

January 2017

Dear Colleague

Upper Norwood Library Hub – Capacity Building Workshops

Thank you for your interest in our Capacity Building sessions.

Please complete the short application form below and return to Margaret.adjaye@unlt.org.uk email or via post to Margaret Adjaye, Hub Director, Upper Norwood Library Hub, 39 – 41 Westow Hill, London SE19 1TJ via post.

We plan to run further capacity building sessions during the year and will share further information with colleagues as and when.

Thank you and we look forward to receiving your completed application form.

With kind regards.

Margaret Adjaye

Hub Director

Upper Norwood Library Hub

Application form for the Capacity Building Sessions

Course Application Form	
Your Name	
Name of your organisation and your position:	
Is your organisation part of the Peer Library Network?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Contact Address:	Send me information about the Peer Library Network <input type="checkbox"/>
Contact Number:	
Email address:	
Accessibility requirements (if any):	
Please tick which course (s) you interested in attending	
<input type="checkbox"/>	Fundraising and Bid Writing: 2nd March 2017, 10.30am—1.30pm Are you looking for funds for small capital purchase or revenue costs to help provide services? If you are, then this introduction to fund raising will help you develop the skills to do so. It is designed for individuals, voluntary and community sector groups and small businesses interested in grant funding or small scale commissioning.
<input type="checkbox"/>	Project Development and Planning: 21st March 2017, 10.30am to 1.30pm This session is designed to help small groups or individuals with ideas to get these into context and write a project plan. It will help you with funding applications and will help you to clarify your project aims and objectives, outcomes from and impact of, what you are intending to do, and help launch your project
<input type="checkbox"/>	Developing a Quality Framework 26th April 2017, 10.30am to 1.30pm All organisations providing services need to demonstrate the quality of what they do. This is equally important if you are looking to attract participants, partners, or to promote your services to potential funders or sponsors. This course offers an introduction to the concepts and practice of developing quality frameworks. It explores how to measure the outcomes of what you do for groups who report to funders and/or for those who want to evidence the quality of their work to prospective service users, partners, funders or sponsors
How did you hear about the above courses	
Please tell us about other capacity building courses you will be interested in?	