

<b>Module Code:</b>	YCW416
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<b>Module Title:</b>	Introduction to Bid Writing
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<b>Level:</b>	4	<b>Credit Value:</b>	20
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<b>Cost Centre(s):</b>	GAYC	<u>JACS3</u> code:	L530
		<u>HECoS</u> code:	100466

<b>Faculty</b>	Social and Life Sciences	<b>Module Leader:</b>	Hayley Douglas
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Scheduled learning and teaching hours	36 hrs
Guided independent study	164 hrs
Placement	0 hrs
<b>Module duration (total hours)</b>	<b>200 hrs</b>

<b>Programme(s) in which to be offered (not including exit awards)</b>	Core	Option
Glyndwr University Certificate of Continuing Education (Youth, Community and Care Studies) (completion of any two modules from YCW406; YCW413; YCW415; YCW416; YCW608) Standalone module aligned to BA (Hons) Youth and Community Work (JNC) for QA and assessment purposes	<input type="checkbox"/>	<input checked="" type="checkbox"/>

<b>Pre-requisites</b>
None

**Office use only**

Initial approval: 18/02/2019

Version no:1

With effect from: 01/06/2019

Date and details of revision:

Version no:

**Module Aims**

This module aims to give students an introduction to the process of identifying sources of funding, ensuring their organisation or project is funding-ready, and writing and preparing successful funding bids.

**Intended Learning Outcomes**

Key skills for employability

- KS1 Written, oral and media communication skills
- KS2 Leadership, team working and networking skills
- KS3 Opportunity, creativity and problem solving skills
- KS4 Information technology skills and digital literacy
- KS5 Information management skills
- KS6 Research skills
- KS7 Intercultural and sustainability skills
- KS8 Career management skills
- KS9 Learning to learn (managing personal and professional development, self-management)
- KS10 Numeracy

**At the end of this module, students will be able to****Key Skills**

<b>At the end of this module, students will be able to</b>		<b>Key Skills</b>	
1	Analyse the funding environment in relation to the student's professional area	KS6	KS1
		KS4	
		KS3	
2	Evaluate an organisation's readiness to apply for funding	KS5	
		KS4	
		KS1	
3	Demonstrate an understanding of the language used in preparing funding bids	KS8	
		KS9	
		KS4	
4	Write a funding bid that demonstrates competent skills in the bid process	KS10	KS1
		KS9	
		KS6	

**Transferable skills and other attributes**

Recognise and utilise appropriate communication and presentation skills  
 Analytic and expressive skills;  
 Development of IT skills;  
 Developing cognitive abilities and skills.  
 Independent learning

**Derogations**

None

**Assessment:**

## Indicative Assessment Tasks:

1. Moodle quiz on the language and terminology used in funding bids
2. A portfolio to include an analysis of the funding environment in relation to the student's professional area, and evaluation of an organisation's readiness to apply for funding, and a completed funding bid that demonstrates competent skills in the bid process

Assessment number	Learning Outcomes to be met	Type of assessment	Weighting (%)	Duration or Word count (or equivalent if appropriate)
1	3	Multiple Choice Questions	10	15 mins
2	1, 2, 4	Portfolio	90	2500

**Learning and Teaching Strategies:**

This module will be delivered via a blended learning approach. A variety of teaching and learning activities will be employed on this course, predominantly those that emphasise interactive learning and student participation. These will include practical classes and workshops; case studies and problem based learning activities; role play; class and small group discussion; simulation and group work. This module will also use the VLE to provide additional resources and learning support through forums and other interactive means of communication.

**Syllabus outline:**

The indicative syllabus will include:

- Where to find sources of funding
- The bid/no bid process
- What is organisational readiness?
- Becoming fit for funding
- Evidencing need
- The language of bid writing
- Skills required for successful bid writing
- Getting your budget right
- Identifiers of success
- Monitoring and evaluation

## Indicative Bibliography:

### Essential reading

Herbst, N.B. & Norton, M. (2012). *The Complete Fundraising Handbook (6<sup>th</sup> Ed.)*. London: The Directory of Social Change.

Whaley, S. (2007). *Fundraising for a Community Project: How to Research Grants and Secure Financing for Local Groups and Projects in the UK*. London: How to Books.

### Other indicative reading

Banks, S., Butcher, H., Henderson, P. & Robertson, (Eds.) (2013) *Managing Community Practice; principles, policies and programmes (2nd Ed.)* Bristol: Policy Press.

Cummings, A. (2009) *Writing Successful Funding Bids*. Birmingham: UK Youth

Eastwood, M. & Norton, M. (2010). *Writing Better Fundraising Applications: A Practical Guide (4<sup>th</sup> Ed.)*. London: The Directory of Social Change.

Jaques, E. (2013) *The Winning Bid: A Practical Guide to Successful Bid Management*. London: Kogan Page.

Lewis, H. (2012). *Bids, Tenders, Proposals: Winning Business Through Best Practice (4<sup>th</sup> Ed.)*. London: Kogan Page.

O'Neal-McElarath, T. (2013) *Winning Grants Step by Step: The Complete Workbook for Planning, Developing and Writing Successful Proposals (4<sup>th</sup> Ed.)* London: John Wiley and Sons.

Tyler, M., Hoggarth, L. & Merton, B. (2010) *Managing Modern Youth Work*. Exeter: Learning Matters.

### Websites:

Wales Council for Voluntary Action <https://www.wcva.org.uk/funding>

NCVO Know How <https://knowhow.ncvo.org.uk/funding>

Youth Work Essentials <http://www.youthworkessentials.org/up-running/fundraising.aspx>

