



**South Yorkshire
ing Advice Bureau**

May 2, 2008

Dear Applicant

Sheffield Funding Advisory Service

Thank you for your request. Please find enclosed further details and an application form.

The deadline for returning the application form is Friday 6 June. We expect to let you by Friday 20 June if you have been accepted into the Sheffield Funding Advisory Service.

If I can't help you through the Advisory Service, I will let you know what other support is available from SYFAB.

Please contact me if you need any help with filling in the form. If you'd like an informal chat please just ring or email me.

I look forward to hearing from you.

Yours sincerely,

Sara Williams
Sheffield Funding Advisor

Tel: 0114 249 4343
Email: sara@syfab.org.uk

Sheffield Funding Advisory Service

The Sheffield Funding Advisory Service is an opportunity for groups to access fundraising advice and support in a structured way over a specified period of time.

There is a choice of services:

- Service A** - Funding Search and 8 meetings to complete funding applications
- Service B** - Funding Search and 6-12 meetings to develop a Funding Plan
- Service C** - 3 meetings to advise on any specific funding issue
- Service D** - Beginner's Guide to Fundraising Workshop (4 hours) and 4 hours follow up support

Planning is the most important of fundraising and these services are designed to help your group with this. Because your management committee will be ultimately responsible for any money raised by the group, we ask that at least one of the people working with the Advisory Service is a member of your management committee. We also ask that your group has a constitution and a bank account, as this is the minimum required by funders

For **Services A and B** you need to have:

- a clear idea of **what you want to raise funds for**
- and at least a rough idea of **how much money it will cost**

Service C gives your group the opportunity to focus on a funding issue **chosen by your group**. It could be looking at past applications, feedback on your current Funding Plan, looking at how you organise your fundraising, exploring different funding sources (not grants), or anything else as long as it is *specific*.

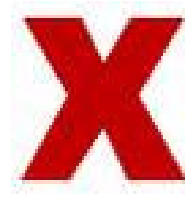
Service D is for smaller or newer groups who want to understand the basics of fundraising. **It is only open to groups with an income of £10,000 or less.**

On the next page there are some examples to help you to decide if the Funding Advisory Service is the right source of support for your group.

Remember, if your group does not want, or cannot get support from the Advisory Service, there might be other services that could help you.

We have listed some of these on the next page too.

Is the Sheffield Funding Advisory Service right for you?



- We want some guidance on who to apply to and how to present our needs in applications
- We are new to fundraising and want some training and follow up support
- We have got a funding plan but are not sure it's right and need some help and advice
- We haven't been very successful in our recent fundraising and want some feedback on our applications
- We want help in planning our fundraising over the next 1-3 years
- Our grant runs out next month and we can't pay our workers salary
- Our group is small and only wants a few hundred pounds for some equipment and running costs
- We find fundraising hard and want someone to do it for us
- We need help in funding and developing our social enterprise
- We don't really know where we're heading with our project and want to find out what money is available so we can decide what to do next

Yes, the service might be right for you

No, the service won't be right for you. See below for other ways to get help.

South Yorkshire Funding Advice Bureau: If you only need details of possible funders for your project, our Information Service may be able to do you a funding search.
Phone 0114 276 4560 <http://www.syfab.org.uk>

Voluntary Action Sheffield (VAS) services include a development worker for small groups, a community accountancy service and a legal advice service.
Phone 0114 253 6600. <http://www.vas.org.uk>

Sheffield City Council has various departments which provide a range of information and services for community groups. Contact the Voluntary Sector Liaison Team
Phone 0114 273 4113
<http://www.sheffield.gov.uk/your-city-council/neighbourhood-renewal-and-partnership/voluntary-sector-liaison-team>

9. About your group: please tick all that apply

- Constituted group
- Registered Charity - Number.....
- Company Ltd by Guarantee - Number.....
- Industrial and Provident Society Number.....
- Community Interest Company Number.....
- Branch of a National Charity Name and number
- Church/ faith group Other

10. When did your group start? Month Year

11. How much money did your group get last year?

- Under £10,000 Under £50,000 Under 100,000 over £100,000

12. Who did you get money from?

13. How many people are involved in your organisation? (please write number)

Paid Staff Volunteers Management Committee Members

14. Have you had support from any other development workers in the last 12 months?

- No Yes(name)

15. Please mention anything that might affect your fundraising (e.g. out of date accounts, issues managing money, other) - or phone me if you prefer.

16. Finally, please say how you found out about the Sheffield Funding Advisory Service

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17. Declaration:

- We have a bank account in the name of our group with at least 2 independent signatories
- We have a management committee of at least 3 unrelated people
- We have enclosed a copy of our latest annual accounts and our constitution**
- The information given is true to the best of our knowledge
- If our application is successful the following people will work with the Sheffield Funding Advisory Service (At least two people - one must be a management committee member).

Name	Position	Signature	Date

When you have answered all the questions, enclosed the information requested and taken a copy of the form for your files, please return to the address below by **Friday 6 June**.

**Sara Williams, Sheffield Funding Advisory Service, South Yorkshire Funding Advice Bureau
The Workstation, 15 Paternoster Row, Sheffield S1 2BX**

Tel: 0114 249 4343 Fax: 0114 272 3566 Email: sara@syfab.org.uk Web: www.syfab.org.uk