



**VAWF**  
 Churchill Business Centre  
 6 Church Hill  
 London. E17 3RY  
 020 8521 0377  
[www.voluntaryaction-wf.org.uk](http://www.voluntaryaction-wf.org.uk)

**Training Information and Booking Form**

# The Tendering and Commissioning Process Training

**Tuesday 27 April 2010** £85 members other non for profit organisations £120

4th & 11th May 9.30am to 4pm Including Light Lunch

**VAWF, Upper Ground Church Hill Business Center, 6 Church Hill, London E17 3RY**

Completion of this course can lead to 'Certificate in Managing Voluntary and Community Organisations' for more information see [www.nocn.org.uk](http://www.nocn.org.uk) or visit our website on [www.voluntaryaction-wf.org.uk/training](http://www.voluntaryaction-wf.org.uk/training)

**Learning outcomes:**

- \*Understand the nature of grants, service agreements and contract and understand the difference between them
- \*Understand the advantages and disadvantages of grants service agreements and contracts to voluntary organisations.
- \*Understand how to tender for a contract with a statutory body.
- \*Understand how a contract is made between a statutory body and a voluntary organisation and know what to include

**Who should attend?**

Anyone in the organisation that has a fund raising income generation responsibility

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**Booking Form for:**  
The Tendering and Commissioning Process

27-Apr-10 4th & 11th May 9.30am to 4pm In

**Delegate Details:**

<b>Organisation</b>	<input type="text"/>		
<b>Address</b>	<input type="text"/>	<b>Telephone</b>	<input type="text"/>
		<b>Delegate Name</b>	<input type="text"/>
		<b>Email</b>	<input type="text"/>
		<b>Special Requirements</b>	<input type="text"/>

We understand that all our services should be as accessible as possible to everyone. Unfortunately our training facilities are not yet fully accessible and we are working with our landlord to upgrade the building. If you are unable to manage steps, it is important that you let us know so we can endeavour to arrange to hold this training at facilities which are fully accessible. Please indicate so in the booking form under 'Special Requirements' above.

**Please return this form to:**  
**Voluntary Action Waltham Forest,**  
**Upper Ground Floor, Churchill Business Centre**  
**6 Church Hill, London E17 3RY**  
**with your cheque made out to VAWF.**

We ask members for a **refundable** cheque of £15 per course, payable a time of booking. Please respect diversity in learning sessions, give 48 hours notice of cancellation and be punctual.

**Not sure if you are a member? Call us or see**  
**[www.voluntaryaction-wf.org.uk/members](http://www.voluntaryaction-wf.org.uk/members)**