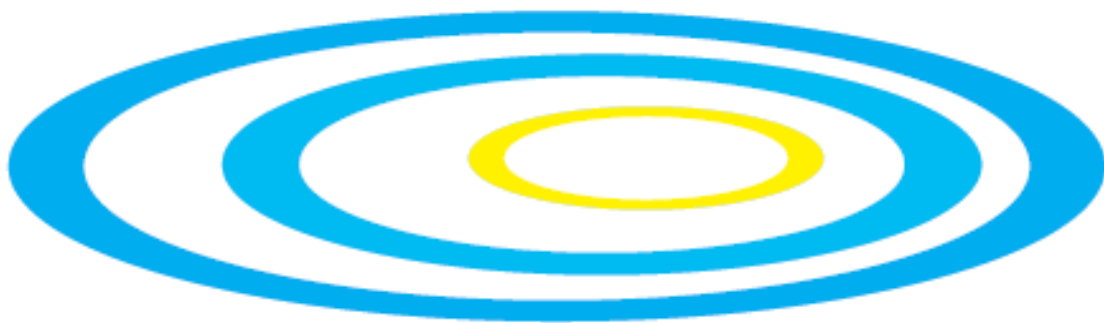


DRIP TRAINING PROGRAMME 2011



Development, Research & Information Project



DEVELOPMENT, RESEARCH & INFORMATION PROJECT (DRIP) TRAINING PROGRAMME 2011

WHAT IS DRIP?

DRIP acts as a lifeline in the form of a peer support and resource service, which aims to develop Black Minority and Ethnic (BME) Voluntary and Community Organisations (VCO) within Merton. DRIP aims to achieve this by offering the following services which are set in a **culturally appropriate environment**:

- ❖ Capacity Building Support
- ❖ ICT Hub
- ❖ Library, Research and Information Unit
- ❖ Peer Support Network

DRIP's Capacity building support provides training and support to BME organisations based in, or providing services to beneficiaries living in, the London Borough of Merton. We help you to acquire the skills and knowledge necessary to develop and manage your organisation and services. We also aim to develop confidence in accessing and engaging with existing training and support services, even those not specifically targeted at the BME voluntary sector. DRIP's Capacity building support and group training programme responds to the gaps identified by BME organisations and seeks to enhance, not replicate, existing training and support provisions.

DRIP CAPACITY BUILDING SUPPORT

There are two aspects to DRIP's Capacity Building Support:

1. **One-to-One Support** (following an assessment of individual organisational needs) to BME organisations. To be delivered over an agreed period of time within either your own premises or DRIP's offices at Vestry Hall, 336-338 London Road, Mitcham, Surrey, CR4 3UD.
2. **Group Training** (whereby groups identify and fulfil learning needs common to a number of BME organisations). This includes some of the courses listed in this Training Programme.

These courses are **free*** and relevant to all BME VCO's.

Apart from the One-to-One support all other training courses will take place at Vestry Hall, 336-338 London Road, Mitcham, Surrey, CR4 3UD.

Registration and refreshments from **9.30am**, with courses starting promptly at **10.00am**. Lunch is served on full day courses so please state any specific dietary requirements on your booking form.

Contact Merton Unity Network for further information or if you have any specific requirements on 020 8648 9551 or by e-mail at training@mertonunitynetwork.org.uk.

BOOKING

- To book a place, please complete and submit a booking form with any relevant payment **no later than a week before the course date**.
- You can provisionally book a place by phone or e-mail no later than a week before the course date.
- Cheques should be made payable to Merton Unity Network.

* Free to BME VCO's within Merton. For other organisations there is likely to be a charge. For further information please contact 0208 648 9551.

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<i>DATES</i>	<i>COURSE</i>	<i>COURSE DURATION</i>
11 May	Fundraising	10.00am-3.00pm
23 June	Project Management	10.00am-3.00pm (Part 1 & Part 2)
7 September	Cultural Competency	10.00am-1pm
12 October	Financial Management	10.00am-3.00pm (Part 1 & Part 2)
23 November	Regulatory Compliance	10.00am-3.00pm

DEVELOPMENT, RESEARCH & INFORMATION PROJECT (DRIP) TRAINING PROGRAMME 2011 COURSE OUTLINE

FUNDRAISING

This course is ideal for experienced applicants who wish to boost their funding applications and become winners in these challenging times.

- ❖ Developing your budget.
- ❖ Identifying funders and meeting their criteria.
- ❖ Building relationships with funders and other parties.
- ❖ Devising a fundraising plan.
- ❖ Writing winning proposals.

PROJECT MANAGEMENT & REVIEW

Identifying, planning and delivering projects are paramount to the success of any organisation. This course will enable you to identify, plan and deliver successful projects that address and meet key areas of importance for your organisation.

- ❖ How to identify needs to inform project development
- ❖ Obtaining and using feedback from beneficiaries and other related parties
- ❖ Project planning and success tracking
- ❖ Project review and forward planning
- ❖ Monitoring and Evaluation process

CULTURAL COMPETENCY

The ability to communicate with people from various cultures is not only essential in all walks of life but it enables better cohesion between diverse communities.

- ❖ Understanding and appreciating differences.
- ❖ Building respect.

FINANCIAL MANAGEMENT

Robust financial management is essential to all organisations regardless of size. Funding is not the only key to an organisation's survival; efficient financial management is also essential to make the most of all funding received. This course is targeted at grassroots BAME organisations.

Part 1 (10 am -12.15pm)

- ❖ Budgeting and Cash-flow systems.

Part 2 (1-3pm)

- ❖ Book-keeping.

REGULATORY COMPLIANCE

❖ BUSINESS & STRATEGIC PLANNING

Every organisation be it private, public or voluntary sector needs a business plan which defines the organisations purpose and aim. Having a strategy as to how you will meet your aim now and in the future is also imperative. This course will equip you with the know how to draft an effective Business Plan. Strategic Planning, how, when and why will be explored.

❖ GOVERNANCE INCLUDING POLICY & PROCEDURE DRAFTING & EMPLOYMENT LAW

Governance is an essential element of any organisation as it is the process by which a Board or Management Committee ensures clear direction for their organisations. Role and Responsibilities of Trustees: Chair, Treasurer and Secretary. Every organisation needs relevant, clear and effective policies and procedures, documents which funders increasingly request. This course will equip you with the knowledge and skills to draft policies such as Safeguarding (for vulnerable people), Health and Safety and Volunteers. You will gain an understanding for the need for policies and procedures. Effective policies and procedures aid in making your organisation more effective. As well as assistance in ensuring there is compliance with employment legislation, where relevant.

BOOKING FORM

THE DEVELOPMENT RESEARCH & INFORMATION PROJECT (DRIP) TRAINING PROGRAMME 2011

If you are completing this form by hand, please write clearly.

Please use a separate form for each person and course.

◆ COURSE

Title:.....

Course date:.....

◆ PERSONAL INFORMATION

Title:.....First name:..... Surname:.....

Job title:..... Organisation:.....

Address:.....

..... Postcode.....

Daytime telephone number:.....

Fax number:.....

Email address:.....

◆ ORGANISATION MONITORING

Type of organisation (please tick as appropriate ✓):

Voluntary/Community Social Enterprise Statutory

Charity

Other (please specify)

In what capacity do you work with the above named organisation?

I am a volunteer/trustee I am an employee I am a consultant

Other (please specify).....

In which London borough (s) does your organisation work?.....

What is your organisation's main area of work?.....

◆ **COURSE EXPECTATIONS**

What do you hope to achieve from this course? Please state two key things you want to achieve:

1.....

2.....

◆ **ADVERTISEMENT**

How did you find out about DRIP training?.....

◆ **PAYMENT (for organisations other than BME VCOs in Merton)**

I enclose a cheque for £.....

Please make cheques payable to **Merton Unity Network**.

◆ **ACCESS NEEDS**

Please tell us what would help your participation on the course.....

◆ **DIETARY REQUIREMENTS (please state below):**

.....

◆ **PLEASE RETURN THIS FORM TO:**

DRIP

Merton Unity Network

Vestry Hall

336-338 London Road

Mitcham

Surrey

CR4 3UD

