



Norfolk Children's Fund

Support Proforma - for all services November 2003

To assist the Central Team in planning the type and level of support that can be provided, would you please indicate your needs as appropriate to your level of funding on the attached Proforma and return it to Denagh Hacon by:

Business issue	Tick if yes	Comment (optional)
Financial: <ul style="list-style-type: none"> • Accounts management - funded • Accounts management - not funded • Systems set up • Audit trails • Close of accounts • Disposal of assets - financial 		
Monitoring: <ul style="list-style-type: none"> • Systems training • Returns management if not funded 		
Targets: <ul style="list-style-type: none"> • Training action/development planning • Training target reporting • Training evidencing • Modifying targets if part funded • Reporting target delivery on close of service - exit strategies 		

<p>Resources:</p> <ul style="list-style-type: none"> • Disposal of assets • Premises • Equipment and materials - service • Equipment and materials - office 		
<p>Information and documents:</p> <ul style="list-style-type: none"> • Internet training to use Children's Fund new website • 'networking' useful documents/information (shared good practice) • Data for forward planning (strategic/statistical) • Archiving documents if not funded 		
<p>Staffing:</p> <ul style="list-style-type: none"> • Recruitment/redeployment • Ending of employment • Operational issues resulting from staff vacancies • Criminal Records Bureau checks • Child Protection Training 		
<p>Fundraising:</p> <ul style="list-style-type: none"> • Information on funding sources • Data to support applications (strategic/statistical) • Proof reading/advice re grant applications 		
<p>Partnership:</p> <ul style="list-style-type: none"> • Meeting information • Newsletters • Workshops/training (please indicate content required) 		

Other:		
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