**INTRODUCTION TO FUNDRAISING**

**RAISE BURSARY**

The [**Introduction to Fundraising**](https://ciof.org.uk/events-and-training/training/2020/introduction-to-fundraising-on-demand-course) course is available as an online course and offers you a practical introduction to the profession covering basic principles and best practice.

Are you new to the sector or thinking of changing careers into the sector and looking to improve and develop your understanding and knowledge of fundraising? The Introduction to Fundraising course is available as an online course and offers you a practical introduction to the profession covering basic principles and best practice. You will also learn how to ensure your fundraising activities are legal and ethical. As a result you should be able to better contribute to your organisation’s fundraising effectiveness and understand why your relationship(s) with your donors and supporters is critical to your success. Details of the course can be found [**here**.](https://ciof.org.uk/events-and-training/training/2020/introduction-to-fundraising-on-demand-course)

The RAISE programme offers a limited number of discounted bursaries to undertake the Introduction to Fundraising course. The bursary is a contribution of **£40 towards the total cost of the course (£75) and will be refunded once individuals have completed the course**.

**IMPORTANT: Eligibility Criteria**

To apply, you must be working to **raise funds for arts, cultural and/or heritage organisations/projects** **within England** and **outside Greater London**. We want to connect with all early-career fundraisers. You may be in a multifaceted role working as an art’s facilitator, a development professional working in the arts, heritage or museum sector or be an independent artist.

You should **also** meet **at least one** of the three criteria below:

* **BAME**: Anyone self-identifying as Black, Asian or from a Minority Ethnic background.
* **Early career arts, cultural & heritage sector fundraisers**: Anyone who is in their first five years of fundraising career.
* **Small and medium charities**: Organisations with an annual turnover (contributed and earned income) up to £750,000. Priority will be given to those organisations with an annual turnover (contributed and earned income) up to £250,000.

These bursaries have been made possible thanks to the **Arts Council England**.

**Notes**

Please note there is a limited amount of bursaries and there may not be enough bursaries available to meet the demand. The earlier you apply, the more likely you are to be successful**.**

Bursaries are awarded to **individual delegates** booking on to the Introduction to Fundraising course taking place on confirmed dates; **bursaries are not transferable** to other individuals or within an organisation. The bursary must be repaid in full if the applicant does not complete the course.

Please email your completed application to raisebursaries@institute-of-fundraising.org.uk

**\*Please note we will only accept applications in Word and PDF formats.**

**The Selection Process**

A co-ordinator will receive all applications. Copies of the applications excluding the name of the applicant and that of the referee, will be provided by the co-ordinator to a panel with members including: senior RAISE programme partner representatives, a representative from CIoF’s Expert Advisory Panel on Equality, Diversity and Inclusion and CIoF staff. The panel will decide which applications should receive a bursary. The panel’s decision is final.

The co-ordinator will contact all applicants by email confirming the outcome of their application and where an award has been granted **within 10 working days after your application’s submission**, outlining the next steps.

**APPLICATION FORM**

**Applicant Information**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please indicate which eligible community or communities if more than one you identify with:**

 **BAME:** Anyone self-identifying as Black, Asian or from a Minority Ethnic background.

 **Early career arts, cultural & heritage sector fundraisers:** Anyone who is in their first five years of fundraising career.

 **Small and medium charities:** Organisations with an annual turnover (contributed and earned income) up to £750,000. Priority will be given to those organisations with an annual turnover (contributed and earned income) up to £250,000.

**Organisation you work or volunteer for**

Organisation Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organisation Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postcode: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Role: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please select your organisation’s annual contributed and earned income:**

< £250k £251k -750k £751k - 1million £1- 5 million > £5 million

**Brief outline of your responsibilities (min 150 words):**

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**Supporting Information**

How will undertaking the Introduction to Fundraising benefit your personal development and the organisation or project you work or volunteer for? (min 150 words)

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How did you hear about the RAISE: Arts, Culture & Heritage programme bursaries?

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Please confirm that you would be happy to share your experiences and learning (via RAISE website and social media) from the Introduction to Fundraising (through a blog, interview or case study) after you have completed the course.

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**Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Privacy Notice**

The information you provide in this form will be used by the Chartered Institute of Fundraising (Controller) solely to assess your application to receive a RAISE programme bursary and, if successful in administering the bursary.

All completed forms sent to the RAISE programme bursaries email or postal address will be accessed by a single co-ordinator and will be kept in a secure, restricted access environment.

Emails and their attachments will be deleted from the inbox within 72 hours of receipt.

Completed forms will be anonymised for the selection process.

All copies of the application forms will be securely destroyed within one month following completion of the selection process.