

# “NGO Workshop on Fund-raising and Proposal Development”

**Location:** Hotel Fortune Inn Grazia, Block I, Plot no 1A, Sector 27, Noida- 201301

**Date:** 1 October 2009

Dear Sir/ Madam,

## Greetings!!

Tackyon is proud to announce the commencement of “NGO Workshop on Fund-raising and Proposal Development” The program is Learning and Networking event for the social works and NGO Professionals from across the country. With such events Tackyon is developing a non-virtual Network called “THE HUMAN EXCELLENCE NETWORK” where we are trying to bring professionals from different domains together.

The event will provide an insight and exposure to the issues faced professionals and would address diverse areas such as Locating the Funds, Fundraising, Tendering, Proposal Development and Experienced Speakers from different organizations will Share their Strategies and Execution Models from their organizations, and exceptionally beneficial Networking between the social works and NGO professionals.

## Main objectives of this innovative Workshop

- **Good Networking opportunities between the participating NGO professionals**
- Getting Insight into Fundraising Function for NGOs
- Understanding and Identifying the sources of funds and funding agencies
- Effective Proposal Development
- Communication and perusing the proposals.

## Who Should Attend This Workshop for Social Works /NGO professionals?

- Director
- Finance Professionals
- Proposal Development Teams
- Principals
- Fundraising Professionals
- Workshop Department
- Project Managers
- Social Works Professionals

For more details please contact

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We are looking forward to hear from you.  
With kindest regards,

## Talees Rizvi

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[talees.rizvi@tackyon.org](mailto:talees.rizvi@tackyon.org) , [www.tackyon.org](http://www.tackyon.org)

**Mobile:** +91 9310634007, +91 9313607440, +91 9971309745, **Phone:** +91 120 4202410

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## Tackyon IT Consulting Private Limited,

33 Sri Ram Trade Center, Sector 58, Main Road Bishan Pura, (Opposite U- Flex Chemical Division, C-5-8, Sector – 57), NOIDA,  
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## Need for Workshop

### Context

Without direct project funding, most non-governmental organisations (NGOs) would not be able to accomplish their goals. Writing clear, thorough and targeted project proposals are therefore essential to an NGO's success.

Mastering the art of proposal writing requires a unified approach to project management. This guide is therefore intended to serve as a basis for delivering Workshop sessions related to the process, as well as the end product of project design.

A project proposal is a detailed description of a series of activities aimed at solving a certain problem. The proposal should contain a detailed explanation of the:

- Justification of the project;
- Activities and implementation timeline;
- Methodology; and
- Human, material and financial resources required.

The project proposal should be a detailed and directed manifestation of the project design. It is a means of presenting the project to the outside world in a format that is immediately recognized and accepted.

The Workshop sessions on project proposal writing aim to create an understanding of:

- The role of the project proposal and the activities related to each stage;
- How to deal with projects and project proposals from an organisational perspective;
- Legal Aspects of Proposal Development
- How project proposals fit into project management; and
- How to structure a good project proposal.

### Objective

This guide will lead participants through project proposal writing sessions and exercises.

It enables the user to:

- Improve participants' skills in developing quality project proposals;
- Show them how to manage projects within an organisation; and
- Help them to understand a project's value as a tool to achieve and further the organisation's mission.

### The METHODOLOGY

The basic flow of the workshop involves an experimentation followed by a reflection based on the experience of the participants, a theory input and finally the integration of the key elements. Some of the methods used will be based on reverse peer discussion, case studies, Interviews, Self Assessment and debates with panels.

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Agenda for Workshop	
09:30 – 10:00	Registrations
10:00 – 10:05	Welcome Address
Session 1 : Effective Fund Raising	
10:05 – 11:30	<ul style="list-style-type: none"> <li>• Understanding fundraising in the current scenario.</li> <li>• Identifying the available resources</li> <li>• Strategies for getting started</li> <li>• Presenting a case for Fund raising.</li> <li>• Limitations, Problems and Solutions</li> <li>• Exploring other tools Corporate Partnership , Direct Mail , Event Marketing</li> </ul>
11:30 – 11:45	<b>Networking Tea</b>
Session 2 : Effective Proposal Development	
11:45– 01:15	<ul style="list-style-type: none"> <li>• How does a proposal address the Goals, Plans, Sector Focus?</li> <li>• What 'Value for Money' does this proposal offer?</li> <li>• How 'clear' is the idea, process and outcome (Logical Framework approach);</li> <li>• What are the 'eligible costs'?</li> <li>• What are the support and sustainability issues?</li> </ul>
01:15 – 02:00	<b>Networking Lunch</b>
Session 3 : Effective Proposal Development	
02:00 – 03:30	<ul style="list-style-type: none"> <li>• Understanding the environment the role of project proposals in project management.</li> <li>• Budgetary Analysis &amp; Feasibility Study</li> <li>• Conducting preparatory work prior to proposal writing</li> <li>• Proposal Finalization</li> <li>• Enhancing skills and organizational procedures</li> </ul>
03:30 – 04:00	<b>Networking Tea</b>
Question and Answer Session	
04:00 – 04:30	<ul style="list-style-type: none"> <li>• Question and Answers Session taken up by all the panelists.</li> </ul>
Closing Session	
04:30– 05:00	<ul style="list-style-type: none"> <li>▪ Mementos Distribution</li> <li>▪ Certificate of participation Distribution to all Participants</li> <li>▪ Vote of Thanks</li> </ul>

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## Fees Schedule for Participation

Workshop Fees (All Figures in INR)		
Indian Nationals		Foreign Nationals
<b>Enrollments</b>	<b>Fee per HEAD (Inclusive of S. Tax @ 10.30%)</b>	150.00 USD <b>Inclusive of Taxes</b>
Work Shop Fees	4000.00	(No Accommodation with this package)
+ Optional (One Day Accommodation on Twin Sharing basis)	3000.00	All payments in form of DD from an <b>INDIAN BANK</b>
<b>• For Group Discounts Please contact Mr. T. Rizvi – 9971309745</b>		
Please Make All Payments in form of		
<ul style="list-style-type: none"><li>o Demand Drafts: In favor of “Tackyon IT Consulting Private Limited”. Send the DD to Tackyon IT Consulting Private Limited, 33 Sri Ram Trade Center, Sector 58, Main Road Bishan Pura, (Opposite U- Flex Chemical Division, C-5-8, Sector – 57), NOIDA, <b>Mobile : 9971309745</b> , Phone: 0120 4202410</li><li>o Bank Transfer or CASH Deposits in ICICI BANK: Account No: 628105019403, Account Name: “Tackyon IT Consulting Private Limited”. – Information of Payment Should me mailed to <a href="mailto:talees.rizvi@tackyon.org">talees.rizvi@tackyon.org</a></li><li>o No Personal Cheque Accepted after 20 September 2009.</li><li>o Registration Forms should reach us by courier and Fax – 0120 4202410</li><li>o The confirmation Email will be sent to all the participants that shall serve as Entry Pass to the Workshop.</li></ul>		

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- Please Fill the form in **BLOCK LETTERS**
- FAX The Completed form to 0120 – 4202410 Or EMAIL a scanned copy to [talees.rizvi@tackyon.org](mailto:talees.rizvi@tackyon.org)
- Please Fill the form in **BLOCK LETTERS**

Registration Form				
To Register, Please Provide the Following Information				
Authorised Signatories Name				
Email				
Designation				
Company				
Address				
City				
Telephone / Mobile / FAX				
Program Date				
Program Location				
No	Nominee Name	Mobile	Email	Designation
1				
2				
3				
4				
5				
Payment Details				
Mode of Payment	Bank Transfer / Cash Deposit	DD/Cheques	√ Tick Mark	
DD Number/ Transaction ID				
Amount (INR)				
Date				
Bank				
Date:				
Place:	Company Seal		Authorized Signatory	
<b>SEND THE FILLED FORMS TO</b> (Please Mention Mobile Numbers on the Couriers) <b>Please FAX before Dispatching to 0120 - 4202410</b>	<b>Manager Events, Tackyon IT Consulting Private Limited,</b> 33, Sri Ram Trade Center, Sector-58, Main Road Bishan Pura , (Opp. U Flex Chemical Division, C-5-8, Sector-57), NOIDA – 201301 <b>Mobile : 9971309745</b> Tel nos.: +91 120 4202410 mail: <a href="mailto:conference@tackyon.org">conference@tackyon.org</a> , URL: <a href="http://www.tackyon.org">www.tackyon.org</a>			

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## Terms and Conditions

1. Fee includes Tea/Snacks and Lunch on the day of Workshop.
2. The programs are non-residential and from 9:30 am to 6:00 pm.
3. The Workshop is subject to alterations/cancellations/changes etc. at the sole discretion of Tackyon IT Consulting Pvt. Ltd.
4. All special offers are subject to alterations/cancellations/changes etc. at the sole discretion of Tackyon IT Consulting Pvt. Ltd. without any prior notice whatsoever.
5. There will be no refunds if the nominee cancels Registration.
6. In case the program is rescheduled, due to unforeseen / unavoidable reasons, participants would be given an option of alternative date.
7. Please Make All Payments in form of
  - o Demand Drafts/Cheques: In favor of “Tackyon IT Consulting Private Limited”. Send the DD to Tackyon IT Consulting Private Limited, 33 Sri Ram Trade Center, Sector 58, Main Road Bishan Pura, (Opposite U- Flex Chemical Division, C-5-8, Sector – 57), NOIDA **Mobile : 9971309745** , Phone: 0120 4202410
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  - o Registration Forms should reach us by courier and Fax – 0120 4202410
  - o No Personal Cheque Accepted after 20 September 2009.
8. The confirmation Email will be sent to all the participants that shall serve as Entry Pass to the Workshop.
9. Registrations will be accepted on first come first serve basis.
10. Registration Forms should reach us by courier and Fax – 0120 4202410
11. Registrations will be deemed to be complete only when the payments have been received in full and realized by Tackyon IT Consulting Private Limited.
12. Please Confirm your presence over the phone/email -0120-4202410 , talees.rizvi@tackyon.org
13. The confirmation Email will be sent to all the participants that shall serve as Entry Pass to the Workshop.
14. A certificate of participation will be given to all fully paid participants.
15. Tackyon IT Consulting Private Limited reserves the right to close the number of Registrations for a particular program.
16. All disputes are subject to NOIDA Jurisdiction only.

### PAN & Service Tax Number

1. Income Tax PAN: AACCT1549C
2. Service Tax No.: 688-ST/CER-20/Lko-II/2004-2005

<b>Date:</b>		
<b>Place:</b>	<b>Company Seal</b>	<b>Authorized Signatory</b>

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