

SYFAB's 8 session course, **Funding and Fundraising for Community and Voluntary Groups** will be running at least seven times across South Yorkshire in 2008. The course is for members of small to medium sized voluntary or community organisations in South Yorkshire who are involved in raising funds for the group. There is a £20 fee (non-refundable).

Course outline

This is what you can expect to learn about on the course:

Session 1: Introduction to fundraising

An overview of different sources of funding and the different ways these funds operate.

Session 2: Planning and preparation for fundraising

This session goes through the stages in developing a fundraising strategy or plan and the work you need to do before you can approach a funder.

Session 3: Sources of funding

How you select which funders will meet your needs best and how to go about approaching them?

Session 4: Applying for funding part 1

What are funders looking for? How do you sell your group? This session introduces criteria, guidelines and application forms from funders and gives you the chance to start writing an application 'for real'.

Session 5: Applying for funding part 2

This session continues the work on writing funding applications. You can get individual feedback on your funding application or funding strategy.

Session 6: Financial planning for fundraising

This session covers how to draw up a budget and cost a project for a funding application.

Session 7: Evaluation and Monitoring

Understanding what evaluation and monitoring are, how they relate to your group, and how you can make sure you meet funders' requirements.

Session 8: Portfolio Building/Evidence gathering

Support in putting portfolios together for accreditation. The session also includes a course review and information on further support and resources available.



FUNDING and FUNDRAISING FOR COMMUNITY and VOLUNTARY GROUPS

**A Training Course from
South Yorkshire Funding Advice Bureau (SYFAB)
for Volunteers and Small Groups**

**Spring 2008–Sheffield, Barnsley, Doncaster
(all town centre)**

**Autumn 2008–Dearne Valley, Rotherham town
centre, north Doncaster, Burngreave**

*Accredited with the
Open College Network*



Course dates and venues - we run a set of courses in spring and a set in autumn.

Spring 2008

Barnsley - Tuesday mornings Venue: Barnsley Central Library		Doncaster - Thursday mornings Venue: Doncaster Museum & Art Gallery		Sheffield - Wednesday mornings Venue: The Workstation	
Date	Times	Date	Times	Date	Times
29 April	9.30 - 1.30	1 May	9.30 - 1.30	30 April	9.30 - 1.30
6 May	10 - 1 pm	8 May	10 - 1 pm	7 May	10 - 1 pm
13 May	10 - 1 pm	15 May	10 - 1 pm	14 May	10 - 1 pm
Course break (2 weeks)		22 May	10 - 1 pm	21 May	10 - 1 pm
3 June	10 - 1 pm	Course break (1 week)		Course break (1 week)	
10 June	10 - 1 pm	5 June	10 - 1 pm	4 June	10 - 1 pm
17 June	10 - 1 pm	12 June	10 - 1 pm	11 June	10 - 1 pm
24 June	10 - 1 pm	19 June	10 - 1 pm	18 June	10 - 1 pm
1 July	10 - 1 pm	26 June	10 - 1 pm	25 June	10 - 1 pm

Autumn 2008

There will be four courses running from September to December in: the Dearne Valley, north Doncaster, Rotherham town centre and the Burngreave area of Sheffield. Dates and venues to be confirmed. Please contact SYFAB to be notified of the details, or check our website.

You can find more information and booking forms for our courses on the SYFAB website at www.syfab.org.uk/training.php or by contacting Sheila or Diane.

Course fee: The full cost of the course is £20. Please send in a cheque along with your booking form. All cheques should be made payable to South Yorkshire Funding Advice Bureau.

Contact: Sheila Bhandal or Diane Harding, SYFAB
Telephone: 0114 249 4343
Email: sheila@syfab.org.uk or diane@syfab.org.uk

Is this course suitable for you?

Please work through the following questions. If you can answer 'YES' to all these questions, this course is probably suitable for you. Please contact SYFAB for more advice if you're not sure.

- Are you a member of a small-to-medium-sized voluntary or community organisation (staff, volunteer or management committee)?
- Is your organisation based within South Yorkshire?
- Do your organisation's activities benefit people in South Yorkshire?
- Does your organisation have:
 - A voluntary management committee?
 - A bank account in the name of the organisation?
 - A written constitution or set of rules?
- Are you involved in doing the fundraising for your organisation?
- Do you want to learn more about raising money from grant-making funders, such as the lottery funders and charitable trusts?
- Do you have a specific piece of work or project that you want to fundraise for **OR** do you want to develop a funding strategy for your organisation? (This course is practical so you need to have something specific to work on)

This course will not be suitable for you if you are:

- An individual who is not involved with a voluntary or community organisation as staff, volunteer or management committee member.
- From a public/statutory sector organisation
- From a private sector organisation
- A fundraising consultant or self-employed fundraiser
- A Development Worker who wants to learn about delivering funding advice to voluntary and community organisations

Some special cases - contact SYFAB for more advice if you are not sure

Development Workers are only eligible if you are fundraising for your own voluntary or community organisation.

Social enterprises are eligible if your activities are broadly charitable, and you have a voluntary management committee.

Branches of national charities in South Yorkshire are probably eligible if you manage your own funding locally in your own bank account in the name of the local branch.

If you are completely new to fundraising, you should consider going on an introductory course first, such as our Beginners Guide to Fundraising.