

Bid-Writing Workshop for those new to Fundraising

***Tick overleaf to
improve your chance of
bid writing success***



A practical bid-writing workshop that provides delegates with all the knowledge and skills needed to write successful funding submissions

Delivered by Britain's leading bid-writing specialist, Bob Jennings OBE, PTP Consultancy

Fundraising Masterclass for Schools 2009 Workshops

*Manchester: 3rd November – Leeds: 4th November
Birmingham: 12th November – London: 18th November*

This highly popular workshop has been designed to help those who have the responsibility of accessing additional funding for schools. It is suitable for the complete beginner to those with some bid-writing experience. The focus of the day will be “how to write a quality bid”.

The workshop will:

- Uncover the secret of successful bid-writing
- Share case study evidence of successful bids
- Help you complete ‘real’ application forms
- Show you how to prepare Business Plans
- Identify top sources of funding

The Fundraising Masterclass is for those who:

- Don't know where to start
- Don't have the time to write bids
- Have a fear of failure
- Find application forms complicated

WHO SHOULD ATTEND

- Headteachers
- School Business Managers and Bursars
- Teachers
- School Governors
- Support staff
- Extended School coordinators
- Local Authority Officers
- Study support coordinators
- PTA and Friends representatives
- Strategic Partners
- Elected members for education

To secure your place on the workshop/s please complete and return the attached Booking Form or book online at www.ptpconsultancy.com

For further details, including a programme for the day, visit the PTP website, email admin@ptpconsultancy.com or call 0117 9420870

Fundraising Masterclass for Schools

A tick below is the first step to improve your bid writing success

- Manchester** – Tuesday 3rd November
- Leeds** – Wednesday 4th November
- Birmingham** – Thursday 12th November
- London** – Wednesday 18th November

tick here

Rather book online? Secure your place at www.ptpconsultancy.com/workshops_form.cfm

Booking Form

PLEASE TICK
THE WORKSHOP/S YOU
WISH TO BOOK

2 OR
MORE DELEGATES
FROM THE SAME
SCHOOL RECEIVE A
10% DISCOUNT

To secure a place on one of the 2009 workshops complete one booking form per person. The delegate fee for each workshop is £275.00 plus VAT (£323.13)

DISCOUNT:

- If 2 or more delegates attend from one school a discount of 10% is applicable to the combined fee

On receipt of your booking form and payment PTP will forward you further details regarding the workshop programme, location and timings.

PLEASE USE BLOCK CAPITALS

| | |
|-----------|--------------|
| TITLE | NAME |
| JOB TITLE | ORGANISATION |
| ADDRESS | POST CODE |
| TEL | FAX |
| EMAIL | |

PLEASE INCLUDE A VALID EMAIL ADDRESS

SPECIAL DIETARY, OR ACCESS REQUIREMENTS

PAYMENT METHOD (please tick the relevant box)

- Cheque: I enclose a cheque for made payable to PTP Consultancy
- Invoice: Please send an invoice to the address below

| |
|-----------------------|
| NAME |
| ADDRESS |
| POST CODE |
| PURCHASE ORDER NUMBER |

- I have read and I agree to the terms and conditions set out overleaf.
(Orders cannot be processed if the box above is not ticked)

**When completed either fax to 0117 9420870 or post to
PTP Consultancy, 41 Harcourt Road, Redland, Bristol BS6 7RF or
book online at www.ptpconsultancy.com/workshops_form.cfm**

PLEASE TEAR ALONG PERFORATION

Terms and conditions

Acknowledgement/Payment – PTP Consultancy will acknowledge receipt of this booking form by return, either by fax or email. It is your responsibility to ensure that PTP Consultancy receives payment in advance of the workshop. We will send you further details for the workshop when we receive payment. If you have not heard from us 10 days before the workshop, please contact the PTP Consultancy office.

Cancellations – If you wish to cancel your booking, you must notify us in writing not less than 15 working days before the workshop. The fee will then be refunded minus an administration charge of £75.00. Cancellations after this time are subject to payment of the full fee, although we will accept substitutions if you notify us in writing before the workshop. No refunds will be given for cancellation of bookings made within 15 working days of the workshop. The authorised signatory is responsible for payment of the fee unless the cancellation procedure is followed.

Data Protection – The personal information provided by you may be held on a database by PTP Consultancy. If you do not wish your details to be held on our database please write to PTP Consultancy, 41 Harcourt Road, Redland, Bristol BS6 7RF.



**PTP Consultancy, 41 Harcourt Road, Redland, Bristol BS6 7RF
Tel: 0117 9420870 Fax: 0117 9420870 www.ptpconsultancy.com**