



**University of Pune**  
**Department of Adult, Continuing Education and Extension**

No. DACEE/NGO/2012

Dated 15-02-2012

**Prof. Dhananjay B. Lokhande**  
**Director and Head**

*Subject: - Training on Fund Raising Techniques, Mobilizing and Management of Community Resources for Voluntary Organisations / NGOs on 20<sup>th</sup> March, 2012*

Dear Sir/Madam,

The Department of Adult, Continuing Education and Extension (DACEE), University of Pune is engaged in training, research and evaluation in the twin field of Adult Education and Lifelong Learning.

The DACEE of the University of Pune is organizing a training Programme on *Fund Raising Techniques, Mobilizing and Management of Community Resources for Voluntary Organisations / NGOs* on 20<sup>th</sup> March, 2012 at SET Guest House of University of Pune. A detailed Programme Design with objectives, content and other instructions are herewith enclosed.

In this connection, may I request you to depute one representative from your organization to participate in this programme. The filled in proforma of the deputed participant should be sent to the Department by e-mail & Courier by latest 18<sup>th</sup> March 2012. As the course proceedings will be either in Marathi or English the person deputed should be conversant in English also. The participant should proceed for the programme only after receiving confirmation from the Department. Please provide your Telephone & e-mail details for quick contact/correspondence.

Looking forward for an early reply

Thanking you

Yours faithfully  
Sd/-  
Director & Head

Encl:

- a. Programme Design
- b. Proforma for Participants



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**Rationale**

Voluntary organizations / NGOs have been rendering invaluable services for uplifting downtrodden in this country since long past. The contributions of the voluntary organisations in the field of development (empowerment) in India can be said to be path breaking. One of the strengths of the voluntary organisations / NGOs is that usually they are born out of community needs and aspirations. Thus, it is expected that community participate in all aspects of management of the voluntary organisations / NGOs and their activities. However, of late it has been observed that the extent of participation and involvement of community in the activities of the voluntary organisations / NGOs is much less than desired and raising of the funds. This has led to problems of sustenance amongst many voluntary organisations / NGOs and their activities. One of the important reasons behind such a state of affairs is that community is not properly mobilized for eliciting their participation. In many cases the functionaries of voluntary organisations / NGOs do not pay adequate attention to the issue of participation, mobilization and management of community resources. On the other hand without community's support the voluntary organisations / NGOs face the threat of an immature death.

In this backdrop, Department of Adult, Continuing Education and Extension, University of Pune is organizing a Training On Fund Raising Techniques, Mobilizing and Management of Community Resources for Voluntary Organisations / NGOs on 20<sup>th</sup> March, 2012 at the SET Guest House, University of Pune, Pune.

**Objectives**

The main objectives of the programme would be to :

- i. enhance the knowledge and understanding of the participants to the techniques for fund raising, mobilizing and managing community resources: and
- ii. How to approach the donor agencies by developing necessary skills and awareness to adopt the techniques as a sustainable alternatives for programme implementation.

**Contents**

The training would broadly cover: Need and importance of resources; method and techniques of fund raising and resource mobilization; developing a strategy for raising funds and resources; resource mobilization from the community; planning a campaign; communicating about the organisation; project accountability and transparency; management of funds; tax exemptions and legal framework for voluntary organisations

**Participants**

About 50 representatives from voluntary organizations of Maharashtra state shall attend this programme.

## **Training Methodology**

The emphasis would be on participatory learning methods such as role-plays, small group discussions and lectures. The training will be imparted through lecture-cum-discussion case studies, audio visuals as well as brain storming sessions.

## **Resource Persons**

The programme will be conducted by faculty members of the department and resource persons with experience in this field.

## **Background Material**

Background material would comprise of selected case studies, articles, handouts, checklists etc.

## **Assessment and Evaluation**

### **Entry Information**

Participants will give their expectations / training needs at the beginning of the course.

### **End Evaluation**

Towards the end of the course, participants would be expected to grade on a scale, their observations and appraisal of the course coverage, training style of the facilitators and extent of the fulfillment of the objectives and training. The information elicited would be a very useful tool for the course planners in planning and conducting future courses.

### **Duration & Venue**

This Programme shall be for one day i.e. 20<sup>th</sup> March, 2012 at the SET Guest house, University of Pune, Pune.

### **Award of Certificate**

The participants will be awarded a certificate of participation on conclusion of the course.

### **Registration Fee**

The department will not charge any registration fee for all participants.

### **Outcome**

It is expected that participants would be able to exercise different techniques of mobilizing and managing community resources and in turn will be less dependent on donor agencies and acquire self-reliance

### **Travel and Hospitality**

The rules pertaining to travel, board and lodging are as follows:

- ^ The department will not provide a 'travel grant' to participants from voluntary organizations / NGOs. The participants will be borne from their organizations.
- ^ The department will arrange local hospitality for all participants

### **General Instructions**

1. The programme will commence at 9.00 am on **20 March 2012** and therefore the participants are requested to reach the SET Guest House by before 9.00 positively.

2. The nomination of participants should be sent to the Department in prescribed proforma by **E-mail & Courier** so as to reach department by **latest 18<sup>th</sup> March 2012**.
3. The participants are advised to proceed for the training only after receiving confirmation from the Department.
4. The department shall provide local hospitality for participants for this course.
5. The participants reporting late to the training programmes or leaving it before its conclusion will not be entitled to certificate.
6. We encourage women participants to attend the training programmes
7. One/A participant can attend for one training programme only in a year organized by the department

For further details, please contact:

Dr. P. Viswanadha Gupta

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Department of Adult, Continuing Education and Extension

University of Pune

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Note: Programme design & nomination form can also be downloaded from the University's Website



**University of Pune**  
**Department of Adult, Continuing Education and Extension**

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**PROFORMA FOR PARTICIPANTS**

Name of the Course : Training on Fund Raising Techniques, Mobilizing and Management of Community Resources for Voluntary Organisations / NGOs  
Venue : SET Guest House, University of Pune  
Date : 20<sup>th</sup> March, 2012

1. Name of the Participant :
2.
  - i. Date of birth :
  - ii. Age :
3. Sex : Male / Female
4. Educational / Professional Qualifications :
5. Whether the participant can comprehend and communicate effectively in English :
6.
  - i) Name of the sponsoring organization :
  - ii) Year of establishment :
  - iii) Whether registered : Yes/No
  - iv) Number of branches / field units of the sponsoring organization, if any :
7.
  - i) Present position / designation held by the participant in the sponsoring organization :
  - ii) Date from which present position held :
  - iii) Paid/Honorary : Full time/Part time
8.
  - i) Postal address of the sponsoring organization (with pin code) :
  - ii) E mail ID :
  - iii) Telephone No. :

9. Postal address of the participant for the purpose of correspondence for the course :
10. Length of service/experience of the participant in the field of social welfare / development :
11. Programmes /activities of the sponsoring organization/depart in the field of social welfare/development :
12. Total no. of beneficiaries of the programmes / activities of the sponsoring organization / department :
13. Role and responsibilities of the participant in the sponsoring organization :
14. Problems/issues the participant would like to discuss during the course :

Date : Signature of the participant  
 (For sponsoring organization)

I sponsor the application of Shri /Smt./Kum.

(mention Position) from to

for participation in Training on Fund Raising Techniques, Mobilization and Management of Community Resources being organized by DACEE, University of Pune, Pune on 20<sup>th</sup> March, 2012 on behalf of (Name of the Organization)

Place Date Signature of the Chief Executive  
 Name  
 (in capital letter)  
 Designation  
 Stamp