**TFN’s DONOR CIRCLE WORKSHOP**

A **donor (or giving) circle** is a form of participatory philanthropy where individuals donate their own money or time into a pooled fund, decide together where to give these away to charity or community project and, in doing so, increase their understanding of and engagement in the issues covered by the charity or community project. In addition to donating their money, people often contribute their time and skills to support local causes.

The Funding Network (TFN) (<http://www.thefundingnetwork.org.uk/>) is a UK based donor /giving circle, established in 2002 and which is now active in 15 countries around the world including Australia, South Africa, Bulgaria, USA, Turkey and Romania. 250+ TFN events have raised more than USD$12m for 800+ small to medium sized non-profit organisations working for social change  from individual contributions of just $10 (at our youth events) right up to $1000+ and everything in between.

This 1.5 day practical workshop will introduce participants to TFN’s donor circle model (including an explanation of its value particularly in the community foundation context), explain its core components (format, charity selection, audience development, promotion etc.) and provide them with the tools and knowledge to plan their own giving circle events with confidence. It will also draw on experience of existing donor circles within Bulgaria.

**PROGRAMME**

**Day 1**

**9:30-10:15**

**Session 1 (45 minutes)**

Welcome and introduction to training. Overview of topics to be covered throughout workshop.

What is a giving circle and what are its benefits?

**10:15-1100**

**Session 2 (45 minutes)**

What is The Funding Network (TFN)?

* How does TFN’s giving circle model work? (Selection process, timed presentations with Q&A, pledging session (including match funding), report backs etc.
* Show short films (Australia and Romania / Cluj?)

11:00-11:30

**Coffee break (30 minutes)**

**11:30-12:45**

**Session 3 (75 minutes)**

**Breaking TFN’s model down**

*Before the event*

* How long will it take you to plan your event? (sample time line)
* How much do you want to raise?
* The different stakeholders you may wish to involve / the role of partners
* How do you select your projects? What criteria will you use? Who will choose them?
* How do you support your projects to prepare for the event? (training, pre-event agreement)
* How do you promote your event and get an audience in the room? (e.g. social media, via partners and selected projects, entertainment, high profile guests? Etc)
* How do you cover the cost of your event?

12:45-1:45

**Lunch (60 minutes)**

**1:45-3:00**

**Session 4 (75 minutes)**

**Breaking TFN’s model down (continued)**

*At the event*

* What should the room look like? (Including photos from other events)
* The agenda (including talking through a sample agenda)
* What materials do you give to your audience? (applications, agenda, pledge form, pens)
* How do you run a pledging session? (Including ideas for match funding, and role play)
* Key messages at the event

**3:00-3:30**

**Coffee break (30 minutes)**

**3:30-4:45**

**Session 5 (75 minutes)**

**Breaking TFN’s model down (continued)**

*After the event*

* How do you collect the money after the event? (including short explanation of the levy)
* Making grant payments to the projects
* The importance of project report backs
* How do you make sure that people will come to your next event? (project reports, thanking them, asking them how they found it, taking their feedback on board etc)

**4:45-5:00**

**Session 6 (15 minutes)**

Wrapping up on the day – summary of learnings, opportunity for questions and quick overview of the following morning’s session

**Day 2**

**9:30-10:45**

**Session 7 (75 minutes)**

Welcome and very short over view of morning’s session

Planning your event (including working in groups to work through the following questions and present back to the group)

* When and where will you have it?
* Who will you involve in planning your event?
* How will you cover the costs of your event?
* What criteria will you set for your projects?
* How much will you raise for each project?
* How will you get projects to apply?
* Who will choose your projects?

**10:45-11:15**

**Coffee break**

11:15-12:30

**Session 8 (75 minutes)**

* Membership
* The importance of transparency and time keeping
* Other ideas (themed events, “celebrities”, partnership with local foundation etc.)
* Other formats – youth TFN, Strategic Funding Network

12:30-1pm

**Session 9 (30 minutes)**

Wrapping up, final questions and close