

“NGO Training on Fund-raising and Proposal Development”

Venue: The Radisson MBD Hotel, NOIDA

Date: Saturday, 12 September 2009

Dear Sir/ Madam,

Greetings!!

Tackyon is proud to announce the commencement of “**NGO Training 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 seminar

- **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 Seminar for Social Works /NGO professionals?

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

I am looking forward to hear from you. **(Request: Please forward this Invitation to all your friends and associates to help us make a massive success.)**

With kindest regards,

Talees Rizvi

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Tackyon IT Consulting Private Limited, NOIDA

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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, Mobile: +91 9310634007, +91 9971309745, Phone: +91 120 3274660, FAX: +91 120 4202410

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Need for Training

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

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Fees Schedule for Participation

Seminar Fees (All Figures in INR)				
Indian Nationals				Foreign Nationals
Enrollments	Fee per HEAD	S.Tax @ 10.30%	Total	
With Accommodation for one day				500.00 USD Inclusive of Taxes (No Accommodation with this package) All payments in form of DD from an INDIAN BANK
1 Delegate	15,000.00	1545.00	16,545.00	
2 – 5 Delegates	14,000.00	1442.00	15,442.00	
6 + Delegates	13,000.00	1339.00	14,339.00	
Without Accommodation				
1 Delegate	12,000.00	1236.00	13,236.00	
2 – 5 Delegates	11,000.00	1133.00	12,133.00	
6 + Delegates	10,000.00	1030.00	11,030.00	
Students – MBA	7,000.00	721.00	7,721.00	
<ul style="list-style-type: none"> • Call for Avail Early Bird Special Rates on Registrations Before 25 August 2009. • For Group Special Discounts Please contact Mr. T. Rizvi – 9971309745 				
Please Make All Payments in form of <ul style="list-style-type: none"> 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 Mobile : 9971309745 , Phone: 0120 3274660 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 talees.rizvi@tackyon.org o No Personal Cheque Accepted after 5 September 2009. o Nomination Forms should reach us by courier and Fax – 0120 4202410 o The confirmation Email will be sent to all the participants that shall serve as Entry Pass to the seminar. 				

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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

Nomination 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	<input type="checkbox"/>	DD	<input type="checkbox"/> Tick Mark
DD Number/ Transaction ID				
Amount (INR)				
Date				
Bank				
Date:	Company Seal		Authorized Signatory	
Place:				
SEND THE FILLED FORMS TO (Please Mention Mobile Numbers on the Couriers) Please FAX before Dispatching to 0120 - 4202410	Manager Events, Tackyon IT Consulting Private Limited, 33, Sri Ram Trade Center, Sector-58, Main Road Bishan Pura , (Opp. U Flex Chemical Division, C-5-8, Sector-57), NOIDA – 201301 Mobile : 9971309745 Tel nos.: +91 120 3274660, 4202410 Email: conference@tackyon.org , URL: www.tackyon.org			

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Terms and Conditions

1. Fee includes Tea/Snacks and Lunch on the day of Seminar.
2. The programs are non-residential and from 9:30 am to 5:30 pm.
3. The Seminar 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 nomination.
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
 - 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 **Mobile : 9971309745** , Phone: 0120 3274660
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 - No Personal Cheque Accepted after 5 September 2009.
 - Nomination Forms should reach us by courier and Fax – 0120 4202410
8. The confirmation Email will be sent to all the participants that shall serve as Entry Pass to the seminar.
9. Nominations will be accepted on first come first serve basis.
10. Nomination Forms should reach us by courier and Fax – 0120 4202410
11. Nominations 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 0120-3274660, talees.rizvi@tackyon.org
13. The confirmation Email will be sent to all the participants that shall serve as Entry Pass to the seminar.
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 nominations 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

Date:		
Place:	Company Seal	Authorized Signatory

Tackyon IT Consulting Private Limited,

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