

YOUNGARTS FUNDRAISERS



Guidance for Mentee Applicants YAF x RAISE Mentoring Programme | 2021/2022

INTRODUCTION

Young Arts Fundraisers and RAISE are pleased to open the call for applications for the sixth year of our successful mentoring scheme. This guidance document will set out what's involved in the scheme, the commitment expected from mentees, and how you can apply. Please read this in full before applying.

This guidance is also available in audio and large print formats which you can find on our website.

Application deadline: Monday 24th May 2021

We hosted a launch event on Zoom on Tuesday 30th March which introduced the mentoring scheme and included a panel discussion with previous mentors and mentees. You can watch the recording of that event online on the [CIOF YouTube channel](#).

You can also listen to podcast interviews with two of our previous mentees. This might be useful to help you understand more about how you can benefit from the mentoring programme and work out if it's right for you. You can find those here:

[Interview with Rosie Gitsham](#), Fundraising Assistant at Libraries Unlimited, Mentee 2020-21

[Interview with Maisie Pearson](#), Development Officer at York Theatre Royal, Mentee 2020-21

Questions and Further Information

A [Frequently Asked Questions](#) document can be found on our website. This will be updated regularly with any additional questions about the programme that are received that aren't already answered in this guidance. Please check this guidance and the FAQs to see if your question has been answered. If after that you'd still like to discuss your application with a member of the team, then please get in touch with Hannah Tookey, Head of Mentoring at Young Arts Fundraisers on mentoring@youngartsfundraisers.org.

WHO ARE YOUNG ARTS FUNDRAISERS?

We are a volunteer and peer-led professional network for early career fundraisers in the cultural sector, seeking to connect, engage and mentor our members. We believe that long term financial resilience and sustainability in the sector can be achieved by equipping early-career fundraisers with appropriate skills and support networks.

We hold monthly events, including panel discussions with sector leaders, skills workshops, networking opportunities and speed mentoring.

WHAT IS THE YAF x RAISE MENTORING SCHEME?

In partnership with the Chartered Institute of Fundraising Cultural Sector Network (CSN) funded by Arts Council England as part of CIOF's RAISE: Arts, Culture and Heritage programme, we run an annual free mentoring scheme, which matches early career fundraisers in the arts and culture sector with senior or

director level development professionals from a wide range of cultural organisations across England.

The programme has grown rapidly since its inception as a small pilot scheme in 2016, and this year we aim to pair 36 mentors and mentees together. This is a year-long programme, during which mentors and mentees are expected to meet at least every other month to work on the mentee's specific professional development goals. Selected mentees will be supported with resources and advice to help you put together your SMART goals for the programme and to keep track of your progress.

This mentoring programme might be right for you if you:

- are looking for advice and guidance on how to progress your fundraising career
- have career goals in mind but need some help figuring out how to achieve them
- want to build confidence in specific areas of fundraising or your professional life
- are in need of a sounding board to work through ideas or problems you're facing

Please note, this is a mentoring programme and not a training scheme and you won't be taught how to be an arts fundraiser on this programme.

MENTEE SUPPORT WITH YAF

The Young Arts Fundraisers Head of Mentoring, part of the Professional Development Team, will be mentees' first point of contact throughout the programme.

You'll be paired with a buddy - another mentee on the programme - to support each other throughout the year. We expect that you'll share your progress with your buddy, offer support and encouragement to each other, and form a strong relationship that you can take forward after the programme.

Mentees will also meet every other month for a catch-up session and peer-to-peer learning with the full cohort. This will be a chance to network with other mentees and to hear and learn from alumni of the scheme. Attendance at these sessions is expected, but we do understand that sometimes commitments arise that mean mentees might need to miss the odd session.

Mentees will be offered the chance to be interviewed about their experience on the programme for our podcast, and to be featured in the YAF newsletter and social media. Mentees will also be invited to other events run by YAF throughout the year and we really hope you'll stay connected to YAF and our network after the scheme ends.

Your main point of contact for the mentoring programme will be YAF's Head of Mentoring, Hannah Tookey, and you can bring any suggestions or concerns to her at any time throughout the year. There are also regular check in points, including 1-2-1 catch ups built into the programme. In addition, YAF are currently developing our feedback and complaints procedure and aim to implement a robust feedback system for the network and all mentees before the start of the next programme.

WHO CAN APPLY? ELIGIBILITY CRITERIA

The mentoring programme is for anyone who is raising money in the arts. Your work doesn't need to be exclusively focussed on fundraising to apply, and your job title doesn't necessarily have to reflect your fundraising work either. You might not have even considered yourself a fundraiser until reading this call out, and that's okay too. Our mentees have come from a range of roles in the arts, including independent artists and freelance producers, as well as those working directly within fundraising and development teams. Fundraising should be an important part of your work, but it doesn't have to be all that you do. You could be working full or part time, on a paid or volunteer basis, as long as you can demonstrate experience of and a commitment to fundraising for arts and culture.

Whilst we are called 'Young' Arts Fundraisers, your age isn't important to us. We're all about supporting arts fundraisers in the early stages of their career, whenever that might be. You may have recently graduated and

be starting out in arts fundraising, or you could have had a previous career in another industry or area of the sector and have just made the jump into fundraising.

You must meet the following key eligibility criteria to apply:

- be an arts fundraiser and be able to demonstrate a commitment to continuing in this field
- be based/work for an organisation in England (as the scheme is funded by Arts Council England)

Young Arts Fundraisers is committed to tackling barriers to progression in arts fundraising and supporting a diverse cohort of mentees. As such, **we prioritise applications from prospective mentees to whom the following criteria is applicable:**

- identify as coming from a Black, Asian or minority ethnic background
- identify as disabled and/or D/deaf, including those who are neurodiverse or have a long-term health condition
- identify as LGBTQ+
- are an early-career arts, cultural and heritage sector fundraiser; anyone who is in the first five years of their fundraising career
- work for a small to medium organisation (with an annual turnover of up to £750,000, including contributed and earned income)
- based regionally or work for a regional (non-London) organisation

Due to limited places on the scheme, it is very unlikely that we would accept more than one mentee from the same organisation onto the same cohort. If more than one person in your organisation wants to apply, we encourage you to have a discussion with your line manager or organisation to decide whose name to put forward.

MENTEE COMMITMENTS

As a mentee on the programme, you will be expected to:

- complete and sign our Mentee-Mentor Agreement Form
- initiate and organise meetings with your mentor to take place at least every two months
- attend regular mentee catch ups with the rest of the cohort
- support your buddy and catch up regularly with them (ideally once per month)
- take part in evaluation of the programme, including a 3 month 1-2-1 Zoom with a member of the YAF team in the week commencing Monday 6th September, and completing evaluation surveys at the 6 and 12 month points in the programme.

KEY DATES

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| Wednesday 31 st March 2021 | Mentee applications open |
| Monday 24 th May | Deadline for mentee applications |
| Monday 7 th June | All applicants informed of the outcome of their application |
| June 2021 | 2021-22 mentoring programme begins. First meetings with your mentor and buddy should take place in June or early July. |
| Tuesday 29 th June 1-2pm (recurring on the last Tuesday of every other month: 31 st August, 26 th October, 21 st December, 22 nd February, 26 th April, 28 th June 2022) | First full cohort catch up |
| Monday 6 th - Friday 10 th September, individual session times TBC | 3-month check in meetings (online) |
| December 2021 | 6-month evaluation surveys to be completed |
| June 2022 | 12 month/end of programme evaluation surveys to be completed |

HOW TO APPLY

Applications for the YAF x RAISE Mentoring Programme must be submitted via [this form](#). Answers to the application questions may be submitted in a written, video or audio format. A word document with the application questions can be downloaded from the website to prepare your answers offline.

If you'd like to discuss submitting your application in an alternative format to these, then please get in touch with Hannah Tookey, Head of Mentoring at mentoring@youngartsfundraisers.org.

The deadline for applications is Monday 24th May 2021.

Successful applicants typically demonstrate a strong understanding of the purpose of mentoring and are able to identify specific outcomes that they hope to achieve on the programme.

Our suggested word limits are a rough guide. We haven't included word limits in the form in an effort to save applicants the time spent cutting out just a few words to fit the text box. It's fine if your answer is under or a little over, but please don't exceed this excessively.

HOW IS MY APPLICATION ASSESSED?

Before assessment, all applications are anonymised by removing applicants' names. Your application will then be read by two members of the YAF team and scored on a sliding scale. Additional weighting is added to each application that matches our priority criteria as outlined above. It's important that we find the right match between mentees and mentors, so availability of mentors will also play a role in deciding who is selected for the programme.

There is no interview process for the programme, and applications are assessed solely on the information submitted with your application.

Feedback will be available to all unsuccessful applicants if requested. YAF is a volunteer-led organisation so it might take a little time to compile our notes and send you feedback, but we'll endeavour to do so as quickly as possible.