



FREE Training! Business Planning & Enterprise

10am-4.30pm
Tues 7th February 2012
Friends Meeting House, Manchester

- Do you work with children and young people?
- Are you moving from grant-funding towards self-sustainability?
- Would you benefit from support in developing a robust business plan?
- Are you interested in diversifying your services or exploring social enterprise?

Through DfE funding, Community Matters is offering up to 15 FREE places at our new business planning course in Manchester. Normally priced at £75 per participant, places include a full day training covering business planning for sustainability and a step-by-step guide for you to use with your own organisation.

Whether you are an experienced project manager, a trustee or are just starting out, Community Matters Business Planning training will help you to impress potential investors, develop robust governance structures, prepare financial forecasts and explore routes towards diversification to secure your organisation in the future.

Target Audience:

This training is aimed specifically at VCS groups currently working with, or developing services for, children, young people and families. It will be focused on the needs and practice of participants, and therefore assumes some prior experience in order to shape support and discussions around shared issues.

Local Authorities and private organisations are welcome to contact Community Matters to discuss booking a chargeable place at the training.

Key Themes:

Preparing for Business Planning

- Content of the plan - what to include and what to leave out
- Collection of financial information
- Market research and marketing strategies
- Action planning
- Succinct and informative business plans

Income and Finances

- Preparing financial forecasts
- Budgeting
- Creating 'enterprising communities'
- Contracts
- Diversifying service provision
- Personalised budgets
- Income generation - training and trading

Learning outcomes:

By the end of the course participants will:

- Be able to recognise the difference between a grant-led 'delivery strategy' and a business plan
- Be confident in constructing robust, viable and realistic financial forecasts
- Have developed specified areas of their own business plan
- Have explored mechanisms for planning and developing income-generating activities
- Be confident in moving towards a financially sustainable model of delivery
- Be able to summarise organisational governance structures, service rationale and development strategies

Sources of Support

- Using a consultant
- Keeping 'ownership' of your plan
- Tools, templates and model documents
- Good practice and innovation



Booking Form - Manchester

To book a place on this training, please complete and return this booking form.

Email to: kierra.box@communitymatters.org.uk or Fax to: 020 7278 9253

or post to: Community Matters, 12-20 Baron Street, London N1 9LL.

Once your booking has been processed, we will contact you via email to confirm and provide you with joining instructions.

Forename: _____ Surname: _____

Job Title: _____

Organisation: _____

Address: _____

Tel: _____ Email: _____

Please tick here to confirm you are a VCSE organisation working/developing work with CYPF

If you are not a VCSE organisation please tick here and we will contact you regarding charges.

To help us provide you with effective support do you give permission;

- For us to contact you as part in the overall programme evaluation
i.e online survey/telephone interview

- For your data to be shared across the programmes partners so that you can receive
information about other support opportunities from them

Please use the space below to tell us if you have any dietary requirements or special needs

Signed.....

Date.....

This training is provided free to VCSE groups. However a cancellation charge of £10 will be levied if you cancel less than 14 days prior to the event or do not attend.

Signing above indicates acceptance of any cancellation charges.

Please tell us the size of your organisation (annual turnover)

Less than 10k 10k-50k 50k-100k

100k- 1million 1million -5million More than 5 million

Please tell us about your organisation's focus (please tick all that apply)

Children 0-5 Children 6-13 Young People 14-18

Young People 19+ Parents and Families BME

Disability/SEN Mental Health NEETS

Children in Care LGBT Faith

Homelessness Substance Misuse Refugees

Arts and Culture Sports Communities

Volunteers Other Voluntary Orgs Social Enterprise

Other: _____

Overview:

In March 2011, Children England in partnership with Community Matters, NAVCA, NCVYS, REF and the SEC were selected to be the Department for Education (DfE) Overarching Strategic Partners and deliver a two year programme.

This event is part of the DfE Overarching Strategic Partnership programme, aiming to develop the infrastructure of the voluntary and community youth sector through sharing best practice, offering learning and support; and providing advice.

What are we doing?

The Partnership aims to support the on-going development of the voluntary, community and social enterprise sector (VCSE) that works – or is considering working – with children, young people and families; and to share the best practice, expertise, learning and concerns of the sector with the DfE.

The Strategic Partnership activities include:

- A wide range of training and learning opportunities
- Improving ability of the sector to influence policy and practice
- Disseminating information, expertise and resources
- Support with engaging young people
- An advice line which you can call with specific problems or questions
- A list of 'Frequently Asked Questions' for small/growing community groups
- An online list of useful resources
- The chance to join our 'virtual expert group' and get involved in Government consultations or national VCS campaigns
- Case studies of the pitfalls and successes of new funding and commissioning models
- Access to a network of other community organisations with relevant experiences and expertise
- On-going one-to-one support in developing youth services

To find out more visit www.communitymatters.org.uk/children or follow us on Twitter @CMupdates