



## **Costing, Tendering & Bid Writing (Level 2/3)**

(This is an ideal progression from 'How to Write a Funding Bid'; however it is not a necessary requirement for attending this course.)

**Wednesday 14 April 2010**

**Times:** 0900 for 0930 – 1500 (Lunch will be provided)

**Venue:** Perdiswell Young People's Leisure Club, Blue Roof, Droitwich Road,  
Worcester WR3 7SN

**Trainer:** Alan Lawrie

**Costs:** Voluntary Sector organisations: **£25 pp**: Voluntary and Community Sector Organisations **with no paid staff: £5 pp**: Public Sector (where relevant): **£95 pp**

### **Aims**

- To develop skills, knowledge and expertise in bid writing and presentation skills.
- To focus on how to make a compelling case to funders and commissioners.
- To show how projects can present their ideas and plans in a relevant and creative way.

### **PROGRAMME**

#### **About bids:**

This session will look at the skills involved in bid writing and how bids fit into a commissioning process. The session will also look at how bid writing is different from funding applications and also the legal framework that underpins commissioning.

#### **Making the case:**

A practical session to identify how to make the case for investment in your project. This session will cover:

- Understanding the language and interest of commissioners
- Developing the case
- Costing and organising your bid

**Writing a bid:**

Through working on some real life case studies, we will look at the issues involved in writing an effective bid. The session will cover bid structure, style and language.

**Success and failure factors:**

A final session to identify why some bids succeed and others fail.

**Review:**

A final session on action planning.

The course will be led by Alan Lawrie. Alan is an independent consultant specialising in organisational development work with public and voluntary bodies. He is the author of several books on different aspects of voluntary sector management including co authoring “Surviving Contracts” which looks at the practical issues and implications involved in contracting.

**\* Key to levels of courses**

- Level 1 – Basic/Introductory/Starter.
- Level 2 – Some experience required and/or suitable for people who have completed level 1.
- Level 3 – For those with substantial experience and/or for people and/or who have undertaken level 2.