

The **Fundraising** Programme

Jointly organised by:

DIRECTORY OF SOCIAL CHANGE



HOW TO ACCESS A GRANT OF UP TO £1,000 TOWARDS THE INSTITUTE OF FUNDRAISING'S MANAGING FUNDRAISING COURSE

There has never been a more important time to consolidate your existing fundraising management skills or to ramp them up. Whether you are currently in a position that has fundraising as an element of it, or are looking to acquire those skills to be more effective, the Institute and DSC's course ***Managing Fundraising*** is for you.

We are able to help potential course participants to access public funding to cover a large part of the fee through the Train to Gain scheme. Developing strategic and management skills for fundraising could not be simpler or quicker!

TARGET AUDIENCE

Anyone looking to acquire the skills to deliver fundraising strategy and management effectively. As well as fundraisers (directors/heads of/managers – existing and aspiring!) this includes chief executives, trustees, directors, and managers in other functions that need to understand the management of fundraising.

ELIGIBILITY

The eligibility criteria on this programme are:

- a. Organisation must employ between 5-249 staff; this can include volunteers, and Trustees.
- b. Organisation must not have accessed the Leadership and Management grant previously from Train to Gain.
- c. Organisation must be London Based, i.e. the 33 London Boroughs, for applications on this site.
- d. Organisations outside London can still access the funding but must apply through their local Train to Gain Agent.
- e. Organisations outside the 33 London Boroughs can access the funding through their [local Train to Gain Brokerage](#). If you have any difficulties with this, call Prevista 020 7619 8304 and ask to speak to the Leadership and Management Project section.
- f. It is an England only initiative

ACCESSING THE GRANT

The Managing Fundraising Course is run as part of the Fundraising Programme which the Institute runs in partnership with the Directory of Social Change.

In principle the scheme follows the following guidelines:

- a. The first £500.00 is unmatched, which means that if the training costs £500.00 your organisation will be reimbursed £500.00 upon proof of payment
- b. The second £500.00 is matched £ for £ and this second grant can be used individually by the same person who is accessing the first £500 or can also be used for the Management team.
- c. In essence what this means is that if the training for example costs £1500.00 then you will be able to access £1000.00.
- d. If the training is £1200.00 then you will be able to access £850.00, first £500.00 unmatched and the remainder £700.00 matched £ for £
=£350.00+500= £850.00.

Half of the £1000 available to each eligible organisation is an unmatched grant and everything above that, up to another £500, is proportionally matched by your organisation. Any administrative fees incurred from the training are not eligible for funding. See below for how this works in practice.

	Those wishing to achieve the professional qualification as a Full Certificated Member: (MinstF) Cert*		Those wishing only to take part in the Managing Fundraising training	
	<i>Individual Members of the Institute of Fundraising</i>	<i>Non-Members</i>	<i>Individual Members of the Institute of Fundraising</i>	<i>Non-Members</i>
Total cost of course	£1205 (+£50 if not registered).	£1449**(+£50 if not registered).	£1205	£1340
Amount of grant you can claim	£777.50	£845	£777.50	£845
Amount you pay	£427.50	£604	£427.50	£495
Final cost to you	£427.50 or £477.50	£604 or £654	£427.50	£495

* Please note, to achieve the Full Certificated Member qualification, you must additionally complete the Foundation Course in Fundraising Practice. Go to www.dsc.org.uk/foundation for more details on the Foundation Course and to www.dsc.org.uk/certificate for more details on achieving the Certificate.

** Please note that this fee of £1449.00 includes the joining and membership fee for the IoF, necessary for full accreditation.

To claim your Train to Gain grant, the process is:

Step 1 Send a referral/eligibility form to the Train to Gain Brokerage Prevista Ltd. There is a direct link to this form later.

Step 2 Prevista Ltd will contact you on receipt of the referral/eligibility forms.

Step 3 Prevista Ltd will confirm your eligibility, and the course you wish to take and will email a simple Training Needs Analysis Online form (this is a five minute tick box questionnaire which you need to complete but not return as completion is monitored online).

Step 4 Once the above has been completed Prevista Ltd will then email you an Eligibility Form and Personal Development Plan which you will need to complete, print, sign and return by post.

Step 5 On receipt of the above, Prevista will email your grant approval and agreement within seven days.

Step 6 Purchase your place on your chosen **Managing Fundraising** course on the Fundraising Programme and claim your training grant (full details provided)!

PLEASE NOTE THAT FAILURE TO RETURN THE FORMS IN STEP 4 WILL DELAY YOUR GRANT APPROVAL AND ANY TRAINING PLACE YOU PURCHASE PRIOR TO APPROVAL WILL BE AT YOUR OWN RISK.

If you have any questions, please contact the Fundraising Programme Coordinator by [email](#) or 020 7391 4805.

Don't delay – grants are offered on a first come, first served basis and courses fill up fast!

To start the grant process, open and fill in the eligibility/referral application form by clicking [here](#).