

Do you need **training**...to run your groups effectively?

ASKRUS

The Really Useful
Stuff Handbook

Free Training

for community groups &
voluntary organisations

February – March 2011

Straightforward and practical half-day training workshops are being offered to support the Really Useful Stuff Handbook. The sessions - Getting Funding for your group; Raising Funds for your group; Management committee and trustees; and Promoting your group - are aimed at people running or working for community groups or voluntary organisations (this could include paid staff, volunteers, trustees or those who serve on management committees or are involved in community projects).

If you would like to attend, please let us know by:

phone 01522 55 0524

email reallyusefulstuff@lincolnshire.gov.uk

online booking at www.lincolnshire.gov.uk/rustraining

or post the booking form below to Really Useful Stuff Training, Beech House, Waterside South, Lincoln, LN5 7JH no later than two weeks before the start of the training. We will be in touch with you to confirm your place.

'Really Useful Stuff' training booking form

Name:	
Organisation:	
Address & Postcode:	
Email:	
Telephone:	
Do you have any access or other requirements? Please detail below:	
Getting Funding for your group Workshop	No. of delegates:
Franklin Hall, Spilsby, 5 th February (Sat), 10.00-12.30	
Beech House, Lincoln, 22 nd February (Tue), 09.30-12.30	
Springthorpe Village Hall (near Gainsborough), 5 th March (Sat), 10.00-12.30	
Cranwell Learning Centre, North Kesteven, 10 th March (Thurs), 15.15-19.45	
Ruby Hunt Community Centre, Donnington, 14 th March (Mon), 13.30-17.45	
Link Homes, Louth, 22 nd March (Tue), 09.30-14.00	
Raising Funds for your group Workshop	
Rasen Hub, Market Rasen, 8 th February (Tue), 10.00-14.30	
Manor House Community Centre, Horncastle, 24 February (Thurs) 09.30-14.00	
Corn Exchange, Bourne, 26 th February (Sat), 09.30-14.00	
Beech House, Lincoln, 4 th March (Fri), 09.30-14.00	
Management committee and trustees Workshop	
Rippingale Village Hall, (off A15), South Kesteven, 10 th February (Thurs), 12.30-17.00	
Skegness Regional College, 15 th February (Tue), 11.30-16.00	
Wragby Resource Centre, 19 th March (Sat), 09.30-14.00	
Cranwell Learning Centre, North Kesteven, 24 th March (Thurs), 15.15-19.45	
Beech House, Lincoln, 25 th March (Fri), 09.30-14.00	
Promoting your group Workshop	
Link Homes, Louth, 1 st March (Tue), 10.00-14.30	
Rippingale Village Hall, (off A15), South Kesteven, 8 th March (Tue), 12.30-17.00	
Ruston Sports and Social Club, North Kesteven, 15 th March (Tue), 12.00-16.30	
Rasen Hub, Market Rasen, 17 th March (Thurs), 12.00-16.30	

Each workshop will include practical exercises and discussions to help participants apply ideas to their own organisation. Training workshops will be delivered by experts in the field: Ruth Holmes, of Holmes Consultancy Services and Grant White, a Funding Officer from Lincolnshire County Council.

Getting Funding for your group

Workshop Aim - to help participants learn more about the process of searching and applying for funding. It will answer the following questions:

- How do we search for suitable & eligible funding?
- What are the key requirements of making a grant application?
- What are funders looking to see in our application?
- What is it like to be a funder with grants to give?

Raising Funds for your group

Workshop Aim - to help participants raise funds for their organisation. It will answer the following questions:

- Why should we have a plan for raising funds and what should it include?
- What are the key sources of funding and how do you decide which to choose?
- What skills do we need to help us raise funds?
- What are the key steps in running a successful fundraising event?

Promoting your group

Workshop Aim - to help participants understand key ideas about promoting their group. It will answer the following questions:

- How do we market our activities in a way that will increase members and supporters?
- How do we produce attractive leaflets and posters to promote our activities?
- What are the key points about putting together a newsletter that people will read?
- What skills do we need to help us publicise our group?

Management committee and trustees

Workshop Aim - to help participants understand the key responsibilities of running an effective management committee/board of trustees. It will answer the following questions:

- Why do we need a management committee/board of trustees and what is their role?
- What are the duties of a management committee member?
- How do we recruit more management committee members?
- How can we encourage management committee members to stay on board?



Pre – training questionnaire

Please complete the following questionnaire which will help to tailor the training workshop to your particular needs. Thank you!

Brief description of current responsibilities in your job related to course topic?

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What would you like to gain from attending the course (your personal objectives)?

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Please list any specific issues you would like the course to cover

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What prompted you to register for this course and where did you hear about it?

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Any other information relevant to this workshop that you would like to add

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Do you use RUS Handbook?

How have you used it?

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