

Introduction

Dear Applicant,

Welcome!

This capacity building module is an exciting and unique opportunity offering a tailored high-quality training that aims to enhance the capacities of patient organisations' leaders in the fields of fundraising and engagement, as well as to equip them to face the challenges of the constantly changing environment.

Who should apply?

Applicants must be either a:

- Staff member or a volunteer of an EPF Member organisations based in Europe;
- Staff member or a volunteer of a cross-section of EPF Member organisations' membership who have a leading role in the organisation's fundraising and engagement;
- Staff member or a volunteer of other European or national-regional patient organisations not affiliated with EPF who have expressed an interest in participating in this event, who have a leading role in the organisation's fundraising and engagement;
- Applications' organisation must be a legally registered association/NGO working for the direct benefit of targeted, disease-specific population in a specific geographical scope.

The selection of participants will be carried out by EPF according to an assessment of the following criteria:

- Compliance with **eligibility criteria**. In case the number of applications is higher than the available places for this module, preference will be given to organisations which comply with EPF Full membership criteria;
- **Profile of the nominated participant**: The organisations' representative **has a leading role in fundraising and engagement** (as per job description or Terms of Reference if applicable);
- **Availability and commitment**: the organisation's representative must be available for the proposed trainings dates and committed to pursue and further develop the activities initiated during the training. The candidate will need to demonstrate how he/she intends to apply learning in her/his organisation.
- The quality of the **motivation application form**;
- Language requirement: the organisation's representative has a good knowledge of **English** (written and spoken).

Applications will be accepted **until midnight on 17 March 2021**. After the deadline, no late applications will be accepted or considered! All accepted applicants will be notified by email by 5 April 2021.

If you have any additional questions or issues with your application, please contact EPF Secretariat member Borislava Ananieva at borislava.ananieva@eu-patient.eu

Good luck!

Application Instructions

Before starting your application form, please be sure to note the following:

- Please answer each question in full, providing as much detail as possible.
- To ensure that you have sufficient time to correctly complete your application, we suggest that you first complete your application in a Word document and then copy/paste your text answers into the online form. You will be able to go back and finish your application in more than one session as long as you use the same device and browser!
- Your personal data collected for the purposes of this application process will be treated in a confidential manner.
- It is important for you to know that the training course is limited to 24 participants. Your application will be scored and evaluated by the members of the Course Organisation Committee.
- Finally, please note that only successful candidates will be contacted by the 27 February 2021.
- Please, note that the training is free of charge.

Application Structure

The application form contains the following sections. Please make sure that you complete all parts of this form.

1. Declaration of Commitment
2. Applicant's General Information
3. Language
4. Motivation
5. Knowledge and Experience in Leadership and Governance
6. Applying acquired Learning
7. Specific Requirements
8. Certification and Acknowledgements
9. End of the Survey

1. Declaration of Commitment

* 1. I commit to attend the entirety of the activities of this module, as listed below:

Phase one (mid-April – June 2021):

- 3 comprehensive webinars on fundraising;
- 3 comprehensive webinars on engagement;

**Please, note that the webinars will be conducted every other week, on a Wednesday between 16:00 CET and 17:30 CEST, throughout May and June. Each webinar being 90 minutes.*

Phase two (June – November 2021):

- Monthly group mentoring sessions;
- Monthly assignments;
- Best practices sharing webinar;
- Peer learning and virtual networking opportunities;
- Ongoing support from the professional mentors;

Phase three (mid November 2021):

- Closing webinar and sharing projects done during the training.

**Please, note that the closing webinar will last up to two hours.*

Yes

No

* 2. My organisation is a legally registered association/NGO working for the direct benefit of targeted, disease-specific population in a specific geographical scope or a legally registered association working for the direct benefit of a targeted non disease specific population in a specific geographical scope.

Yes

No

* 3. My organisation commits to comply with the highest standards of transparency and accountability. My organisation will ensure that learning, outputs, and outcomes of this training programme are effectively incorporated in the organisation's fundraising and engagement strategy.

Yes

No

General Information

* 4. Title:

* 5. First Name:

6. Middle Name (if applicable):

* 7. Last name:

* 8. Please indicate if you are:

Employee or a volunteer of a patient organisation member of EPF

Employee or a Volunteer of a patient organisation member of a member of EPF

Employee or a Volunteer of a patient organisation not affiliated with EPF

Board Member of a patient organisation member of EPF

Board Member of a patient organisation member of a member of EPF

Board Member of a patient organisation not affiliated with EPF

* 9. Please provides us with the following information:

Organisation name (in English):

Organisation contact details (address, website, etc):

Your title within the organisation:

Your current responsibility and duties, with focus on the activities where you need to use your fundraising and engagement skills and take important decisions for your organisation

* 10. Nationality:

* 11. Full postal address:

Town/City:

Country of residence:

* 12. Email address:

3. Language

* 13. Please rate your English language skills. Please be reminded that applicants must have a working knowledge of the English language.

4. Motivation

* 14. Your video in this section is considered as your motivation letter and represents one of the most important parts of your application.

Please, provide a motivational video of yourself addressing the following questions:

- Why would you like to participate in this CB module?
- What would you like to learn on fundraising and engagement?
- What are your current duties in your organisation and highlight the ones that are related to fundraising and engagement.

Please, limit the video to 3 minutes. To upload your video, please use one of the following video platforms (www.youtube.com, www.vimeo.com or www.streamable.com) and paste your link in the box below.

6. Applying Acquired Learning

15. Last but not least, please give us any information (not covered by the previous questions) that you think may contribute to the successful selection of your application. Please, note that this question is not compulsory and limit your response to 1500 characters (approximately 250 words).

7. Specific Requirements

* 16. EPF is committed to equal opportunities and will endeavour to reasonably accommodate the specific needs of applicants with disabilities, medical conditions, and/or family circumstances that may have an impact on day-to-day activities, so they may participate in and successfully complete the EPF training course, within the abilities and budget of EPF. Please, describe if you have any specific needs.

8. Certification and Acknowledgements

* 17. I hereby confirm that the information above is correct and accurate to the best of my knowledge. I certify that the statements made by me in answering these questions are true, complete, and correct to the best of my knowledge. I understand that any misrepresentation or material omission on this application form and/or additional documents provided in support of this application will render my participation in the activities liable to suspension.

First and last name

Date (day-month-year)

9.0 End of the survey

In case of any questions, comments or concerns, feel free to contact EPF Secretariat member Borislava Ananieva at borislava.ananieva@eu-patient.eu

Click the "Done" button below to successfully submit your application!

Best of luck!