

Funding workshops at Harrogate Borough Council, Department of Community Services, Leisure Museums and Arts section.

This document lists stand-alone workshops/briefings designed to help you apply for specific types of funding, enabling you to develop your sporting, art etc project.

There is also a second set of workshops in a programme called 'Funding Matters'. The Funding Matters workshops are designed to run as a full course of 4 workshops or you can also choose to attend individual sessions best suited to their particular needs. **Please ask for information about this programme.**

The cost of each workshop is £5.00 per person per session. When you confirm your attendance on a workshop by payment you will receive a welcome pack that will include directions and confirmation of your booking(s) plus an outline or description of the workshop. When you attend the workshop you will receive a resource pack to take away with relevant information.

To book your place(s) please use the booking form attached at the end of this document.

Further copies of this document are available to download from:

<http://www.harrogate.gov.uk/harrogate-4191>

www.harrogate.org.

You can complete and return the booking form electronically.



Stand Alone Workshops/Briefings to be held in 2010

	Afternoon Workshops	Evening Workshops
February	<p>W/S 1: Applying for a Grassroots Grant. Date: Friday 19th Time: 2-3:30pm Venue: Crescent Gardens, Harrogate</p>	<p>W/S 2: Applying for a Grassroots Grant. Date: Tuesday 23rd Time: 6-7.30pm Venue: Ripon Leisure Centre</p>
March	<p>W/S 3: Awards for All workshop. Date: Monday 8th Time: 3-4.30pm Venue: Crescent Gardens, Harrogate</p>	<p>No Workshop</p>
April	<p>No Workshop</p>	<p>No Workshop</p>
May	<p>W/S 4: Awards for All workshop. Date: Thursday 6th Time: 2-4pm Venue: Crescent Gardens, Harrogate</p>	<p>W/S 5: Applying for Landfill tax money. WREN, Biffaward and Yorventure. Date: Tuesday 18th Time: 6-7.30pm Venue: Crescent Gardens, Harrogate</p>
June	<p>W/S 6: Awards For All Workshops. Date: Monday 7th Time: 5-7pm Venue: Crescent Gardens, Harrogate</p> <p>W/S 8: Fundraising for Capital Projects. Date: Tuesday 29th Time: 2-4pm Venue: Crescent Gardens, Harrogate</p>	<p>W/S 7: Developing your sporting project. Date: Monday 28th Time: 5.30-7.00pm Venue: Crescent Gardens, Harrogate</p>
July	<p>W/S 9: Heritage Lottery fund. Date: Tuesday 20th Time: 2-4pm Venue: Crescent Gardens, Harrogate</p>	<p>W/S 10: Applying for Sport England's Small Grants. Date: Tuesday 27th Time: 5:30-7.00pm Venue: Crescent Gardens, Harrogate</p>
August	<p>No Workshop</p>	<p>W/S 11: Awards For All Workshop. Date: Tuesday 3rd Time: 5.30-7.00pm Venue: Crescent Gardens, Harrogate</p>

	Afternoon Workshops	Evening Workshops
September	<p>W/S 12: Making the case for your project. Date: Monday 6th Time: 5.30-7.00pm Venue: Crescent Gardens, Harrogate</p>	No Workshop
October	<p>Meet the Funder in Ripon Date: Tuesday 12th Time: 11am till 3pm Venue: Ripon CVS This is a free event run by Harrogate Borough Council, and Ripon and Harrogate CVS's</p>	
November	<p>W/S 13: Awards for All Workshop Date: Tuesday 9th Time: 2-3.30pm Venue: Crescent Gardens, Harrogate</p>	No Workshop
December	No Workshop	No Workshop

Workshop Descriptions

W/S 1 & 2: Applying for a Grassroots Grant.

This workshop will cover the Grassroots application process and filling in the form. You will have the opportunity to talk to an adviser about your project and search for other funders using a funding database. To apply for Grassroots funding you should meet the following criteria:

- Annual income of less than £30,000 over 3 years.
- Have been carrying out the work for 12 months.

The Grassroots Grants programme will open on the 1st March and close again on the 14th or 16th April so you will need to be ready with your application.

To Look at the funds information before the workshop please follow the link below:

http://www.ynycf.org.uk/grants/grassroots_grants/

W/S 3 / 4 / 6 / 11 and 13: Awards for All workshop.

Are you looking to raise between £300 and £10,000 for your community group. This workshop will explain about the new Awards for All Grant and run through 2 exercises and the application form, it will also identify to you the common pitfalls identified when completing the form.

To view information on Awards for All please follow the link below:

<http://www.awardsforall.org.uk/england/index.html>

For more information on the change of the old Awards for All grant scheme and who you might apply to please see the end of this booklet.

W/S 5: Applying for Landfill tax money. Covering WREN, Biffaward and Yorventure.

Applying for Land fill tax money can be complicated with processes you may not have seen before. This workshop will concentrate on the three funders in the title and show you how to check your schemes objectives fit the fund. If your project is an eligible area to apply and run through the up to date application forms showing you how to identify where they are available from and who the key people to speak to are for each fund. The workshop will also explain the role and procedures of ENTRUST.

For information prior to the workshop please follow the following links:

Biffaward: <http://www.biffaward.org/>

WREN: <http://www.wren.org.uk/>

Yorventure: <http://www.yorventure.co.uk/>

W/S 7: Developing your sporting project.

This workshop will help you to identify common pitfalls and models that may help you to move your project forward. You will receive key information on funds open when the workshop runs and key websites that will help you to identify funds for your project.

It will also provide you with a list of useful information that will help you to ensure you have thought of every eventuality when developing a sporting project.

W/S 8: Fundraising for Capital Projects.

This workshop will look at sporting and leisure capital projects and cover project development and funding issues. You will be asked to fill in a pre-application form prior to the workshop. You will leave the workshop with a clearly identified process for moving your project forward.

W/S 9: Heritage Lottery fund.

If you are developing a Heritage project and you would like a one on one meeting to discuss your project with a member of the Heritage Lottery team this is your opportunity to meet in Harrogate.

They will show a short presentation that people who are thinking about applying will be able to attend and then bookable ½ hour slots will be available. To book your appointment please fill in the pre-application form which you can download using the following link:

<http://www.hlf.org.uk/HowToApply/Pages/starthere.aspx>

When you have read the information on the Heritage Lottery page the link above brings up click on the register and apply link on the left of the page and complete the pre-application form prior to the workshop. This will be the basis of your discussions with the Heritage Lottery member of staff.

W/S 10: Applying for Sport England's Small Grants.

If you are a sports club and are looking for funding between £300 and £10,000 this workshop could help you.

This workshop will identify how to fill in the application and what types of answers Sport England are looking for. There will also be an opportunity at the end of the workshop to look for other funding open for sporting clubs.

To look at the Sports England's Small Grants details please follow the following link:
http://www.sportengland.org/funding/small_grants/want_to_apply.aspx

W/S 12: Making the case for your project.

This workshop will cover everything from setting out your project goals to capital cost, self financing, gathering evidence of support, managing skills, identifying with the wider community and meeting specific funding criteria. You will need your thinking cap and you will be asked to fill in a pre-application form prior to the workshop.

The booking form for the workshops follows.



Working for you

Funding Workshops Booking Form. Please print and use a separate form for each workshop/briefing

Name of workshop:

Date:

Time:

Venue:

Thank you for booking a place on a funding workshop.

Please fill in the name of the course you want to book onto: _____

It would be helpful if you would let us know the following details in advance: Please return your completed form as an attachment to leilah.vyner@harrogate.gov.uk or post it to Leilah Vyner, Project Development Officer, Scottsdale House, Springfield Avenue, Harrogate, HG1 2HR. I will also need the £5.00 to confirm your place.

Contact Name:

Role in the Organisation:

Organisation:

Address:

Contact email:

Contact telephone:

Please complete the following table as is appropriate to your needs:

What is your reason for attending the Funding Surgery, please tick near the most appropriate option:

- a. I am seeking details of funders that will fund my project
- b. I am seeking help with my process of application to identified funder(s)
- c. I want to talk about organisational issues
- d. Other Please explain briefly

2. If you need funding, what do you need the funding for?

3. How much do you need? Up to £500k

4. Are you familiar with The Funding Bulletin? Yes No

5. Who will benefit from your project?

6. Please tick near appropriate option. Are you a
Registered Charity Community Group Other not-for profit
If Registered Charity, what is your charity number?
What date were you established?

If Community Group or other what date were you established?
6. If none of the above, have you set up a steering group or a committee to manage your project? Please give brief details:
7. What has been your average turnover in the last two years?
8. Do you have a constitution or a governing document? Yes <input type="checkbox"/> No <input type="checkbox"/>
9. Do you have a bank account with at least two signatories? Yes <input type="checkbox"/> No <input type="checkbox"/>
10. Do you have a dedicated person who looks after your book-keeping and organisational financial records? Yes <input type="checkbox"/> No <input type="checkbox"/> Do you have a Treasurer? Yes <input type="checkbox"/> No <input type="checkbox"/> Are both the above people the same person? Yes <input type="checkbox"/> No <input type="checkbox"/>
8. Who are your current main funders?
9. If you are seeking help with your application form/letter, which funder(s) are you applying to?
10. If you have already made recent applications who, if anyone, have you applied to?
11. It would also be useful to know if you have already sought advice/help about your identified needs from any of the following organisations, please circle: Harrogate CVS, Ripon CVS, Harrogate Borough Council Project Development Officer, NYFVO

Thank you

Please continue here if you need to expand on any of the information you have given above.