

# Interlink

Orthodox Jewish Voluntary Action

## FUNDRAISER'S INDUCTION COURSE



Are you new in post as a fundraiser, with hopes to raise thousands of pounds for a good cause but no idea where to start?

Our Fundraiser's Induction Course is a bespoke course targeted at fundraisers who are looking to gain a solid grounding in the basics of charity set-up, operations, and fundraising.

# Basic

## **Session 1: Charity Overview, Strategy and Funding Sources**

Participants will be introduced to key charity management concepts including:

- Charity governance
- Compliance in financial management
- Funding sources and research

Participants will also formulate their charity's mission, vision, objectives and activities in writing.

## **Session 2: Grant writing**

Participants will learn how to structure a funding proposal, define project outcomes and outputs, and research evidence of need. We will discuss what to avoid, how to portray the community correctly and common mistakes found in grant applications. Fundraisers will walk away with a core document that will be used as the basis for future grant applications and proposals.

## **Session 3: Understanding your Charity's Accounts and its Role in Fundraising**

- Understanding your accounts (SOFA, Balance Sheet, Notes, etc.)
- Reporting requirements for charities
- Accounts: the story they tell and their role in your 'fundability'
- Taking ownership of your charity's accounts
- Participants will gain an understanding of the importance of the charity's annual report and accounts and how to leverage its fundraising potential.

All training sessions are personalised and tailored to your organisation's needs and interests.

# Premium

**The Premium Package comprises the full Basic Package outlined above, plus:**

## **Personalised support working through two funding applications**

Once the fundraiser has begun the work of compiling applications to be submitted, they will be able to examine two of their draft applications with an Interlink Charity Support Service Officer, receiving detailed feedback on how to improve and amend the application to make the best possible case for the organisation.

This element of the course will be delivered in two separate one-hour sessions, either in person or by phone/Zoom.

Fundraisers will need to ensure that the applications to be reviewed are fully completed before the sessions.

## **Retainer for three months**

The first three months on the job as a fundraiser can be challenging, with a host of new concepts and plenty of jargon to contend with. Our three-month retainer will give new fundraisers the option to pick up the phone or jot a quick email whenever they have a short query or want some advice on something they came across during their work.

This retainer is limited to short email or phone advice and does not include actual work on applications or funding documents.

All training sessions are personalised and tailored to your organisation's needs and interests.

£395\*

## **BASIC**

Session 1  
**Grant writing**

Session 2  
**Governance, Finances and Legal Compliance**

Session 3  
**Understanding Your Charity's Accounts and its Role in Fundraising**

£750

## **PREMIUM**

Session 1  
**Grant writing**

Session 2  
**Governance, Finances and Legal Compliance**

Session 3  
**Understanding Your Charity's Accounts and its Role in Fundraising**

**Personalised support working through two funding applications**

**Retainer for three months**

For more information, or to reserve your package, please contact:  
[admin@interlink-foundation.org.uk](mailto:admin@interlink-foundation.org.uk)

\*First year charities receive a £50 discount.