

Course Details

An essential course for all those involved in managing or providing directional support to their community or voluntary group.

The course is structured to be a positive learning experience for all the participants, covering every aspect of project planning to maximise effective delivery, successful funding applications, and meeting the intended aims of the group.

Over six sessions, the course will cover how to plan a project, the processes involved, and ensure participants will be able to provide funders with the relevant information for a successful funding application, effectively deliver their activities and services, and work towards becoming sustainable for the longer-term.

The subjects covered will include

- Fundraising Strategy
- Project Aims
- Effective Forward Planning
- Timescales
- Action Planning
- Ongoing Monitoring & Evaluation
- Identifying and reporting Outcomes.

A comprehensive journey from planning to delivery.

Supplementary Sessions can be added if required e.g. **Managing Volunteers, Finance, Governance etc.** Contact **WCAVA Training** for more information

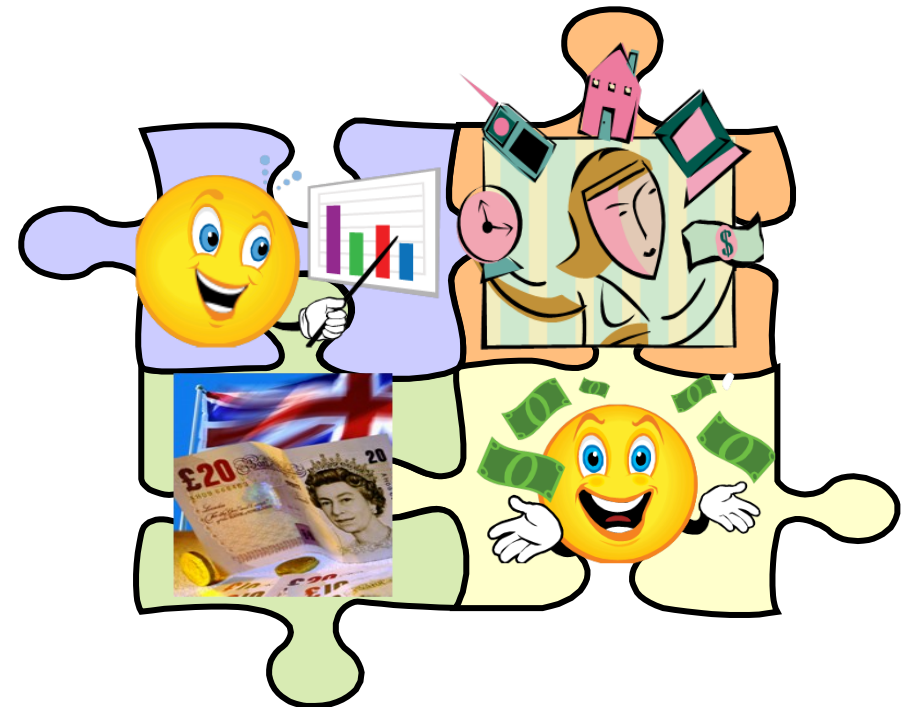
Outcomes

By the end of this course, participants will be able to:

- **H**ave a clear understanding of the importance of comprehensive organisational and project planning.
- **F**ully demonstrate the need for a project
- **U**nderstand the principles of fundraising, the requirements of funders, and be able to provide the relevant information for a successful application, and gain knowledge on what makes a good funding application.
- **T**ake an overview of the budgetary requirements of the project, including full cost recovery.
- **S**ee the link between good evaluation and future success.
- **G**ain knowledge and learn skills to benefit the long-term sustainability of their groups, using tools acquired throughout the course.
- **S**hare good practice and knowledge with colleagues.
- **M**ake connections and build relationships with other organisations to be able to collaborate and problem solve on an ongoing basis



Funding & Effective Project Delivery



WARWICKSHIRE COMMUNITY AND VOLUNTARY ACTION

Registered Office: 19 & 20 North Street, Rugby, Warwickshire, CV21 2AG

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A Charitable Company by Guarantee. Registered in England and Wales. Number 06531268.

Registered Charity Number 1123402.

WCAVA Training

We aim to offer the high quality training you want, where you want it, at a price you can afford.

We will support community and voluntary groups to build on their working practices strategies and systems, enabling them to strengthen their capacity to provide services to meet the needs of the local community and access training, and learning opportunities for paid staff, volunteers, and trustee development.

- We offer an open programme of training covering key topics based on your feedback and current relevance to the voluntary and community sector.
- We will also tailor training to meet the specific needs of your organisations (large or small) so that you can benefit from our expertise and knowledge of local and national trainers
- We can offer advice and facilitation services for your staff, volunteers and trustee away days, planning meetings to make them more meaningful and productive, organise and arrange community events and conferences etc.
- We can work with you to build Staff, volunteer and trustee development systems and programmes.
- Development support for new and existing voluntary and community groups and advise on facing change or challenges.
- Training will be delivered at convenient and accessible venues across a wide geographical area.
- Trainers are experts in their subjects and have experience of working with the voluntary sector.
- We continue to seek funding to subsidise the cost of training places and where possible offer a range of free courses.

www.wcava.org.uk training@wcava.org.uk

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Who is the course for?

Trustees, Management Committee Members, paid staff, volunteers, and those who have the following responsibilities:

- Planning various activities, events and projects
- Applying for funding or seeking out new funding streams, or sources of revenue and income generation
- Managing the overall direction of their group or organisation
- Planning ahead and setting goals
- Identifying budgets and full cost recovery

When: 2012

Wednesdays 11 & 25 January	10.00 am – 3.30 pm
Wednesdays 8 & 22 February	10.00 am – 3.30 pm
Wednesdays 7 & 21 March	10.00 am – 3.30 pm

Where:

Brownsover, Rugby
Venue details and confirmations will be sent to successful applicants



Cost: £99 per participant

On confirmation of registration, each participant is committed to attend the whole course. (See our refund policy)

Places are limited - please book early to ensure your place

To find out more, and to register your Place, contact Alison or Louisa Tel: 01788 574258

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