



Fundraiser appointment

Castle Cary Town Council is seeking a dynamic and motivated person to apply for grants for various projects that this ambitious Council is planning. We would like to concentrate initially on the Donald Pither Pavilion Project.

The role will be freelance and pay will be dependant on achieving funds from various grant making bodies.

Initially you will seek funding for the pavilion on behalf of the Donald Pither Trust charity number 304506. The Council is the sole Trustee.

The Town Council already has a considerable amount of money for the pavilion and has some current fundraising projects some of which are in partnership with sports clubs using the pavilion. It has also made contact with local businesses and gained significant potential support from some of them.

In order to progress this work we propose the following framework:

STAGE 1 – COLLATION OF FUNDING MATERIALS- to be carried out by the Council

Create a shared resource of soft and hard copies of documentation and information commonly required for grant applications including:

- Accounts / financial information
- Constitutions / terms of reference
- Staff and Councillor details
- Policies – equal opportunities, safeguarding etc.
- General info – contact details, addresses, phone number, emails etc.
- General info – no. of employees, volunteers, insurance etc.
- Project financial overviews
- Copies of relevant quotes / tenders for work
- Check all information is suitable for application submission and amend where required
- Save all application forms and information to a shared online folder.
- Create agreed timelines for submissions
- Amend / edit for final submission and deadlines

STAGE 2– IDENTIFICATION OF FUNDERS

- Identify and carry out detailed research on grant streams of other similar projects – i.e. what funds have supported them.
- Investigate and carry out detailed research on trusts, foundations other funders and partners with potential to support the Donald Pither Project.
- Produce a 'Funding Landscape' document listing funds to target including criteria, eligibility requirements, application process and deadlines.
- Prioritise applications by date and project.

STAGE 3 – GRANT APPLICATIONS

- Commence roll out of funding landscape as agreed with the Council
- Prepare draft applications for approval / review
- Manage spreadsheet with overview of all applications, requirements
- Maintain communication with funders and partners
- Maintain ongoing communication with representatives from the Council

We propose the following fee structure for the two stages of work a successful bid will result in a payment of 5% of the value of the grant when the money is received.

Following advice from an experienced fundraiser we would estimate that an application to the Lottery or similar would take 2 days, a small lottery grant 1 day, a Sport England Stage 1 application 2 days etc. As you would imagine the more complex the application process, the more time that is required, with some funders also operating a two stage process.

All expenses will include reasonable travel to meet councillors and / or representatives on site. This includes one meeting following the completion of Stage 2 and two further meetings during Stage 3. Should additional meetings or travel to other venues be required mileage may be charged with agreement at HMRC levels of 45p per mile.

Following interviews and an appointment offer from the Town Council, a contract of engagement will be provided.

Interview dates are to be confirmed