

Appendices

Appendix One **Resources and contacts**

Publications

- *Project Cycle Management (ROOTS 5)* (2003) by Rachel Blackman, Tearfund. Available in English, French, Spanish and Portuguese. This book looks in detail at how to plan projects and communicate with institutional donors.
- *Red Cross Code of Conduct*. This can be viewed online at www.ifrc.org/publicat/conduct, or write to The Disaster Preparedness and Response Department, International Federation of Red Cross and Red Crescent Societies, PO Box 372, CH-1211 Geneva 19, Switzerland
- *The Worldwide Fundraiser's Handbook*, 2nd edition (2003) Michael Norton. Directory of Social Change
- *Towards Financial Self-reliance: A handbook on resource mobilisation for civil society organisations in the south* (2001) Richard Holloway. Aga Khan Foundation
- *Writing Better Fundraising Applications*, 2nd edition (1997) by Michael Norton and Michael Eastwood. Directory of Social Change.

Websites

- www.afpnet.org
The Association of Fundraising Professionals supports fundraisers around the world by providing training, resources and certification programmes.
- www.allavida.org
Allavida is an international development organisation which provides training, publications and support for development organisations and networks. They publish a quarterly magazine, called *Alliance*, which is available online. *Alliance* provides an opportunity for donors and development organisations in the north and south to discuss and exchange ideas.
- www.dsc.org.uk
Directory of Social Change is a UK-based organisation that provides training and publications for organisations and publishes trust directories for the UK
- <http://fdncenter.org>
The Foundation Center has a web directory of US foundations
- www.guidestar.org
Guidestar has a web directory of US foundations
- www.resourcealliance.org
The Resource Alliance is an international network which aims to build the fundraising capacity of development organisations. They provide training and opportunities for knowledge sharing and networking in Africa, Asia, Europe and Latin America. Registration is free and a large number of articles can be downloaded from the website.

Appendix Two Suggested workshop timetable

The material in this book could be adapted and used in a workshop setting. The timetable below is a suggestion of how the material could be covered. Every session should involve practical work to enable the participants to apply each step of the fundraising strategy to their own organisation.

	Day 1	Day 2	Day 3
Devotions	What the Bible says about money		
Session 1 (2 hours)	Principles of fundraising	Fundraising strategy step: 5 Our current funding mix 6 Our planned funding mix	Fundraising strategy step: 9 Planning our fundraising work
Session 2 (1.5 hours)	Fundraising strategy step: 1 What are we raising money for? 2 How efficient are we?	Fundraising strategy step: 7 Communicating with potential donors	Fundraising strategy step: 11 Approaching donors 12 Implementing, evaluating and reviewing our fundraising work
Session 3 (1.5 hours)	Fundraising strategy step: 3 What is our external funding environment?	Fundraising strategy step: 8 Strategies for each funding source	Funding sources of relevance to workshop participants from choice of individuals and churches, income-generation, institutional donors, companies, trusts, volunteers
Session 4 (2 hours)	Fundraising strategy step: 4 What is our fundraising capacity?		