

An Introduction to Funding Bid Writing

Date: Tuesday 20 March 2018

Time: 2pm – 5pm

Location: Salters' Hall

Facilitators: Elizabeth Coningsby

Trainer: Hopkins Van Mil

What will be covered?

In this workshop attention will be paid to make a sparkling funding bid application which stands out in terms of its unique contribution to the sector and high quality of delivery. We will cover the full process of applying for funding from trusts and foundations from identifying appropriate sources of funding to making sure a compelling story conveys the museum's key messages effectively. This will sit within the museum's overall approach to fundraising.

Who should attend?

Staff or volunteers responsible for applying for funding applications

Approximate session timetable

14:00	Welcome and Introductions
17:00	Finish

Learning objectives

By the end of this briefing you will:

- Understand how to plan for funding bids
- Know how to forensically dissect funding applications and guidance before putting pen to paper
- Gaining internal and external support for funding applications
- Practice writing a compelling narrative
- Consider your museum's key messages and how they will stand out from those conveyed by other funding bidders

Support towards Museum Accreditation:

Organisational Health:

- 1.4 Effective forward planning
- 1.6 Demonstration of financial bias

Further information

Please ensure you have your line manager's permission to attend before booking your place as confirmation is sent to the museum. Final confirmation of places will be sent out at least a week before the course. Please keep the **20th of March** available in your diary until your place has been confirmed.

Priority is given to staff working in non-national museums in the London region.

A late cancellation (less than 24 hours) / no show charge of **£20** will be applicable.

Light refreshments will be provided. Information will be given to confirmed delegates.

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