

**Appendix 1: Update from contract fundraiser****Quarter one: support provided**

<b>Support for organisations</b>	<b>Focus of Advice/Support</b>	<b>Method</b>	<b>Ongoing Yes/No</b>	<b>Time spent*</b>
Purple Elephant Productions CIC (Rachel Griffin, Sue Willis)	On building a Case for Support that presents their events as a whole year programme, prospect research and a FR plan for 2017/18.	Initial meeting, 20 <sup>th</sup> April, subsequent advice (template, comments on Case etc) by email; second meeting by Skype.	Yes	7.5 hours
POD CIO (Sue Paxton)	On how to create and fund paid management role for POD.	Initial meeting, 20 <sup>th</sup> April, periodic email comms to update.	Yes	2 hours
Frome Community Education CIC (Sue Klepper and Sandy Usher)	On a draft Lottery (Reaching Communities) bid to support adult literacy and employability project.	Initial meeting 20 <sup>th</sup> April, subsequent advice (Stage 2 RC questions and Lottery Outcomes) by email.	Not at present	3.5 hours
Edventure CIC (Joannes Moeller)	On raising funds for a key post. Help to identify prospects, devise FR plan, review applications - work is ongoing.	Initial meeting 26 <sup>th</sup> April, subsequent prospect research report and comms by email.	Yes	8 hours
Generic Support (e.g. training, guides and tools)	Guide to writing a Case for Support	N/A	N/A	4 hours
Planning/review and admin	Writing up client records/review meetings/reporting	N/A	N/A	10 hours
<b>Total</b>				<b>35 hours (5 days)</b>

**Quarter two: support provided**

<b>Support for organisations</b>	<b>Focus of Advice/Support</b>	<b>Method</b>	<b>Ongoing Yes/No</b>	<b>Time spent*</b>
Purple Elephant Productions CIC (Rachel Griffin, Sue Willis)	On finalising the Case for Support, prospect research. Agreed will apply for Celebrate, a Lottery Fund with a short (Oct) deadline to fund next year's Children's Festival. I will be reviewing.	Skype meeting 8 <sup>th</sup> September to review the Case and discuss prospects, email comms at intervals.	Yes	3 hours

POD CIO (Sue Paxton)	On a draft application to the Tudor Trust to support a Manager's post.	Draft emailed, reviewed and discussed by phone 29/9	Yes	1 hour
Frome Community Education CIC (Sue Klepper and Sandy Usher)	On a draft application to the Tudor Trust to support adult literacy and employability project.	Draft emailed. Comments given by return email 5/8. Have since followed up to see if submitted but have received no response.	Not in touch at present	1.5 hours
Edventure CIC (Joannes Moeller)	On raising funds for a key post. Help to identify prospects, devise FR plan, review applications - work is ongoing.	Meeting 7/8 to review prospect list and initial approach to the Rank Foundation	Yes	1 hour
Mendip YMCA (Routes Project – Sarah Stobbart)	On raising revenue funding to sustain the project from April 2017. Help to produce a Case for Support and submit an application to Peter Cruddas Foundation.	Phone meetings 25/7, 16/8, 29/9, face to face meeting 24/8. Email comms at intervals NB: M-YMCA have now employed a fundraiser. I will continue to provide light touch support e.g. with drawing up shortlist of prospects and a bid to the Youth Investment Fund.	Yes (but see notes)	9 hours
Generic Support (e.g. training, guides and tools)	Attending Community Groups Brunch, meeting with Kate/Frome FM	Attendance in person (inc travel)		6.5
Planning/review and admin	Writing up client records/review meetings/reporting/email correspondence	N/A	N/A	6 hours
<b>Total</b>				<b>28 hours (4 days)</b>

### Quarter three: support provided

Support for organisations	Funding need	Focus of Advice/Support	Method	Time spent*
Purple Elephant Productions CIC (Rachel Griffin, Sue Willis)	To secure funding towards a whole programme of work over a year	Review Celebrate application and generic (adapt-to-fit) application letter. Firm up prospect list.	Remote working (review and comment on	6 hours

<b>Support for organisations</b>	<b>Funding need</b>	<b>Focus of Advice/Support</b>	<b>Method</b>	<b>Time spent*</b>
	April 2017-March 2018 (including grants for discreet elements).	Plan to send out speculative applications building on the more stable foundation of the successful Celebrate application and strong relationship with FTC.	drafts) Meeting 17 <sup>th</sup> November to review progress.	
POD CIO (Sue Paxton)	To secure funding for a Charity Manager post and/or unrestricted funding.	Review initial application to the Tudor Trust, identify and prioritise other prospects and prepare adapt-to-fit application from Case for Support, together with summary budget.	Meetings 7 <sup>th</sup> October and 17 <sup>th</sup> November, email and phone correspondence in between, work to revise generic application letter, advise on prospect research, budget.	11.5 hours
Edventure CIC (Joannes Moeller)	To secure funding for a key post and/or unrestricted funding.	Review and revise application to the Rayne Foundation.	Remote working and email comms.	2 hours
Mendip YMCA (Sarah Stobbart)	To secure funding for the Routes Project beyond March 2017.	Finalise Case for Support.	Remote working and email comms.	1.5 hours
Shared Earth Learning	To find funding for SelGrow, a project focusing on NEET & disadvantaged young people.	Review project Case for Support, discuss timing of project, potential sources, agree a forward plan with actions prioritised.	Meeting 7/10	1.5 hours
Wessex Counselling	To secure funding to continue providing the Youth Space counselling service in Frome beyond July 2017 when current funding runs out.	Discuss issues (e.g. Emma's capacity, relationships with other interested parties in Frome) and potential funding sources; review budget to get realistic idea of need. Agree next steps.	Meeting 7/10	1.5 hours
Frome FM	To secure funding to cover radio station running	Wide ranging discussion about issues and opportunities. Di will gather all necessary info to	Meeting 17/11 and follow up emails	2.5 hours

<b>Support for organisations</b>	<b>Funding need</b>	<b>Focus of Advice/Support</b>	<b>Method</b>	<b>Time spent*</b>
	costs but also to fund relocation & replacement costs and a station manager.	inform business plan/case for support to present to potential funders, sponsors, advertisers before drawing up a plan of action.		
Frome Memorial Theatre	New referral to pick up in the New Year. Capital and Revenue funding requirements.	N/A. Appt made for January.		
Open Storytellers	Urgent need to address negative cashflow and for revenue funding to cover aspects of service delivery plus additional staff capacity.	Met briefly to discuss current situation and challenges. Recent unsolicited grant has bought a little time. Suggested application to Lloyds Bank Foundation Enable fund to fund consultancy (intensive support around strategy and governance). That will be our first task in January.	Intro meeting 8/12	1 hour
<b>Generic Support (e.g. training, guides and tools)</b>	N/A	Commission supporting information on prospect research to be used during and after training course in January.	Write brief and discuss with associate	2.5 hours
<b>Planning/review and admin</b>		Writing up client records/reporting/email correspondence/review meetings/forwarding prospect info.	N/A	23.5 hours
<b>Total</b>				<b>52.5 hours (7.5 days)</b>

#### Quarter four: support provided (to date – January only)

<b>Support for organisations</b>	<b>Funding need</b>	<b>Focus of Advice/Support</b>	<b>Method</b>	<b>Time spent*</b>
POD CIO	To secure funding for a Charity Manager post and/or unrestricted funding.	Write application to the Henry Smith Charity for 3 year grant	Remote working, email and telephone comms	17 hours
Frome FM	To secure funding to cover radio station running	Meeting to discuss written sponsorship pitch document potential sponsors and way	Meeting 31 <sup>st</sup> Jan	2 hours incl prep

<b>Support for organisations</b>	<b>Funding need</b>	<b>Focus of Advice/Support</b>	<b>Method</b>	<b>Time spent*</b>
	costs but also to fund relocation & replacement costs and a station manager.	forward.		
Frome Memorial Theatre	Capital funding for repairs and alterations to the Theatre and Assembly Rooms plus revenue to allow for creation of Theatre Manager post	Discussion about financial position, funding history, business plan. Advised meeting to prioritise 'wish list' creating short, medium and longer term plan. Cost short term priorities. I had identified potential funding sources and will explore further. Sent Case for Support guidance and Charity Annual Report example.	Meeting with Trustees 11 <sup>th</sup> January	4.5 hours incl prep and follow-up actions
Open Storytellers	Urgent need to address negative cashflow and for revenue funding to cover aspects of service delivery plus additional staff capacity.	Talked through the basis of an application for organisational development funding (Lloyds Bank Enable). Reviewed funding situation, needs and opportunities. Funding situation is improving but still need for more salary funding. Agreed I would check eligibility for Enable and write application.	Meeting 11 <sup>th</sup> January	3 hours incl prep
Fair Frome	Funding need unclear as is the budget. Would like more funding to employ staff, for projects and core.	Talked through the FF projects, funding and opportunities. I suggested first get clear on the budget for 2017-18, (include wish list), write 'specs' for projects, then identify sources of funding for those (Wendy attended the Prospect Research training on 17 <sup>th</sup> Jan. Also, develop 'generic' application. Set aside time for FR.	Meeting 31 <sup>st</sup> Jan	2 hours incl prep
Generic Support (e.g. training, guides and tools)	Purpose is to give groups the knowledge and skills to conduct their own prospect research	Write and deliver Prospect Research training focused on Trusts and Foundations incl. design & production of handouts and resources. 7 people attended, Evaluation	Workshop 17 <sup>th</sup> Jan	24.5 hours

<b>Support for organisations</b>	<b>Funding need</b>	<b>Focus of Advice/Support</b>	<b>Method</b>	<b>Time spent*</b>
		feedback was very positive. Resources for prospect research now available to all through FTC.		
Planning/review and admin		Travel time (max 2 hours per month), writing up client records/reporting/email correspondence/FTC review meetings/forwarding prospect info. to groups.		6.5
<b>Total</b>				<b>59.5 (8.5 days)</b>