

**Funding Officers Network**  
**Wednesday 23<sup>rd</sup> November 2022**  
**10am – 12pm**  
**Zoom Meeting**

**Present:**

Tariq Mahmood (TM) (Chairperson)	CVS Falkirk and District
Gail McLinton (GM)	CVS Falkirk and District
Blair Cremin (BC)	Stenhousemuir FC Warriors in the Community
Chris Gunn (CG)	Falkirk Community Football Foundation
Elaine Grant (EG)	Falkirk Delivers
Jen Thomson (JT)	Cycling Without Age Scotland SCIO
Jennifer Mitchell (JM)	The National Lottery Community Fund Scotland
Laura Kearney (LK)	PLUS Forth Valley
Nicole Forsyth (NF)	ENABLE Scotland
Peter Alexander (PA)	Laurieston Bowling Club
Sidra Tariq (ST)	Rainbow Muslim Women's Group SCIO
Stef Paterson (SP)	Falkirk Delivers
Stephen Sutton (SS)	Bailliefields Community Hub SCIO
Steve McQueen (SM)	Sustainable Thinking Scotland CIC

**Apologies:**

None.

**1. Welcome and Introductions**

TM introduced himself, welcomed forum members present and advised the meeting was recorded via Zoom. Members introduced themselves to each other and gave a summary of their work, and their interest in the network.

**2. Review of Previous Minutes**

As this is the first meeting of the new network, there are no previous minutes to approve.

**3. Introduction to the Network**

TM gave a quick overview and introduction to the Network, which was set up to support funding officers and those responsible for fundraising activity across Falkirk District's third sector. Facilitated by CVS Falkirk (along with [8 other forums and networks](#)), the Funding Officers Network (FON) is a space for sharing knowledge, peer support, and for collaboration and connections between members, those dealing with funding applications and other fundraising for their groups and organisations.

**4. Background and Terms of Reference**

TM recapped some of the work done by the third sector and CVS Falkirk before and during the COVID-19 pandemic, which led to the creation of the FON.

CVS Falkirk is keen to develop a written, formal Terms of Reference (ToR) defining the network, along with its remit.

TM spoke about another network CVS Falkirk helped set up, the Falkirk Older People's Network (OPN), which started in a similar way to the FON and is now an independent, autonomous network with its own governing documents. TM will circulate the template ToR the Falkirk Older People's Network (OPN) used to members, which the FON can then fit to their own needs.

**Action:** TM to send members the template ToR originally used by Falkirk OPN.

## 5. Jennifer Mitchell (Regional Funding Manager for Central Scotland and Fife), The National Lottery Community Fund Scotland (TNLCFS)

TM and members welcomed JM, who spoke about TNLCFS' services and history in Falkirk District, the kind of projects they had previously funded, their eligibility criteria, and their funding opportunities available now.

A recording of JM's presentation is available on the dedicated [Funding Officers Network](#) page (linked for your convenience).

TM noted that CVS Falkirk hopes to bring many more funders and their local officers to speak at these network meetings, to help the third sector across Falkirk learn more about them as funders and their criteria. This will also be a space for attendees to ask questions of the funders, as they did with JM.

## 6. Upcoming Events

### 6.1 CVS Falkirk 2022 AGM

The CVS Falkirk 2022 Annual General Meeting (AGM) will take place in-person on **Thursday 24<sup>th</sup> November 2022**, at St Francis Xavier's Church Hall (across from Morrison's Petrol Station), 1 Hope Street, Falkirk, FK1 5AT. The hall will be open for registration, food and refreshments from 1:15pm, with the AGM beginning at 2pm.

During the AGM, CVS Falkirk will look back at their work during 2021/22, noting highlights and key moments, along with the continued incredible efforts of the sector and their partners throughout the COVID-19 pandemic, and how CVS Falkirk supported them. Following the AGM business, the team will speak about a new initiative, "**Finding Funding for Falkirk**": an overview of support, guidance and resources available from CVS Falkirk.

JM will also be attending as the event guest speaker, delivering a presentation on the various funding streams available through the National Lottery, and the strands they're working on around cost of living response.

For further information, please visit the [CVS Falkirk](#) website.

## 6.2 Save the Date: Falkirk Funders Fayre 2023

After two successful virtual events, CVS Falkirk delighted to announce that the FREE Falkirk Funders Fayre returns for its first in-person event since 2020!

Taking place on **Tuesday 7<sup>th</sup> March 2023**, the event is designed to give third sector, charity and voluntary organisations and social enterprises the opportunity to meet with a range of diverse funders and to learn about the various grant funding schemes that are available.

Attendees will have the opportunity to ask questions and to obtain information on how to apply and learn about the criteria funders use when assessing applications.

The event will take place at the Bowhouse Community Centre, 130 Bowhouse Road, Grangemouth, FK3 0EU.

Everyone is welcome at the event, though it is aimed at third sector groups and organisations, including charities, social enterprises, community and voluntary groups. Organisations from out with the Falkirk area are also welcome to attend.

For further information, please visit the [Eventbrite](#) page.

## 7. Lasting Leadership Training

CVS Falkirk is pleased to offer the opportunity to attend a fully funded Lasting Leadership training programme taking place in February and March 2023.

The training is aimed at third sector groups and organisations, and individuals, involved in community leadership roles, and is designed to cover topics for personal development. The training will be delivered by Jen Curran from [The Lasting Difference](#) team, who will facilitate 2 programme dates:

- Cohort 1: Tuesday 28<sup>th</sup> February and 7<sup>th</sup> March, 10am – 3:30pm
- Cohort 2: Tuesday 21<sup>st</sup> March and 28<sup>th</sup> March, 10am – 3:30pm

The programme will cover 4 Lasting Leadership capabilities: lateral leadership, succession planning, sustaining energy, focus and self-care, and equalities.

A member who had previously participated in the training spoke about how useful they had found it, and described it as a “fantastic, worthwhile opportunity” to network with others in the sector, and in enhancing and refreshing their skills in working with their own team, and as a leader. They recommended it to all members, and will be sending other members of their team to future training.

For further information, including how to book your place, please visit the [CVS Falkirk](#) website.

## 8. Future Meetings

TM will circulate the next meeting dates of the FON, which will take place quarterly on:

- Wednesday 10<sup>th</sup> May 2023
- Wednesday 9<sup>th</sup> August 2023

- Wednesday 15<sup>th</sup> November 2023
- Wednesday 14<sup>th</sup> February 2024

Members confirmed they were happy for the network to meet quarterly.

## 9. AOCB

### 9.1 Capital Funding Session

Based on conversations earlier in the meeting, one member suggested a one-off meeting around the challenges of capital funding for those members interested.

TM agreed this would be possible, and will look into organising this.

**Action:** TM to look into organising a one-off session around capital funding.

**Date of Next Meeting: Wednesday 10<sup>th</sup> May 2023,  
10am – 12pm, via Zoom**