**EXAMPLE**

Dear

I am pleased to offer the following support to your organisation. Your specific offer is timebound from 22.4.25 to 1.10.25*[ for possible renewal thereafter]* for an allocation of **X** hours.

Example Standard 1,2,4,6,7 and Advanced -3

Entry Level

1. **Light touch assessment of fundraising needs** – basic advice and guidance
2. ***Referral*** *to CVS or other 3rd Sector support e.g. Great Places Community Partnership Manager to support sub £5,000 fundraising.*
3. ***Basic information*** *- voluntary community groups, volunteer recruitment/retention* - to include Basic **Legal Entity** options introduction.
4. **Partnerships set up** – roles, responsibilities, agreements overview.
5. **Basic Income and Expenditure** planning

Standard; working with to provide or support

1. **20 Ways** to Fundraise assessment.
2. **Identify current funding**; Pipeline of grants with deadlines/criteria.
3. **Project Proposal** - Working with to develop a project proposal / business case.
4. **Feedback** on some draft grant applications.
5. **[Supporting] direct bid writing** for agreed number of grant applications above £10,000.
6. **A Fundraising Strategy** document/action plan
7. **Networking** and cross sector introductions and development of regional partnerships

Advanced

1. **Concept scoping** and business case development
2. **Income Diversification** and **Strategy** planning
3. **Business planning –** support with
4. **Specialist additional defined support**

**Exit**

Potential end, advisory only or referral to further optional consultancy support. Potential inclusion in grants for future paid capacity building or being commissioned in to continue with support.

Conditional

* The agreement is conditional on the basis of agreed actions being completed by both parties.
* Non completion of agreed actions may delay or defer actions required specific for fundraising for example consultation/evidence of need and Trustee skills development.

Support is provided *[and can be withdrawn]* on an agreed basis thatprojects/groups/ individuals will;

* Provide required information to help support fundraising within agreed timescales.
* Complete any grant funding / other monitoring on time based on agreement as to which organisation / individual receives funds.
* Advise of any changes to planned projects and communicate any issues or advise of help needed as soon as conveniently possible.

The aim of this agreement is to provide a fair service to all. It does not constitute a contract, has no legal status and is without prejudice, GPHG having the right to amend as required.

The service is provided on an in-kind basis within this timeframe.

Confidentiality of information provided is also guaranteed within this agreement.

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