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| **Advice & Guidance/Workforce Development Grants Enquiry Form 2019-20** |

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| Organisation Name |  |
| Address |  |
| Telephone |  |
| E-mail |  |
| Contact Name |  |
| Website |  |
| Please briefly describe your organisation’s activities and beneficiaries/clients: | |

**Organisational Needs Analysis (ONA)**

HCF Training and Development is now offering organisations two options:

1. A standard ONA which will capture key information and identify learning and development priorities for your workforce
2. An organisation-wide assessment applying our new tool DevelApp (further details on page 2). This has already been used successfully on our Building Effectiveness Programme and we can now offer this via our advice and guidance service. Organisations choosing this option will be registered to use DevelApp to start their analysis prior to the advisor’s visit. The meeting with the advisor will work through each of the functional areas, note any priority gaps/areas for improvement and discuss potential learning and development needs arising.

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| **Which analysis option would you like to choose?** | |
| Option 1: Standard ONA |  |
| Option 2: DevelApp – Improvement Plan/Learning Needs |  |
| **What is the level of urgency for your ONA?** | |
| Within 1 week |  |
| Within 1-2 weeks |  |
| Within 1 month |  |

*Please send your form to* [***hcftraining@hertscf.org.uk***](mailto:hcftraining@hertscf.org.uk) *so we can allocate an advisor*

**Data protection:** By completing this form you are agreeing to allow HCF to use the information provided for the delivery of the programme and to retain your details on our database. HCF will need to share this information with your allocated trainer(s). If you are accepted, information will be shared with the funder for monitoring purposes. Your data will not be passed onto any other third parties. It will be held until such time when you request that it is removed or HCF chooses to remove it. I give permission to be contacted by:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Phone |  | Mail |  | E-mail |  |

**Staying in touch:** Tick here if you wish to receive HCF newsletters (all circulated by e-mail):

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| HCF News (grants, events etc) |  | HCF Training and Development News |  |

***DevelApp***

HCF’s Organisation Appraisal Tool

DevelApp is a new tool developed by HCF thatenables an organisation to be assessed across 8 key functions: Governance, Finance, Funding, Contracting & Trading, Marketing & Communications, Demonstrating Impact, Workforce and Business/Office Systems.

It provides summary data and scores against each function. In addition it highlights the key areas that require attention in order for the organisation to achieve the next stage, and provides links to further information, templates and resources from reputable sources on the internet. These are all detailed in an action report that can be exported into Word.

**DEVELAPP– Key Benefits**

* Easy to use on any device – PC, laptop, tablet or smartphone and can be worked on by a team of people (e.g. a trustee board).
* Applicable for any organisation from a small start-up group to a mature charity
* Can be used to support advisor-led work and/or for self-analysis/development
* Identifies the strengths and weaknesses of an organisation across all its key functions
* Includes day to day processes and strategic planning for all areas
* Provides a prioritised development action list together with resources to support the organisation to understand and implement recommended improvements
* Enables the tracking of progress over time – with the potential to help the organisation itself and the supporting advisor to demonstrate the impact of their work
* If worked on as a team (including trustees and senior managers) provides the potential to improve collaboration and internal awareness of the organisation’s operations

Each functional area includes a number of capabilities:

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| --- | --- | --- | --- |
| **Functional Area** | **Capabilities** | **Functional Area** | **Capabilities** |
| Governance | Legal Status  Governing Document  Committee/Board  Policies | Marketing & Communications | Branding  Materials  Website  Social Media  Communications (PR) |
| Finance | Annual Income  Banking  Policies & Procedures  Budgeting/Reporting  Finance IT Systems | Demonstrating Impact | Monitoring & Evaluation  Outcomes  Communicating Impact |
| Funding | Largest Recent Grant  Funding Mix  Fundraising Capability  Fundraising Strategy | Workforce | Number of Paid Staff  HR Policies, Procedures & Contracts  HR Responsibility  HR Planning & Development  Internal Communication |
| Contracting & Trading | Trading  Contracting  Income Mix | Business & Office Systems | Planning  Legal  Insurance  Risk  IT |