget.

A number of funders have fed back to NICVA that these areas are the most common shortcomings in the funding applications they receive, and therefore this free training session will help your organisation make a better funding bid.

Who should attend?

This event is aimed at anyone who is either partly or wholly responsible for building a fundraising strategy for their organisation, or who has an interest in this area. The session will be particularly suited to organisations that are currently seeking funding for a project or want to diversify their funding base.

When?

Friday 1 October 2010, 9.30am to 3.15pm

Where?

NICVA, 61 Duncairn Gardens, Belfast BT15 2GB

Cost?

NICVA Members - One free place per organisation
Extra Member rate - £30 per person
Non Member rate - £70 per person

Programme for the day:

9.30am - 9.45am Registration
9.45am - 10.25am Plenary session

- 1. Preparing for the cuts**
NICVA
- 2. The reasons for good fundraising planning**
Northern Ireland Trust's Group
Sandara Kelso-Robb (ACF & Lloyds TSB)

Workshops

- Assessing the need for your project
- Project planning
- Finding a suitable funder for your project
- Creating a budget for your funder.

All delegates will have the opportunity to attend all four workshops. Each workshop is 45 minutes long. Delegates will remain in their allocated room, and speakers will rotate.

10.30am - 11.15am	Workshop
11.15am - 11.30am	Break
11.30am - 12.15pm	Workshop
12.15pm - 1.00pm	Workshop
1.00pm - 1.45pm	Lunch break and chance to see exhibitors
1.45pm - 2.30pm	Workshop
2.30pm - 3.00pm	Final plenary session - questions and answers
3.00pm - 3.15pm	Close and final chance to see exhibitors

Strategy for winning funding

Workshops

Assessing the need for your project Facilitated by ARK

Increasingly, funders and social policy makers are looking for reliable evidence before they fund a project or implement policies or strategies. Voluntary sector organisations that hope to substantiate their viewpoints and work efforts should do so with social research data. In times of financial cutbacks, providing solid evidence becomes even more crucial.

ARK has extensive experience in both collecting social data and applying it to help inform a funding bid or policy. In this presentation ARK will signpost participants to sources where suitable data to support the work of voluntary sector organisations can be found and will explain how these can be utilised (secondary data analysis). The session will also briefly discuss advantages and disadvantages of methods of data collection (such as focus groups, questionnaires and interviews) to guide organisations that are considering undertaking their own small scale research projects in order to support their funding application.

Project Planning Facilitated by NICVA

The aim of this session is to provide an understanding of the project management process, with tips and guides to ensure success. It will explain the terms and processes currently used in projects and help you determine the best approaches, tools and techniques to use for your organisation.

The session will finish by looking at how to identify tasks and timeframes for your project to ensure that it is completed successfully - a key requirement for any funder.

Identifying funding opportunities Facilitated by NICVA

This session will outline the key factors in identifying potential grant funders for your projects and programmes. The session will draw on the skills and expertise of NICVA's fundraising advice staff who are behind the development and maintenance of GrantTracker, Northern Ireland's specialist funding website. The session will outline strategies for researching and selecting funders to approach as well as signposting to the main tools and resources.

The session will show you how to get the best out of NICVA's GrantTracker website and all participants will receive a week's free access to GrantTracker following the event.

Creating a budget for your funder Facilitated by Big Lottery Fund

The aim of this session, facilitated by the Big Lottery Fund, will be to provide key points and tips to ensure that your budget is accurate and will support your project in order to deliver its outcomes effectively. The session will cover creating, developing and costing a budget over the lifetime of a project and identifying common mistakes and pitfalls to look out for.

Points to be covered will include identifying budget headings, how to implement full cost recovery, accurately calculating salaries and their associated costs, apportionment of costs across different funders and inflation costs.

Participants will attend all four workshops on the day, and will also have an opportunity to ask questions of each of the speakers during breaks and in the final session at the end.