

Funding Adviser’s Competency Framework (DRAFT)

This competency framework is to be used in conjunction with the values and core competencies outlined in NAVCAs Competency Framework for Development Workers.

	1.1 Competency	1.2 Example measures
A	<i>Diagnosing groups’ needs and capacity: funding advisers should have the ability to:</i>	
1	Assess the needs and expertise of community groups and voluntary organisations and give appropriate and culturally-sensitive advice, information and / or support	Case notes
2	Recognise when governing documents are appropriate to an organisation’s funding plans	Case notes; examples
3	Provide information on different legal structures and their relevance to individual organisations and different funding streams for VCS groups	Information sheets; case notes
4	Support VCS groups to consider issues of organisational structure, employment and other relevant law	Case notes
5	Support VCS groups to assess their own capacity for using and managing funds (including contract readiness)	Case notes Funding strategies
6	Encourage VCS groups to be creative in gathering and using resources	Details of resources available Examples of partnerships

	1.3 Competency	1.4 Example measures
B	<i>Supporting groups with project proposals: funding advisers should have the ability to:</i>	
1	Support VCS groups in developing feasible projects	Case notes; feedback
2	Encourage VCS groups to promote inclusivity in their projects, as appropriate to geographical needs.	“
3	Provide information on how to show the need for funding, including identifying needs and working collaboratively with others	Case notes; funding strategies, Knowledge of IMD, community strategies, local plans, LAAs
4	Demonstrate knowledge of reading and interpreting budgets to be able to support VCS groups to work out the true costs of projects (including full cost recovery and cashflow forecasting) and set these out in a budget	Budgets
5	Support VCS groups in devising appropriate outcome and impact measures	Case notes; bids

	Competency	1.5 Example measures
C	<i>Providing information on how to develop a sustainable funding strategy which links to a group's business/development plan: funding advisers should have the ability to:</i>	
1	Demonstrate knowledge of the purpose of a fundraising strategy and what should be included.	Training course notes, information sheets, case notes, funding strategies
2	Demonstrate awareness of the diverse range of funding sources available to the VCS (eg government grants, contracts & procurement, National Lottery, charitable trusts, companies, sponsorship deals, loans, DIY fundraising)	Case notes; information sheets
3	Support VCS groups to decide on appropriate sources of funding, including assessing levels of risk	Funding strategies
4	Encourage VCS groups to discuss the implications of accepting outside funding, including the ethical implications of accepting certain funds and the danger of 'mission drift'	Funding policies developed by groups; case notes
5	Support groups to prepare exit strategies	Strategies
6	Demonstrate knowledge to be able to encourage VCS groups to aim for diversification of funding streams	Case notes
7	Demonstrate knowledge which will encourage VCS groups to explore ways of generating income through enterprising activities and fundraising	Case notes; funding strategies
8	Provide information on the laws relating to different kinds of fundraising (eg lotteries, bingo) to enable organisations to effectively generate their own income.	Information sheets
9	Support VCS groups to plan for being refused funding and to develop contingency plans	Case notes; contingency plans

	1.6 Competency	1.7 Example measures

D	<i>Keeping funding advice up-to-date: funding advisers should have the ability to:</i>	
1	Show knowledge of a range of resources available on funding opportunities	Information management systems, training course notes
2	Signpost groups to information about different kinds of funding	Information sheets; newsletter articles
3	Recognise when, where and how to refer organisations (eg to specialist support services)	Job Description, funding advice session notes, record of specialist support services
4	Show awareness of national trends in the funding context	Notes from meetings, seminars, training, file within information management system
5	Show awareness of local strategies which can impact on VCS groups' ability to raise funds	File within information management system, local policy documents
6	Collect and collate information to enable follow-up support and monitoring and evaluation of funding advice	Policies and systems in place
7	Produce information in a concise and understandable format.	

	1.8 Competency	1.9 Example measures
E	<i>Supporting VCS groups with funding applications /tender bids: funding advisers should have the ability to:</i>	
1	Interpret a wide range of funders' guidelines (including contract and tender specifications)	Funding advice session notes, training course notes, record of conversations with funders
2	Identify gaps or weaknesses in applications / bids	Funding advice session notes, training course notes
3	Give constructive feedback to strengthen bids	Funding advice session notes, training course notes, user evaluation of service feedback
4	Feed back to funders and policy-makers on unmet needs and any lack of inclusivity in funding processes	Attendance at local FAWN meetings, Funders Forum meeting notes