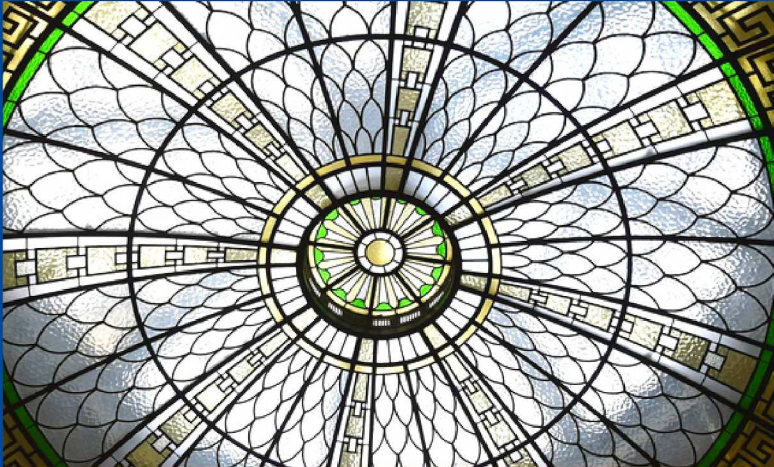


LCVS TRAINING 2023



LCVS

TOGETHER
FOR LIVERPOOL
FOR GOOD



Hello

Welcome to the 2023 LCVS training programme.

At LCVS we are committed to helping organisations thrive during what is an increasingly challenging period. One of the ways we achieve this is by delivering training in subject areas that are critical to the success of all charities, social enterprises, or other form of community group. So whether you are just starting out, or are an experienced trustee or staff member in a not for profit organisation, we have a training course for you.

This programme is delivered by our experienced team that supported over 240 local community organisations in 2022, helping them to be well governed and effectively managed. The team also helped local good causes raise over £3m in grant funding to deliver their activities.

This document also highlights some of the other ways we can help you and your organisation, including book-keeping and payroll services, office space and room hire.

We're sure you will find something of interest in these pages but if you can't see the help that you are looking for, feel free to contact us to see if we can deliver bespoke support that meets your needs. You will find a host of links in the PDF version of this document, tap through for more details and to book a place on the session you like.

We look forward to seeing you soon.

Meet our trainers



Richard Davies

Richard leads the Capacity Building team at LCVS, he has over 20 years' experience in the VCS, with 18 years' experience specifically in capacity building. He is expert in evaluation and research exercises and has supported organisations to lever in repeat funding from a range of national funders. Richard created the diagnostic tool currently used by local organisations to evaluate the governance and performance review arrangements of VCOs, he has supported over 85 organisations to undertake performance reviews



Ged Simpson

Ged is our funding advisor, with 30 years' experience in the sector. He provides advice and training, focusing on grants, contracts, event fundraising and corporate partnerships. He can provide one-off advice or longer term support on project planning and bid writing. Ged trained as journalist so learned how to write simple, accessible and concise language, invaluable in writing and reviewing applications. Has a passion for plain language and demystifying processes that can often appear inaccessible.



Chris Flack

Chris has over fifteen years experience in governance in the VCS, supporting charities and community enterprises on their journey towards sustainability and in times of crisis. He has worked with families' charities, victims' organisations, and restorative justice projects; he helped create a Code of Good Governance and a Quality Assurance Framework in Northern Ireland. Chris also worked with the Northern Ireland Arts Council to redesign youth arts funding and managed national consultations on VCS policy.



Table of Contents

- 5 Introduction to Grant Fundraising and other sources of funds
- 6 Start-Up Workshop
- 7 Community & Event Fundraising
- 8 Roles and Responsibilities of Board Members
- 9 Garfield Weston Funding Workshop
- 10 Taking The Minutes
- 11 Developing and maintaining relationships with funders
- 12 Measuring Your Impact
- 13 Reviewing Your Governance
- 14 local funders who may support you
- 15 Recruiting and Managing Volunteers
- 16 Big Lottery Reaching Communities
- 17 Henry Smith Funding Workshop
- 18 Awards For All funding workshop
- 19 Finding a Trustee, Appointing and Induction
- 20 Esmee Fairbairn Foundation funding workshop
- 21 Getting the best from your Board
- 22 Heritage Lottery Funding Workshop
- 23 Writing with a hook
- 24 Social Media for Community Projects
- 25 Corporate Fundraising
- 26 Planning a Community Project
- 27 Our other services
- 28 Capacity building services
- 29 How to book
- 30 Our spaces
- 31 How to find us

Access the
training list at
lcvs.org.uk/training

Introduction to grant fundraising and other sources of funds

Essential information for everyone new to fundraising.

This is one of our most popular fundraising sessions, so please book early to avoid disappointment. When it comes to fundraising, the more you know, the better your chances. Equip your team with the skills to help you find and raise funds.

In recent years, many voluntary sector organisations have faced an increasing struggle to secure vital resources. So it has never been more important for staff, board members, and volunteers to be aware of the income generation opportunities that are out there.

The more your entire team knows about fundraising, the more alert they will be to spotting, and enabling you to take advantage of, opportunities.

This session provides you with:

- Knowledge of the range of funding available to the wider community and voluntary sector
- The ability to evaluate opportunities in relation to the needs and profile of their organisations needs
- An understanding of the steps that need to be taken to successfully access funding
- The ability to improve their organisation's chances of increasing and diversifying its income

Delivery Dates:

Session runs from 10am to 4pm

Tuesday 7 February

Wednesday 13 Sept

Price:

£90 charity/voluntary sector

£120 private/public sector

Prices include refreshments and training materials where applicable.

Full day sessions include lunch





Start-Up Workshop

Is there a need in your community that nobody is addressing? Could it be time to do it yourself?

This training session is for anyone thinking about starting a community project or organisation but has yet to take the leap.

If you're based in Liverpool, it's free.

We will provide you with need-to-know information, which will support fundraising and service delivery, should you decide to put your plan into action.

We'll also help you to get really clear about the viability of your idea and the optimal next steps.

Delivery Dates:

Monday 13 February.....1 pm to 4.30 pm

Wednesday 17 May.....10 am - 1.30 pm

Wednesday 27 September.....1 pm to 4.30 pm

Wednesday 13 December.....10 am - 1.30 pm

Price:

Free to Liverpool-based organisations and residents
£25 cost to those based outside Liverpool

The session covers:

Proving the need for your organisation
How to gather evidence of the issues you will focus on, so you can design an effective project and draft a plan.

Choosing the right legal structure can be a minefield without some clear guidance, this session will help bring clarity

Finding start-up funding, we'll let you know the options for projects like yours

We will give you an insight into the ways to manage your project, the roles, and responsibilities of management, and how best to plan your work.



Come along, meet and work with our team from the very start of your journey, to make sure you're heading in the right direction from day one.



Roles and Responsibilities of Board Members

Not for profit organisations come in all shapes and sizes, including companies, trusts and associations.

One thing that unites them is that they are run by a governing body who are ultimately responsible for the organisation.

It is important for members of the governing body (either trustees, directors or both) to be aware of their roles and responsibilities.

This session will provide you with:

- Everything you need to know about the responsibilities and obligations of being a Trustee/Director
- Tools for keeping up to date with the role of being on a board
- Resources needed to fulfill your duties as a board member

This course is ideal for current and potential trustees or directors, as well as staff and volunteers running or considering running a charity or charitable company on their own.

Delivery Dates:

Session runs from 10am to 4pm

Wednesday 8 March

Wednesday 20 September

Price:

£90 charity/voluntary sector

£120 private/public sector

The above prices include refreshments and training materials where applicable.

Full day sessions include lunch



Community and event fundraising

Would you like to better engage your community, reach a wider support base and host great events that raise money and awareness for your cause?

Join our funding adviser for expert advice on planning and executing an impactful community fundraising programme. Your local community can be a huge asset to your organisation, when they are properly engaged and mobilised.

A great event pitched just right and properly promoted and managed can be a really enjoyable way of reaching new audiences and raising funds.

When it sits within a wider community fundraising program, it could be the foundation for relationships with new, highly engaged supporters.

This session is ideal for anyone in a fundraising role who wants to learn how to plan and manage events and other community fundraising activities to maximise their impact. Your community can and should be one of your largest support bases. Learn practical steps you can take to make that happen, and make sure it continues long-term.

We'll help you develop a fundraising program, enabling you to:

- Identify potential sources of income from the community
- Create a community and events fundraising plan
- Develop an engaging fundraising pack for supporters
- Use event planning tools to streamline the organisation and maximise the success of your events
- Engage, develop, and steward volunteers and event participants

Delivery Date:

Session runs from 10am to 4pm

Wednesday 22 Feb

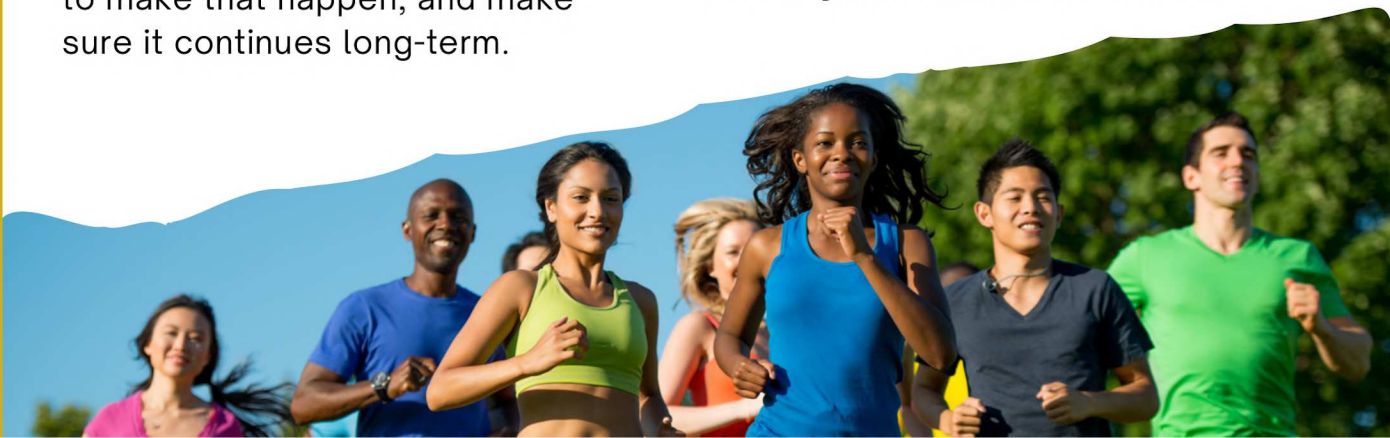
Price:

£90 charity/voluntary sector

£120 private/public sector.

The above prices include refreshments and training materials where applicable.

Full day sessions include lunch



Garfield Weston Funding Workshop

The Garfield Weston Foundation supports a wide range of causes across the UK ranging from small community and volunteer projects to large national organisations.

Their main priorities are the arts, education, youth, health, museums and heritage, community, environment, faith, and welfare. A common theme is charities need to demonstrate they are meeting a need effectively - with clear outcomes and benefits, good leadership, sensible business plans, and a commitment to excellence.

This course will guide you through the application process, taking into account the priorities of the Foundation. Applicants applying to the Foundation need to be registered charities. CIC's and social enterprises are not eligible for funding.

This session will help you:

- Understand principles and processes to access Garfield Weston funding
- Present your project in line with the Foundation's key priority areas
- Learn about evidencing need and developing your project outcomes and impact
- Explore methods to develop your project budget
- Explore techniques for writing high quality funding applications.

Delivery Dates:

Session runs from 10am to 4pm

Wednesday 28 June

Price:

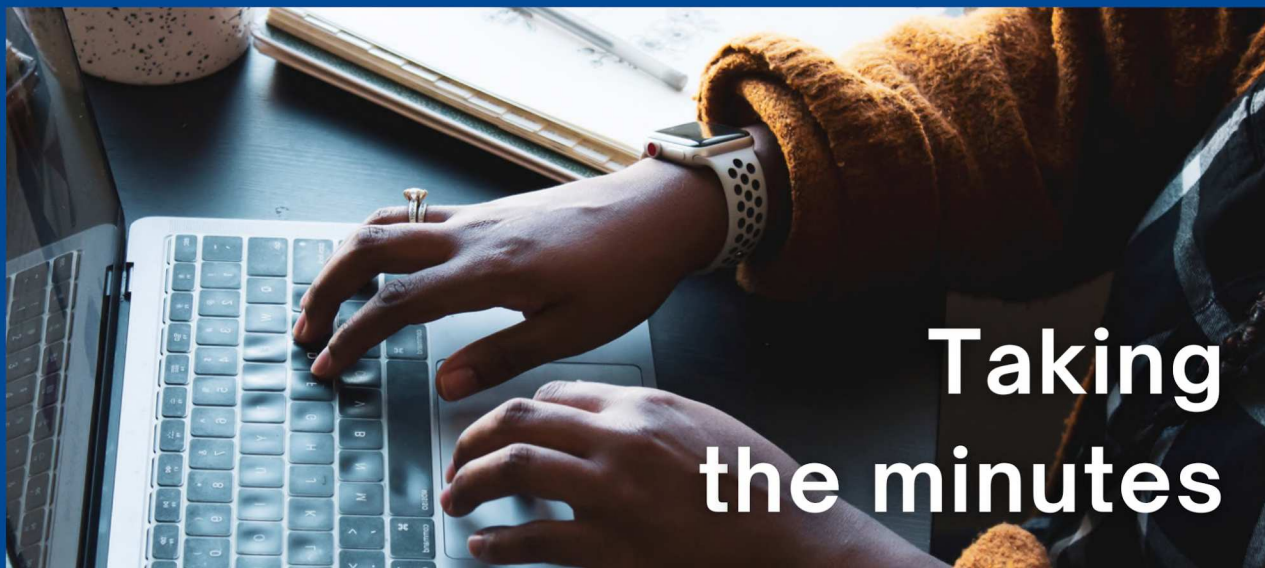
£90 charity/voluntary sector

£120 private/public sector

Prices include refreshments and training materials where applicable.

Full day sessions include lunch





Join us for this session to learn the best method for staying cool, calm and in control, while doing a thorough job.

There is an optimal way to take minutes and learning it could make your life, or at least your experience of meetings, a lot easier.

Have you ever been asked to take the minutes at a meeting and wondered how best to go about it?

If so, you're not alone. Perhaps you've been taking minutes for years and you're still not certain. Maybe everyone in your organisation does it differently, so records are inconsistent, or perhaps you just find it stressful trying to get record everything

Delivery Date:

Session runs from 10am to 1pm

Wednesday 22 March

Price:

£55 charity/voluntary sector

£80 private/public sector

The above prices include refreshments and training materials where applicable.

None of this is unusual.

This session will ease the burden and clarify a failsafe minute taking method that you'll go to every time.

We'll cover the 'why and how' of taking minutes, including:

- knowing what needs to be included
- ideas on how to take notes at meetings
- knowing what needs to be done afterwards
- hints and tips to make your life easier
- Learn an easy method to give you confidence in your minute taking.





Measuring your impact

It's no longer enough to rely on good local reputation and links to make sure your group gets funded. With competition for funding on the increase, it is becoming ever more important that your organisation can effectively measure and prove its impact.

There are many ways to measure your impact, and even more tools on sale to do so, but how can you be sure what's relevant, what's necessary and what is actually worth the cost to your organisation?

We will demystify this for you, so you are able to make an informed decision about your next steps in this important area.

Delivery Date:

Session runs from 10am to 4pm

Wednesday 26 April

Price:

£90 charity/voluntary sector

£120 private/public sector

The above prices include refreshments and training materials where applicable.

Full day sessions include lunch

Proving the impact of your organisation could be key to its survival. Get the information you need in order to develop a plan to measure and demonstrate what you achieve.

This session will provide you with:

- the pros and cons of different impact measurement tools and techniques and practical guidance on developing your own impact measurement systems for short or multi-year projects
- knowledge of how to cost and fund impact measurement activity
- real examples of systems that have worked to measure impact and lever in further funding
- information about funders willing to support impact measurement activity



Developing & maintaining relationships with funders

Ever wondered how some charities seem to get grants year after year from the same funder or secure multi-year funding from others?

Meanwhile you have the same annual scramble most others do to secure another 12 months funding.

This short course examines key steps and techniques in developing relationships with funders.

It looks at how you can research the funder beyond what you first see on a website and develop relationships that benefit the funder as well as your organisation.

This session also looks at ways you can really show your value and long-term impact to improve your chances of gaining increased support.

Delivery Date:

Session runs from 10am to 1pm

Thursday 27 April

Price:

£55 charity/voluntary sector

£80 private/public sector

The above prices include refreshments and training materials where applicable.





Organisations should periodically assess governance arrangements. But what does a governance review actually mean?

Reviews allows you to make sure you have systems in place to meet compliance requirements and to help plan improvement, promoting a positive culture to helps your organisation achieve what it set out to do. A review covers everything from how your trustees carry out their business and manage your paperwork, to how you measure the impact of your work and how/when you report to funders and regulators. Funders are taking an interest in the governance arrangements of those they support, so getting this right makes your organisation a safer pair of hands.

At the end of this session, you will have the tools to carry out a governance review and take the steps to keep your organisation effective and fundable.

This course will introduce you to different types of governance review and help you plan a proper review process. Take you step by step through a typical governance review process; including what to ask yourself and what to look for.

Delivery Date:

Session runs from 10am to 4pm

Wednesday 3 May

Price:

£90 charity/voluntary sector

£120 private/public sector

The above prices include refreshments and training materials where applicable.

Full day sessions include lunch



Local funders who may support you

This course will identify a range of small, medium, and large funders who have a particular focus upon funding voluntary sector organisations located and operating in Liverpool or Merseyside.

The course will consider key criteria, application processes, and steps to plan and apply to funders like The Hemby Trust, Rathbone Trusts, PH Holt, John Moores Foundation, and the Steve Morgan Foundation.

This course would be particularly useful for fundraisers from registered charities located in Liverpool or Merseyside.

You will develop knowledge and skills that will enable you to understand grant requirements and make strong cases for your projects.

Price:

£55 charity/voluntary sector
£80 private/public sector

The above prices include refreshments and training materials where applicable

In particular, this will include:

- Understanding how to design and develop your project ideas
- Understanding different grant making processes and how to maximise your chances of a grant
- Aligning your project ideas/organisational needs to funder criteria
- Understanding how to evidence need and develop project outcomes
- Exploring methods to develop your project budget
- Exploring techniques for writing high quality funding applications

Delivery Date:

Session runs from 10am to 1pm
Wednesday 10 May





Recruiting volunteers is very different from recruiting staff. This workshop will help identify strategies to attract the right people to fill roles, and devise a recruitment and selection processes.

You will learn:

- Why people volunteer
- What attracts potential volunteers to particular organisations
- The sources, targets and options for recruiting
- A range of ways to recruit and select volunteers, from the more traditional through to use of new media and ICT
- How to apply marketing principles to recruitment
- To describe fair selection criteria, interview procedures, and assessments
- Ways of dealing with difficult issues that may arise, and how to take action

This course is aimed at staff/volunteers responsible for recruiting and selecting volunteers.

Delivery Date:

Session runs from 10am to 4pm

Wednesday 24 May

Price:

£90 charity/voluntary sector
£120 private/public sector

The above prices include refreshments and training materials where applicable.

Full day sessions include lunch



Big Lottery Reaching Communities

Reaching Communities is arguably the most important CVS grants program operating today. Competition for Lottery funding has never been greater. Learn how to use your time wisely and tailor your submission to make your bid stand out from the crowd.

This training is delivered by LCVS funding advisor Ged Simpson who has secured millions of pounds from this fund over the years. Ged will take you through the steps required to plan and prepare a strong submission, considering updates in process and changes in focus or criteria. If you're new to development and bid writing, we recommend that you attend our Introduction to Fundraising training first.

Please note all our funder-specific workshops have been designed using our in-house experience of working with applicants to prepare and submit successful bids.

Price:

£90 charity/voluntary sector

£120 private/public sector

Prices include refreshments and materials where applicable.

Full day sessions include lunch

In particular, you will learn:

- the language of the Lottery, the various application submission options and how to package and present your project
- to make the best use of the information you have collected, to design and develop your proposal
- how to evidence need and define project outcomes
- to understand key considerations in the development of your budget
- techniques for producing a high-quality funding application

If you are looking to identify and progress with large-scale project development bid submissions to the Big Lottery Reaching Communities Fund, this training is for you.

Delivery Dates:

Session runs from 10am to 4pm

Wednesday 31 May

Wednesday 18 Oct

Thursday 14 Dec



Henry Smith Funding Workshop

Since 1628, the charity has worked to combat disadvantages and meet the challenges and opportunities facing people throughout the country. One of the largest independent grant-makers in the UK, Henry Smith distributes £30m to good causes each year. This course will take you through the application process, focusing on the Charity's two flagship funding programmes:

Improving Lives, offering grants of £20,000-£60,000 p/a over of 3 years, covering project and running costs for small and medium-sized organisations in the UK (with an annual income between £50,000 - £2m or in exceptional circumstances up to £5m).

Strengthening Communities: grants of £20,000-£60,000 p/a up to 3 years, covering project and running costs for smaller organisations (annual income between £20,000 - £500,000) and are both physically based and working within or immediately next to an area within the 10% most deprived areas in England or Scotland. This course is aimed at anyone who has already been involved in writing applications to small/medium charitable trusts but is now looking to develop project or revenue bids focused under the Charity's key priority areas.

This course will help you:

- Understand the grant programmes
- Be clear about the staged application process for Henry Smith grants
- Understand how to design and develop project ideas, and tackle the application to make the best case for your project
- Evidence need, develop outcomes and develop your project budget
- Explore techniques for writing high-quality applications, focused on the two flagship funds available.

Delivery Date:

Session runs from 10am to 4pm

Wednesday 7 June

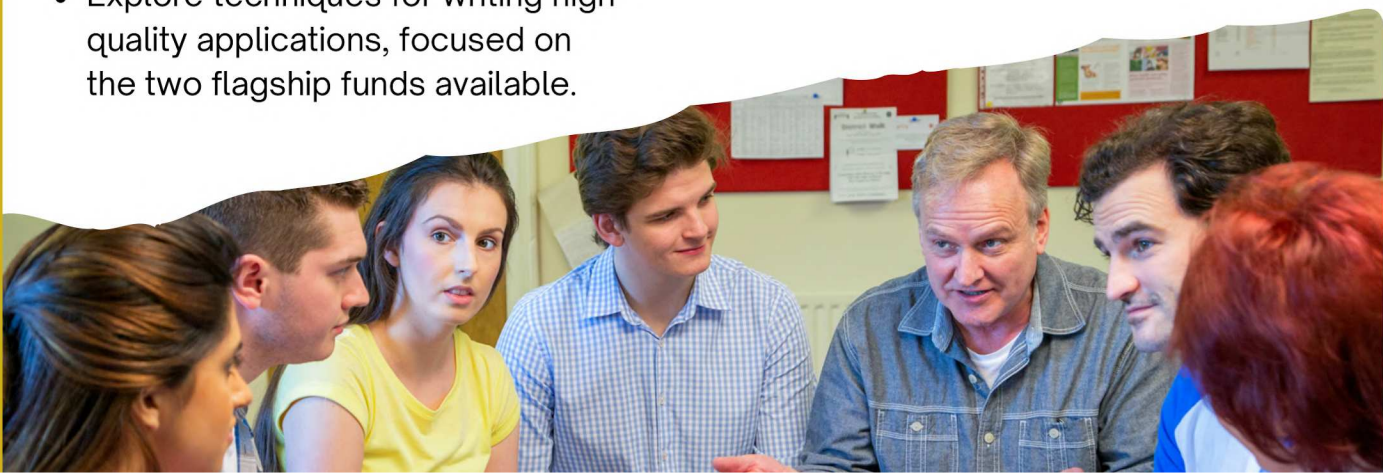
Price:

£90 charity/voluntary sector

£120 private/public sector

The above prices include refreshments and training materials where applicable.

Full day sessions include lunch



Awards For All funding workshop

Awards for All is a well know small grants programme from The National Lottery.

It makes grants up to £10,000 over 1 year and its aims are to:

- build strong relationships in and across communities
- improve the places and spaces that matter to communities
- help more people to reach their potential, by supporting them at the earliest possible stage
- support people, communities and organisations facing increased demands and challenges as a direct result of the cost-of-living crisis.

This course is for a wide range of not-for-profit organisations seeking funding to deliver new or existing activity or to support your organisation to change and adapt to new and future challenges.

This session will:

- Give you an overview of the aims of the Awards for All programme
- Look at each aim in detail
- Introduce you to the application form and give you guidance on how to answer each question
- Explore ways to ensure your project meets local need and is “people-led”
- Run through organisation requirements such bank details, trustees etc

Delivery Dates:

Session runs from 10am to 1pm

Thursday 15 June

Wednesday 29 Nov

Price:

£90 charity/voluntary sector

£120 private/public sector

The above prices include refreshments and training materials where applicable.





Equip yourself with the skills to identify ideal trustees, appoint them properly, and help them hit the ground running. Trustees are responsible for your organisation, supporting staff and volunteers and making sure the organisation achieves its purpose.

Contrary to popular belief, not everyone needs a solicitor, accountant and HR specialist on their board. Most are better served by identifying skills and experience their group needs to meet legal requirements and optimise success, then applying creative ways to recruit people with those skills.

Delivered by a governance specialist, this workshop is an exploration of the key aspects of trustee recruitment and retention. It will teach you what to look for, where, and how to ensure the people you recruit are the people you need. It will also help you support new trustees well, from day one. Get advice, processes and top tips to confidently recruit and support the board members you really need.

You will leave this training:

- knowing how to identify the trustees you need and where to find them
- with a clear understanding of how to help appoint and induct new trustees
- with a system for supporting your trustees on an ongoing basis

Delivery Date:

Session runs from 10am to 4pm

Wednesday 21 June

Price:

£90 charity/voluntary sector

£120 private/public sector

The above prices include refreshments and training materials where applicable. Full day sessions include lunch



Esmee Fairbairn Foundation

A journey through the six steps in applying successfully

This session is for established organisations with an annual income in excess of £50,000 who wish to understand more about the Esmee Fairbairn Foundation's areas of support and develop funding applications that stand out from the crowd.

In 2017, the Esmee Fairbairn Foundation allocated £40.5 million in funding to a wide range of projects via grants, alongside a £45 million allocation to social investments. The foundation supports organisations whose work is focused on the arts, children and young people, the environment, food or social change.

When applying for the fund, you will need to be able to demonstrate an annual income in excess of £50,000; the foundation makes very few awards to start-ups. Therefore, this training is less applicable to smaller organisations. Join our funding advisor to learn how to put your best foot forward when applying to Esmee Fairbairn.

If you're considering developing an application to an Esmee Fairbairn Foundation programme, this training is for you. If you are new to project development or bid writing, you should attend our Introduction to Fundraising training first.

By the end of this session, you will:

- Understand key criteria for Esmee Fairbairn programmes and have top tips for developing your ideas
- Understand methods for developing and presenting your project, considering priority areas for the different programmes
- Understand how to evidence need and develop outcomes and impact
- Have clear methods for developing your project budget
- Understand why applications are rejected, to avoid the pitfalls
- Understand techniques for writing high-quality funding applications

Delivery Date:

Session runs from 10am to 4pm

Wednesday 12 July

Price:

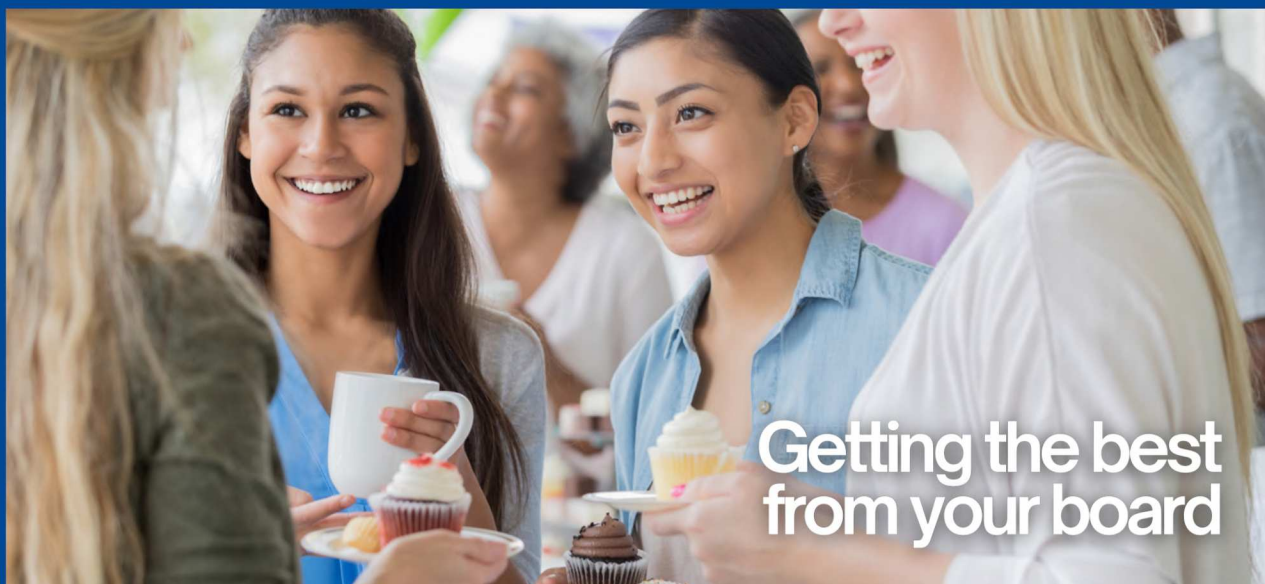
£55 charity/voluntary sector

£80 private/public sector

The above prices include refreshments and training materials where applicable

Full day sessions include lunch





Getting the best from your board

An examination of the role of trustees, to equip delegates with knowledge of the legal duties trustees have and how boards arrange their work. Trustees and directors are ultimately accountable for an organisation. Everything runs through them, strategy, planning, and fundraising.

A well-run board sets the agenda and ensures an organisation is on-track, supporting staff and volunteers. A poorly running board can lead to paralysis, with staff not supported, finances not managed and the organisation being non-compliant.

This can all lead to high staff turnover, service users leaving, financial problems and possible closure. This course is perfect for trustees, directors, committee members and the staff that work with them. Support your trustees with tools and techniques to help them work together, oversee projects and keep the organisation on track.

Delivery date:

Session runs from 10am to 4pm

Thursday 31 August

You will leave this course able to:

- understand the legal duties of a trustee or director, and identify and fill skills gaps on the board
- manage board discussions, set and oversee strategy and delivery
- understand how / when to delegate to staff and what to keep at trustee level
- get trustees working as a team

Price:

£90 charity/voluntary sector

£120 private/public sector

The above prices include refreshments and training materials where applicable.

Full day sessions include lunch



Heritage Lottery Funding Workshop

In 2019, Heritage Lottery Fund introduced an accessible process to its grant-making. This training looks at the process and provides top tips for securing a grant towards heritage-focused projects.

Heritage projects include many different things from the past that we value and want to pass on. It can include historic sites, buildings, artefacts of cultural traditions and oral history.

Since 1994 the Heritage Lottery Fund has used money raised by the National Lottery to help people across the UK explore, enjoy and protect the heritage they care about.

HLF is the largest dedicated funder of heritage in the UK and a leading advocate for its value. It has awarded £7.7 billion to over 42,000 projects since 1994. Funding of between £3,000 and up to £5,000,000 is available through a range of focused schemes.

Price:

£90 charity/voluntary sector

£120 private/public sector

The above prices include refreshments and training materials where applicable.

Full day sessions include lunch

Join the LCVS funding advisor for this session to:

- understand principles and processes required to access HLF funding
- learn to develop and present your project, meeting HLF priority areas
- learn to evidence need and develop your project outcomes and impact
- explore methods you might use to develop your project budget
- take part in a Q&A with a member of the funding team from HLF
- explore techniques for writing high-quality funding applications

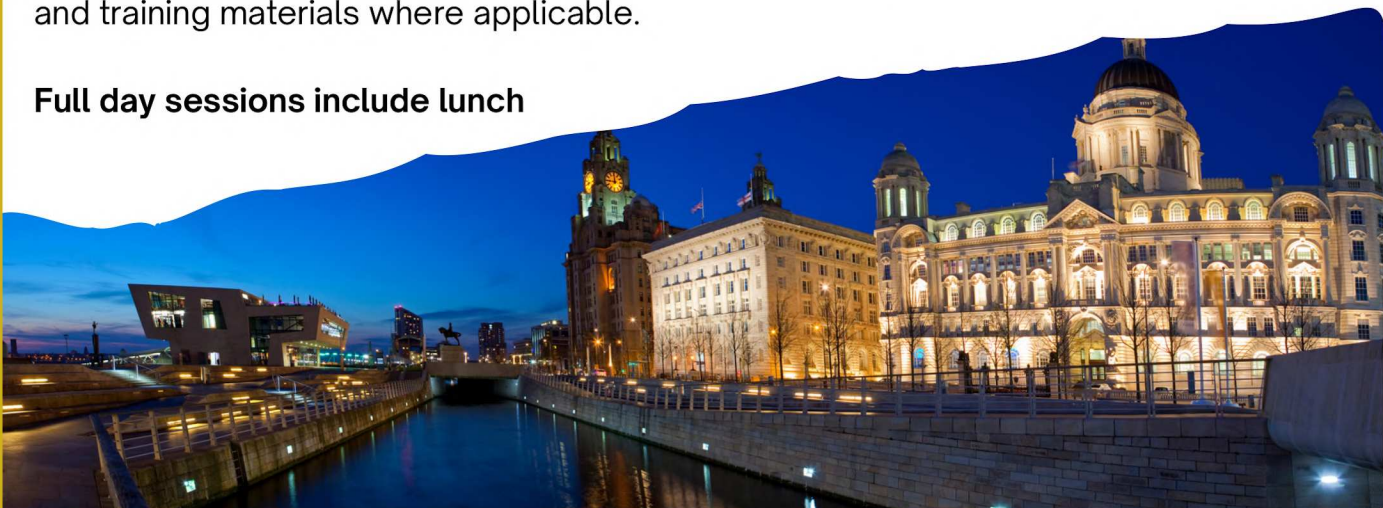
If you have already been involved in writing applications to small/medium charitable trusts and now want to develop applications with a heritage focus, this is the session for you.

If you are new to development and bid writing, we recommend attending Introduction to Fundraising first.

Delivery date:

Session runs from 10am to 4pm

Wednesday 4 October





Social Media for Community Projects

Can you decipher the difference between Twitter, Tumblr and Tiktok?

Can you describe the difference between an image made for Facebook and one made for Instagram?

Can you create a clever, catchy post for use across four platforms and deliver that five times a day?

This course is designed for the social media novice, for those who don't know a story from a screenshot and need a little direction on which platforms to use, how to use them, what to put on them and most importantly when.

We'll share insider knowledge of managing charity accounts, celebrity accounts, branding, design, planning, delivery and driving traffic to your website, and people across your door.

We'll even show you how to make a video without ever lifting a camera.

If at all possible, please come along with a touchpad, iPad or laptop that you can use to get started on your very own social media campaign.

This session will look at:

- marketing, planning, delivery, and audience segmentation
- how to create seamless socials that you can use across multiple platforms for multiple audiences.

Delivery Date:

Session runs from 10am to 4pm

Wednesday 11 October

Price:

£90 charity/voluntary sector

£120 private/public sector

The above prices include refreshments and training materials where applicable.

Full day sessions include lunch



Writing with a hook

How to catch the funder's attention

Applying to charitable grant funders is becoming ever more competitive as each year passes.

This session walks you through the process of getting a project proposal to a stage where you can confidently make a high-quality application, to maximise your chance of success.

If you are planning to apply to a charitable grant funder, join our funding advisor to learn how to put your best foot forward.

This course is not training in commonly exchanged clichés that seem to be everywhere. Rather it will help you to think about your organisation, projects and services and describe them in an engaging, persuasive but clear and concise way.

Price:

£55 charity/voluntary sector
£80 private/public sector

Delivery dates:

Session runs from 10am to 1pm
Thursday 12 October

The above prices include refreshments and training materials where applicable.



Corporate Fundraising

Even the smallest of charities can benefit from fundraising in the private sector. Whatever the size of the organisation you're fundraising for, it is imperative that you take the right approach.

We'll cover the basic knowledge and tools needed to carry out corporate fundraising, so that you can open your organisation up to a new funding stream or improve your success rate in this area.

You will develop the knowledge, skills and techniques that enable you to confidently and successfully research, negotiate and manage corporate partnerships, to the benefit of charitable causes.

You'll learn how and where to invest resources and what makes your organisation a desirable 'business partner'.

Learn to confidently demonstrate your organisation's value to the private sector and form relationships with new potential funders.

Delivery Date:

Session runs from 10am to 4pm

Thursday 9 November

In particular, the training will help you:

- understand the general principles of corporate fundraising and the corporate environment
- find and research potential business partners
- identify fundraising mechanisms appropriate to corporate fundraising
- get your project or service information ready
- make an approach: the do's and don'ts of what to include
- develop a 'pitch' that celebrates a win-win situation
- follow up and manage the relationship

Price:

£90 charity/voluntary sector

£120 private/public sector

Prices include refreshments and training materials where applicable. Full day sessions include lunch





Planning a Community Project

in this session, you will discover how to plan the work of your organisation effectively, to scope an idea into an effective project, turn your idea into a fundable one or turn your messy work schedule into a structured and effective work plan.

Planning for community organisations can be a challenge in an ever-changing environment. But proper planning can make projects more effective, and make your ongoing work easier to manage. The course involves identifying project drivers, purpose, outcomes, and success criteria, as well as assessing project risk. You'll also acquire a range of effective techniques and tools, including theory of change tools, planning and project management templates to help you get it right, first time.

This session will enable you to plan and manage projects so that results are delivered on schedule and to specification. It will help you structure a work plan for both one-off projects and ongoing work. The session is designed for the not-for-profit sector and is adaptable to any project – short or long-term, simple or complex. This programme is designed for people who are responsible for managing and planning any kind of project – from a time-limited arts project to an ongoing advice service.

Delivery date:

Session runs from 10am to 4pm

Thursday 23 November

Price:

£90 charity/voluntary sector

£120 private/public sector

The above prices include refreshments and training materials where applicable.

Full day sessions include lunch



Our other services

Reliable, cost-effective financial management for non-profits.

LCVS has worked for non-profit organisations of all shapes and sizes for over 100 years, so our community accountancy team understand the needs and pressures of the community they serve. We can handle every aspect of your **financial management**, including **year end, payroll, bookkeeping** and, frankly, anything else you need.

We're here for you, whether you're a start-up, a large, well-established organisation or anything in between. We keep our prices low, our communication jargon free and our team available to offer friendly advice and support when you need it.

LCVS can look after the administration of your weekly or monthly payroll too.

Reporting requirements and administration can be complex, and costly if you get things wrong. We know that calculating the likes of sick pay, holiday and maternity pay for the first time be stressful, so we look after all of this on behalf of our payroll clients. We submit Real Time Information to HMRC, operate a streamlined payment system and support clients through Auto Enrolment for pensions. In short, we do it so you can get on with what you do best, safe in the knowledge your payroll is in the hands of experts. Our dedicated payroll team works closely with the **LCVS community accountancy** to provide comprehensive financial support for voluntary sector organisations.

Easyfundraising

We are working in collaboration with easyfundraising, to provide you with a simple way to generate additional income for your organisation or group. It's easy to raise money with easyfundraising and it won't cost your supporters a penny more than spend online. You'll receive a small percentage of every penny spent.

Register your organisation to collect donations when anyone who has chosen to support your organisation shops online, with any of the 5,100 affiliated retailers. It's free to register your organisation; it's free to use and you don't need to be a registered charity. Check our website for more information.





Commissioned Training Sessions

The LCVS team is available to deliver commissioned training sessions where we tailor our sessions to your requirements. You can book almost any training detailed within the pages of this brochure to be run exclusively for your team. We can also combine elements of multiple courses, or design bespoke training to meet particular needs.

Development Days

An LCVS development day is an opportunity for your whole team to take a step back from regular activities, gain some clarity on past successes and challenges and then work together, towards a strong future. Post event, we supply a written report of the day, complete with recommendations.

Mentoring, Advice and Consultancy

LCVS provides the charity and voluntary sector with a lot more, in addition to training and events listed in this booklet, we also offer:

- Funding, start-up and business planning consultancy and support
- Affordable accountancy, bookkeeping and payroll
- Bid writing assistance
- Small grants programmes
- Partnership development support
- Support for non profit community businesses
- Meeting facilities, hot desking and office space

If you need more than one service, or if you're not quite sure what we can help with, get in touch and arrange to visit us.

The team member best suited to your enquiry will get back to you.



How to book LCVS training sessions



LCVS are using **Eventbrite** to book training sessions for 2023.
To access the calendar and book your place please visit lcvs.org.uk/training.

Prices

Full Days

£90 charity/voluntary sector
£120 private/public sector

Half Days

£55 charity/voluntary sector
£80 private/public sector

Prices as noted include refreshments and training materials where applicable.

Full day sessions include lunch

Cancelling your place

If you register for a training session then find yourself unable to attend, you have several options. You can send someone in your place, you will not be charged for transferring your place but you must let us know, in advance of the session, the name, contact details and dietary requirements of the person attending.

You can cancel via **Eventbrite** more than seven days in advance to receive a full refund. If you cancel less than five working days in advance or fail to attend your organisation will still pay the full fee through Eventbrite.

Eventbrite's fee is nonrefundable.

LCVS reserves the right to cancel any training session. Should an event be cancelled, you will be offered the choice of receiving a refund or deferring your place to another/a rescheduled session.

Our spaces

Our beautiful 1930s building is fully accessible, with modern facilities, available at great prices, for the use of voluntary sector organisations. By hosting your event here you support charities in Liverpool, as well as getting a great deal on a central location. Use the details on the back page to talk to a member of our team about the facilities and prices.



Full Conference

Rooms one, two and three can be opened up to up to seat 100 people, theatre style.



Large Room

We have two rooms available at this size. Set out theatre style, they seat a maximum of 40 people. Pictured is room 3.



Standard Room

We have three rooms available at this size. Set out theatre style, they seat a maximum of 20 people. Pictured here is room four.



Interview Room

The interview room seats up to eight people, boardroom style and comes with a full conference calling system.



Find us:

151 Dale Street

Liverpool, L2 2AH

 castle.brief.still

Public Transport Info at - merseytravel.gov.uk

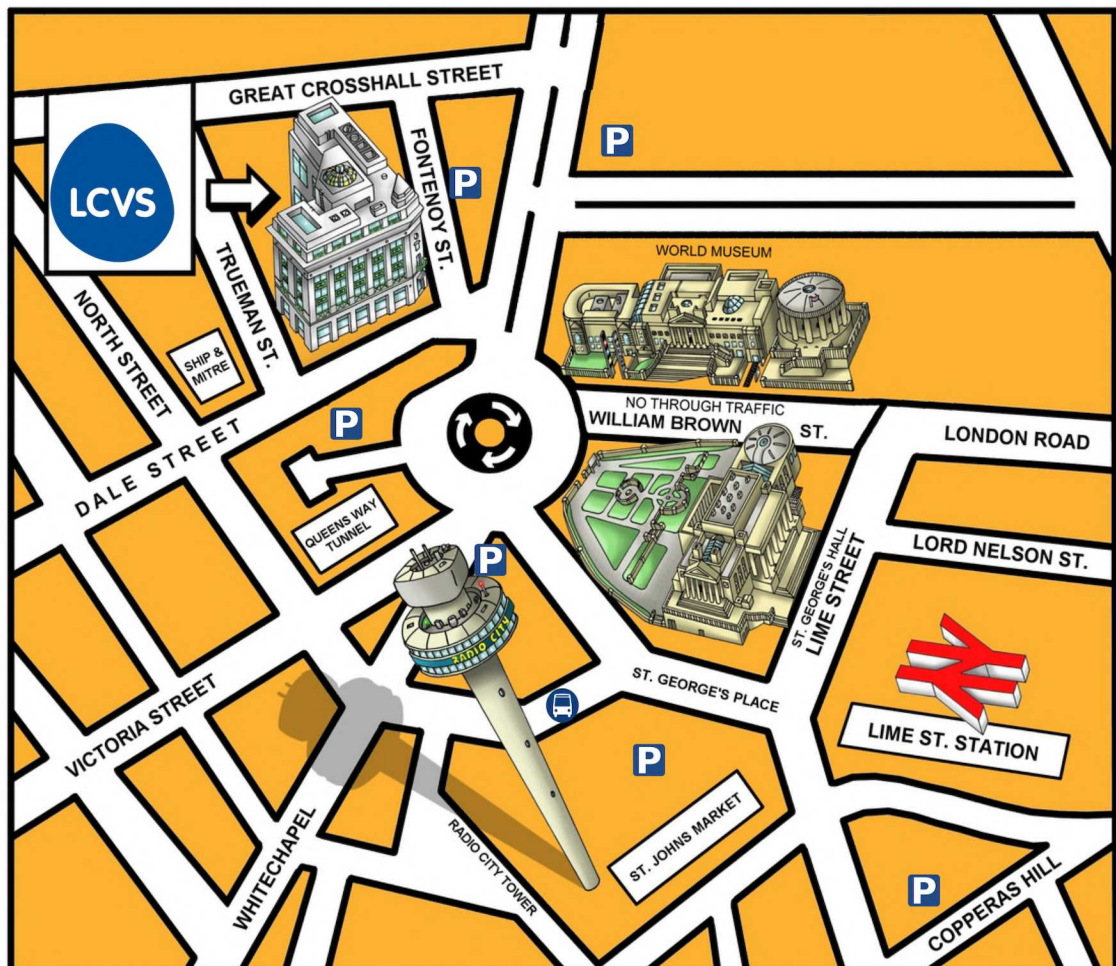
Contact:

Email us: info@lcvs.org.uk

Call Us: 0151 227 5177

Space Hire:

Contact our reception team on 0151 227 5177 or email reception@lcvs.org.uk for more information



Registered Company No 181759

Registered Charity No 223485