



Training Workshop Report
On
Fund Raising for Not For Profit Organisations
In
Papua New Guinea



**Strengthening Conservation Capacity
In
Papua New Guinea**

The *SCCP* is Proudly Funded by the John D & Catherine T
MacArthur Foundation

Cover Photo: Group photo of the Participants.

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The training report and any other information generated through this project
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A Training Report from the Strengthening Conservation Capacity
Project, School of Natural & Physical Sciences, Division of
Environment Science & Biology, University of Papua New Guinea.
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Mr. Mathew Hasu, Administration Manger, PNG Mama Graun Conservation Trust Fund, for the a presentation on financial tracking and reporting.

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Executive Summary

The Strengthening Conservation run its first training in “Module 5: Fund Raising” at Granville Motel in Port Moresby from the 24th of September to the 28th of September 2007.

The Honorable Powes Parkop, Member of Parliament, Regional Member & Governor for National Capital District I District gave the key note speech before officially opening the week long training workshop. The inspiring speech by the Honorable Powes Parkop kick started what was another very exciting week of training. The key emphasis in his speech was on transparency, accountability, good management, consistency in implementing program and sustaining them in the long term. His “mango season NGO (seasonal/opportunist NGO)” was a phrase used seriously and jokingly during the training. *See Appendix 1: The speech given by Honorable Pawes Parkop.*

The Module 5 training stems from 8 major courses being developed by SCCP of which 4 training have already been conducted. An additional 4 more will be coming on line from a total of 8 major course module developed.

The Module 5 Author & Trainers were Mr. Paul Lokani from the Nature Conservancy and Dr. Jane Mogina from the PNG Mama Graun Conservation Trust Fund. Both Dr. Mogina and Mr. Lokani have vast experience in fundraising and managing funds for conservation programs in Papua New Guinea and the South Pacific.

The training on Fund Raising was attended by well over 32 participants from around Papua New Guinea.

Fund Raising is a key aspect for program development and implementation for any NGOs. Without basic knowledge on funding raising or even knowing the importance of reporting to donors, most not for profit organization find it difficult to implement programs in their organization as well as not being able to secure funding or even sustaining the project and programs.

Therefore, the training workshop on Raising Training for Not for Profit Organisations, covered topics ranging from identifying different aspects or characteristics of funding, understanding different types of donors, understand the purpose of fund raising, who does the fund raising, planning for fund raising, developing master proposal, developing funding strategy, understanding and meeting the needs of

the donor, reporting on the implementation of the project, donor appreciation and relationship and many more.

The practical exercises include developing concept papers on proposal writing, identifying different types of fundraising activities, sharing experiences on reporting to donors as well as writing proposals.

The training did not only cover the topics from fund raisers point of view but also from a donor agencies perspective as well. In this case several training guest where invited to the training workshop.

The special guest presenters include Mr. Thomas Paka, Coordinator for Eco-Forestry Forum and former Grant Assistant Officer to the United Nations Development Program, who has over 10 years of experience in donor funding management, gave a presentation from a donor agencies perspective. Mr. Steven Sukot, Grant Officer, PNG Mama Graun Conservation Trust Fund, presentation on funding criteria for the PNGMGCTF; Mr. Mathew Hasu, Administration Manger, PNG Mama Graun Conservation Trust Fund, presentation on financial tracking and reporting writing.

The Honorable Dame Carol Kidu, Member of Parliament, Member for Port Moresby South and Minister for Community Development did the honor to give the key note speech and presented the certificates to the participants during the closing ceremony. Her aspiring speech was an icing on the cake. *See Appendix 2: Dame Carol Kidu's Speech*

The training was rated between very good and excellent. The SCCP training run very smoothly with lots of praise from the Minister for Community Development, Dame Carol Kidu.

Introduction

Funding is a major obstacle towards biodiversity conservation and sustainable development. Over the years numerous national, regional and global donors have made funding available both in monetary term as well as through the provision of delivering goods and services.

However, most of the funding opportunities are mostly utilized by organization that have the credentials and the know how to access the funding.

The smaller NGOs, community based organizations and to some extent bigger organizations from both the private and public sectors are burdened by the lack of knowledge and skills in fund raising. Whilst on the other end those who can be able to secure fund may not have the capacity to adequately manage, track expenditure, provide acquittals including financial and narrative required by the funding agencies.

Therefore, the fund raising module was identified as one of the capacity building theme to address the need. Over the years several workshops and meetings were held to capsule the essence of fund raising into a training document. The fund raising training emerged into reality as a result of the committed volunteers who have put in lots of time and effort to actually see thing really happening.

The training in fund raising draws from the weakness and builds from the strengths of all those stakeholders to put together a training package to address the fundamental principals in fundraising.

Not only did the fund raising training showed how to fund raise but to be more accountable and transparent towards the donor agencies as well as the targeted programs.

Moreover, being organized, writing effective financial and narrative report in a timely manner remain yet another detrimental factor that the training program addressed in the week long fund raising training program.

Other crucial factor such as organization development and management were highlighted but was left to module 4 which covers the themes in organization development and management.

Duration of Training

The one week training was attended by well over 32 participants from all around Papua New Guinea. The course was conducted from the 24th of September to the 28th of September 2007 at Granville Motel in the National Capital District, PNG. *See appendix 3: Names of Course Participants*

Objective

The Objectives of the Fund Raising course was to help trainees

1. Identifying different aspects or characteristics of funding
2. Identifying different types of fundraising activities,
3. understanding different types of donors,
4. understand the purpose of fund raising and who does the fund raising,
5. Plan for fund raising, developing master proposal, developing funding strategy,
6. understand and meeting the needs of the donor, reporting on the implementation of the project, donor appreciation and relationship
7. Sharing experiences on reporting to donors as well as writing proposals
8. Financial & Narrative Reporting
9. To be transparent, accountable and reporting to donor agencies in a cohesive way

The Target Groups & Individuals

- (A) The Target Groups were
- Fund Raising Officers from strategic programs Government and NGOs directly or indirectly involved in Biodiversity Conservation
 - Existing Conservation Practitioners
 - Community Based Organisations who's coe programs promote conservation and sustainable development
 - Any other necessary groups and individuals involved in fund raising.

The Course Content

During the 5 days of intensive training the course covered 6 major topics.

- The introductory covered the topics ranging from why and who should fund raise
- Topic 1: Planning for fund raising; Trainees were taught to understand and meeting the needs of the donor, program sustainability and being transparent and accountable
- Topic 2: Planning for fund raise, understanding and meeting the needs of the donor; Trainees were taught how to incorporate Strategic Plan to a Fund Raising Planning beside meeting organization goals and objectives thus avoiding mission drift
- Topic 3: Understanding Donors; the subtopics include identification of main donors for not for profit organization, identifying and cultivating prospects, donor appreciation, recognition and partnership
- Topic 4: Writing Proposal to donor; basically looking at structuring the proposal, what the contents should contain including following up action on status, progress and planning for further action given the feed back from donor
- Topic 5: Writing effective Narrative & Financial Report. The topic looks at why and how a narrative and financial report is structured and written. Other topics included under this top sub topic were financial tracking and budget projection
- Topic 6: Understanding donors in PNG; Looking at Public funding sources such as multi-lateral and bilateral as well as type of funding, sources and characteristic of funding
- Other activities in the training program include case studies of fund raising, sharing fundraising and reporting experiences, writing concept paper and proposals. Best proposal writers were awarded cash prizes.

See Appendix 4: Training Program

Methodology Used in Teaching

The methodology used in the teaching workshop includes PowerPoint Presentations followed by plenary discussion, group discussion and presentations, written exercises on selected topic.

Materials Used in the Training

Handouts, Laptop Computers, Multimedia Projector, butcher papers, whiteboard, Whiteboard markers, permanent markers, butcher papers, stick tapes, course handbook, manila folders, biro, lecture pads, portable printers, A4 size papers, digital cameras, reference materials in printed and electronic format.

Materials Made Available before and after the training

All the materials used in the training have been burnt onto CD and distributed amongst trainees. Also included on the CD were the lecture notes for PowerPoint Presentations made during the workshop.

The handbook book including hard copies of key reference materials
The training materials used are also available on CD. This includes the PowerPoint Presentation/Lecture Notes including electronic reference materials. The course handbook will be made available on line and can be down loaded from the SCCP web site (www.sccp.or.pg).

See Appendix 4: Training Materials

Training Cost

All the cost for the training were met by the “Strengthening Conservation Capacity Project” accept few self sponsored participants who’s airfares and accommodation were met either partly or fully by their organization.

See Appendix 3: Sponsor Status from the Participant list

Course Evaluation

The trainees were given feedback forms at the beginning of the training. The training feedback form were collected at the end of the workshop and assessed. The purpose of the feedback form is to evaluation and to assess whether or not the training was meeting the expectation of the trainees as well as identifying overlaps, gaps and to take on board any comment so that the course content can be improved.

See Appendix 5: The SCCP Training Feed-Back Form

Rating of the Course

The rating criteria used was 1. Excellent, 2. Very Good, 3. Good or 4. Not Good.

Of the 33.33% of respondent managed to give back the feed back forms. 30% of the respondents rated it excellent (top of the range) while 70% rated it very good. Over all the training was rated between very good to excellent.

General comments includes; Excellent Facilitating/Presentation, Good Team Work, Time Management Ok, course well organized, So privileged to attend course that would otherwise have been expensive to attend, Good information generated, training structure good, experience fundraiser input and guest presentation gave an in-depth insight into the course itself - excellent, I am ready to write good proposals, there was sufficient course material-good job, the course did met my expectation, the training was of higher standard (advance learners) and did not meet my expectation, training had good flow of information along with supporting information based on facilitators experience, the course was well structured, slow to absorb information coming at a fast pace because of time factor, the presentation was very impressive; course addressed a long overdue capacity building need and etc.

Suggestions

The suggestion made has been filtered and only the appropriate and common suggestions have been highlighted here.

- a) Training duration should be extended to two/three weeks (60%)
- b) Course should be more detailed and precise
- c) The level of language and information used in training was suitable for participants who have gone past grade ten level therefore Separate training should be run for community based organization using appropriate language and information materials suitable for people from community or village level (40%)
- d) Provide some data base on donor agencies as well as different application format
- e) At the end of sessions participants should be provided with actual donor application forms to visualizes the different style/structure of funding application format

- f) More/lots of practical exercise should be conducted using real funding application forms. Sufficient time should also be given to do such practical exercises
- g) Participants should be accommodated in one location so that they can do group work during the evenings
- h) Case studies should have been used as much as possible to give an insight into the real situation
- i) Teaching aid such as movies, role play, interactive energizers should be used wherever possible
- j) Need to involve ice breaking exercise before training

Please note that the suggestions have been for the Project Coordinator and the facilitator to consider however it is important that the suggestions are made public so that some of the suggestion highlighted here can be given due consideration if any training of that nature is conducted in any other locations in PNG. The program hopes that training should not replicated mistakes but to build from current experiences (weakness & strengths).

Discussion

The training is greatly appreciated by all stakeholders. Those who attended the course counted themselves fortunate. Those who head about the training or were unable to attend the training have sent email asking for the soft and hard copies of materials. Unfortunately all materials were taken away by participants. Extra copies were also taken away. New materials will be printed for the next training. The suggestions by participants will be take into account. The new material will contain edited versions of the existing training material.

Whilst some of the course offered through this course would take 1 week to run others would take more than a week. This training will certainly need more than a week to run.

The training is classified for advance learners. Those who have completed high school and beyond have been able to follow through, one or two participants had to put up with the training as the language used was practically hard to understand or follow through.

The training should be divided into two categories. Category one should contain the same amount of information but structured in such a way that simple people at village levels involved in community based organization could follow through and understand. Alternatively the pidgin language can be used and wherever possible the materials

should be translated into pidgin language (language commonly used by 75 % of the people at community level). The category two should be what is currently being exercised, the use of English language for advance learners currently employed by NGOs and government organization at a national level.

The trainings of this nature would require participants to be accommodated in one accommodation facility. This should allow for further group discussion and exercises as well as sharing of experience. This can also promote collaboration and networking amounts NGOs from different parts of the country. This gives the opportunity to shy participants to open up and allows for active participation class.

The opening sessions in such workshop goes well with Ice Braking Session, this should help participants to open up. Secondly, the participant is given a change to give a testimony of their own experiences in line with the theme of the training. Also the trainees can also be given a change highlight his/her expectation with reference to his/her experience. This allows facilitators to take into account what can/should possibly be covered during the training given the participants experience and expectations.

Setting of ground rules on day one paves the way for standard code of conduct for the duration of the training. Recapping and imposing the ground rules every morning allowed for consistency in day to day activity. Such ground rules such as time keeping, observing training facility rules, respecting other, wearing name badge all the time and etc have helps to run a successful training.

The use of actual proposal writing reference material has given an insight to how a proposal is structured and written. Different organizations apply different matrix of funding applications. More of different types of funding application would seem appealing for all participants as this allows for all to visualize and understand the different styles of proposal writing technique even though the funding application is trying capture same type of answer worded differently in the donor application forms.

Future Plans for the Module 5

All the names of participants and their personal details will be kept on the training database purely for the purpose of follow up assessment and also for future training.

The training will also be extended to other centers of PNG once the rest of the module being undertaken by the SCCP has been fully completed.

The training will be conducted if organizations and individuals write to the project coordinators office and request for the training to be conducted. The training will be run if the request exceeds 20 individuals.

The training will be run in other provinces if organizations and individuals organize themselves by identifying participants, coordinate and organise logistics within the respective region or community. The SCCP can provide training materials, trainers to conduct the training and provide counter funding for venue hire and etc.

The Project Coordinator will market the course module to other organization to assess and negotiate for further training if necessary.

The materials used in the training will be available for anyone wishing to have access to it. It will be sent by post upon request to the project coordinators office. The materials will not be available on the line on the SCCP Web site since the information contained is very bulky to download over the internet. The short reports and course synopsis will be put on the internet. The website can be accessed by the web address: www.sccp.org.pg

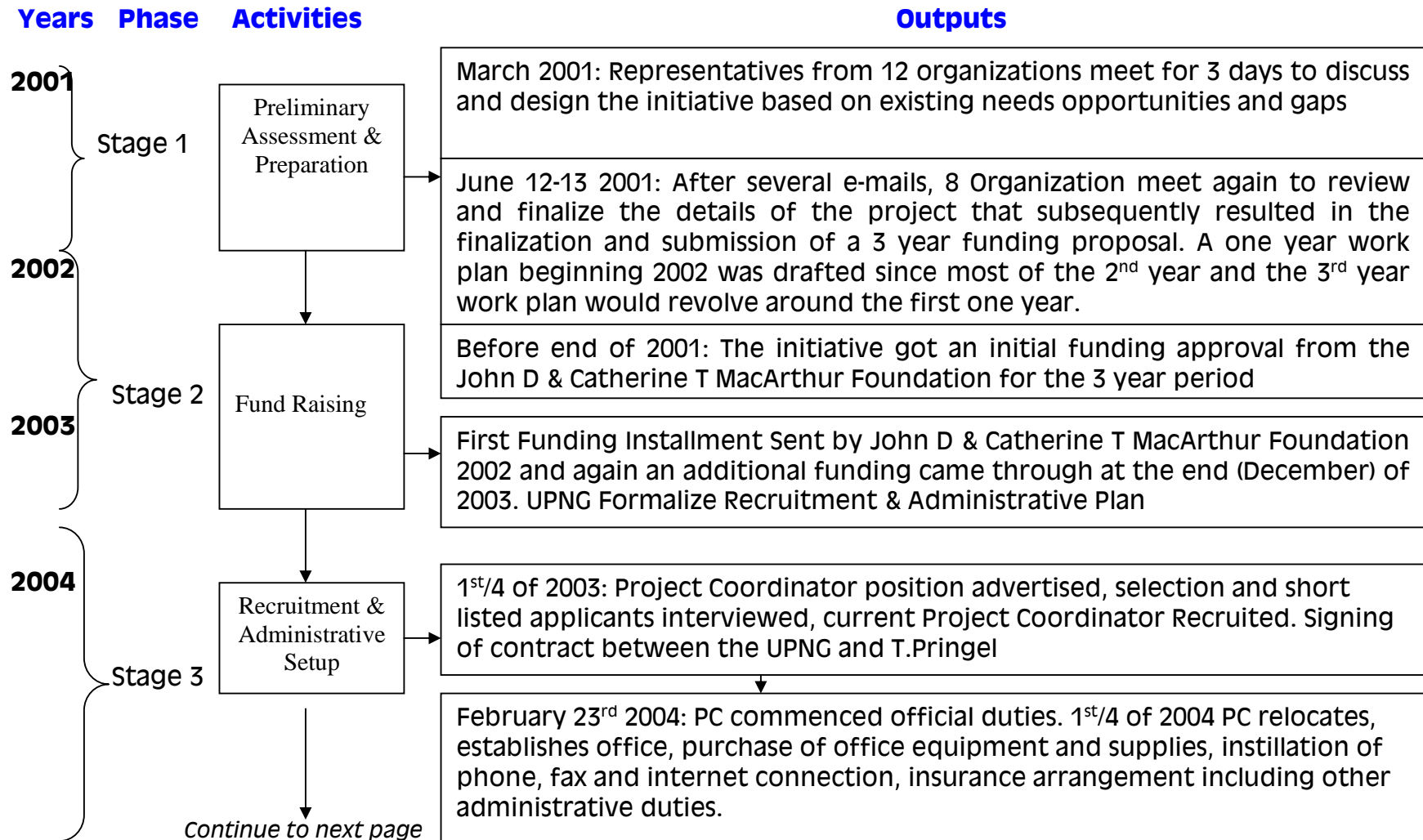
The facilitators in the training will be available for mentoring. Before any funding application can be sent away, the participants have the choice to get a second opinion from the trainers if necessary. This will mostly be influenced by the availability of the voluntary mentor's official duties.

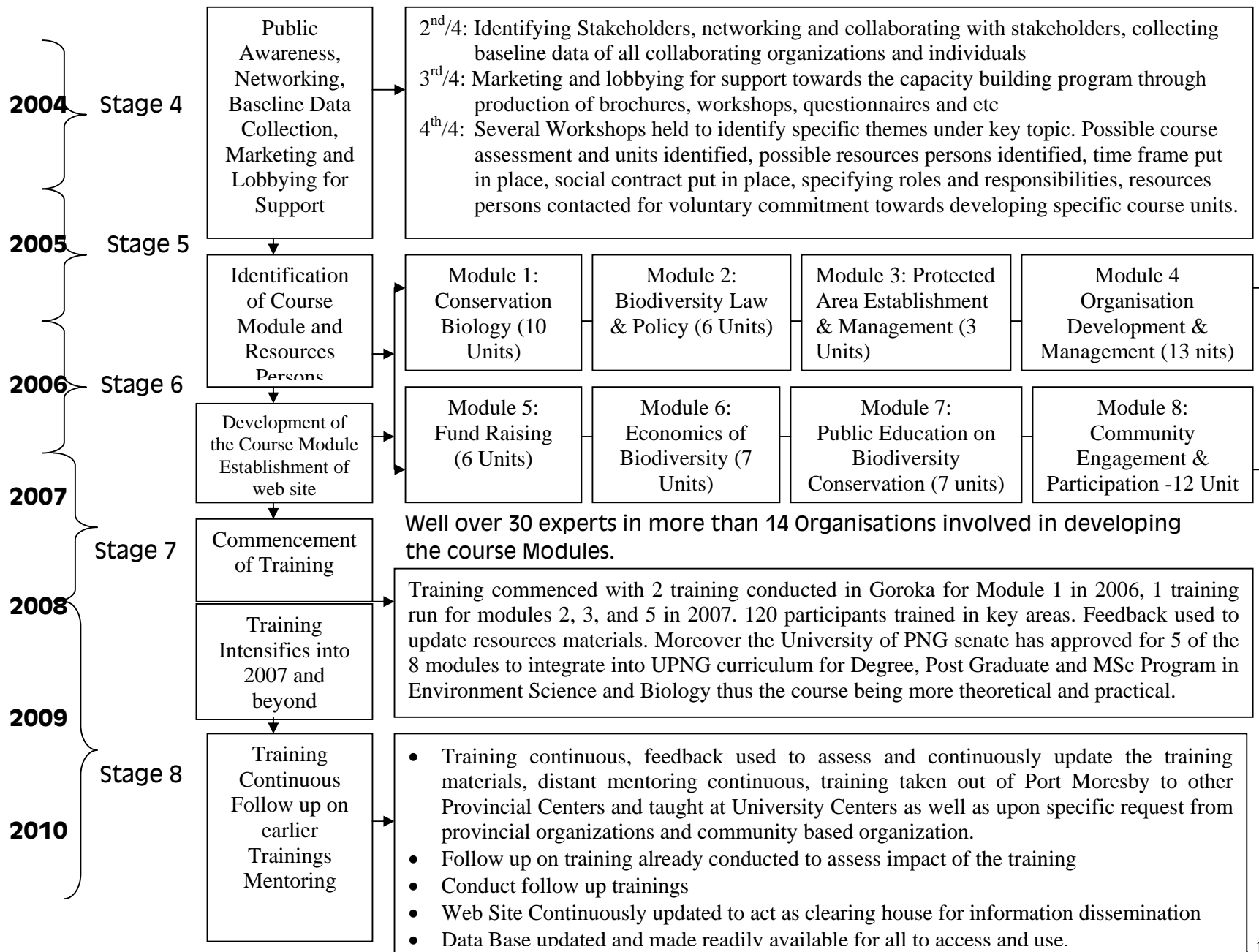
Please note that any material generated from the SCCP should not be used for financial gains. Failure to do so will result in legal implications. The project hopes that the material generated through the program is done for a worthy case and in good faith.

Conclusion

The suggestions have been given due consideration. Whilst some suggestion can be justified for why or why not it has happened the way it happened, others are very valid points and will be looked at to improve the course. Over all everyone was impressed and made a lot of positive comment. and constructive criticisms.

The Past, Present and the Future Activities of the Training Program





Appendix 1: Opening Speech by the NCD Governor, The Honorable Powes Parkop, LLB, LLM, MP

Summary of the key note Speech by Honorable Powes Parkop Member for National Capital District, Papua New Guinea

Ladies and gentlemen, it gives me great pleasure to be here to officiate the opening of this very important training workshop on fundraising and proposal writing for representatives of NGOs and Government Officers.

I'm not new to the NGO movement in the country, and I know from experience that fundraising and proposal writing is an integral part of an NGO for writing quality proposals and soliciting funding for community development projects.

As a lawyer with some like minded people, we set up an organization called Indigenous Community Rights Advocacy Forum (ICRAF). Our aim was to provide legal services and conduct awareness and advocacy on Human Rights and Environmental issues in the country mostly in remote location. I visited all the provinces except North Solomon's Province. The purposes of these visits were to conduct trainings on human rights and environmental issues. I was, and I'm still a Human Rights Advocate. While with ICRAF, I did litigations for Human Rights abuses. At the moment I'm trying to establish two Offices through Acts of Parliament. These are the PNG Human Rights Commission and the National Child Ombudsman.

Advocacy, developing capacity building programmes, running training program and institutionalizing them as well as visualizing them into the future should now be the efforts of any NGO. Without long term vision and sustainability an NGO or an organization for that matter, would have lost focus (mission drift).

Training by NGOs in rural areas and towns is vital for the community and serves as a conduit for disseminating information and to bring about changes. And I mean not half hearted trainings, though it becomes extremely difficult for rural areas as I have experienced in the field. One that comes to mind is the Balimo experience. In such circumstances, it calls for commitment and perseverance. And NGOs should now be looking at professionalism and employing professionals to carry out its activities and getting them done at professional and competent levels comparable to other entities.

The work of the Government is being complemented by the NGOs and they are no different. They serve the same people. However, NGOs and Churches have a vital role to play. They are the people on the ground when there is no Government Officer. What is required now is for the two groups to cooperate and work together to serve the needs and aspirations of our people. And I'm sure, you select group of people after gaining the knowledge and skills from this training will return to your respective areas and become change agents.

Some NGOs have become territorial and making their activities unknown to the public. They do not want others to see what they do and how they operate. At the same time putting pressure and demands on the Government; becoming too radical at times and going to the extreme of causing mass uprising. Characters in these NGOs appear to be same. People in these territorial NGOs are seen to be not good Managers. Accountability of donor funds and transparency is devoid; proper acquittals, control of expenditure and overall management efficiency is not there. They appear misguided and in doing so they become "Mango season NGOs" (literally meaning seasonal NGOs, opportunists who have no focus). These NGOs are not specific and committed to their projects; in fact they have no work plans and objectives to achieve. Members of these groups are in the mist of every popular issue that comes up in the country. They seem to be at every training and workshops. We should be asking what services they provide and who assesses them is another question.

Above all an NGO should concentrate on one major program that can sustain itself in the long term. That is more prevalent if only they can be transparent, accountable and above all being good managers. If I can be able to draw a time line of NGO movement, I would show you how the seasonal NGO movement began. For example in the early 80's human right issues was high on the agenda, all most all NGOs went for human rights issues, then women's rights, conservation and now HIV Aids. If an NGO has a long term vision, they should stick to one program. The sustainability of the program can be enhanced by good organizational management. That would transpire into good results being achieved in the end.

I wish take this opportunity to commend the MacArthur Foundation of the United States of America (USA) for providing the funding and the SCCP, UPNG and their collaborating partners for developing the eight (8) modules of which this fund raising training is one of them (as I'm told by Dr. Jane Mogina). Their commitment has made it possible for people like your-selves who could not otherwise afford to attend such trainings that are very expensive through commercial entities. Furthermore, I'm pleased to learn that the University Senate has approved for institutionalization of five (5) course modules written by SCCP. While that is so some of the training materials have already being utilized by relevant programs at the University. That is an achievement; a yardstick to measure your success, your input into PNG society and in nation building as well as contributing to the conservation of biodiversity. This is what we in the NGO community should be striving for and not to be in the "Mango season NGO" culture.

The Government cannot be there all the time everywhere. The actions of the NGOs are appreciated, but should be more professional in their approach and work in partnership with the Government. The "Mango season NGO culture" must change to real NGOs and become partners in nation building.

For those of you who come from NCD, my Office is open. For those who come from out of the Capital City, I welcome you all to our City. I wish you all every success in your training. I bid you a safe journey back to your city and towns at the end of the training program. Having said that, "I now declare the Fundraising and Proposal Writing Training Workshop Open".

Appendix 2: Speech by Dame Carol Kidu

**Script of the key note Speech by Dame Carol Kidu
Minister for Community Development
Member for Port Moresby South
Papua New Guinea**

The island of Papua New Guinea has been long recognized as one of the global "hotspots" of biological diversity. It is the world center of diversity ranging from the terrestrial and aquatic ecosystems.

Papua New Guinea now represents the world's third largest block of tropical rainforest and one of the most important coral reef complexes on the planet. Papua New Guinea also ranks highly for its density of threatened and endangered species. At the same time, it has one of the lowest proportions of its area protected of any country in the world. This diverse landscape is the primary source of sustenance to the 85 per cent of the PNG population who continue a lifestyle based on subsistence farming, hunting and fishing. Currently there is an increase in human activities that has caused over exploitations, habitats destruction, introduction of invasive or alien species and pollution that presents grave threats to the long-term integrity of biodiversity in Papua New Guinean land and waters.

As a result, a number of large-scale conservation efforts have begun in the past decade. Together there is a potential to greatly increase protected area coverage and ensure that resources use is managed in a sustainable fashion across the country.

However, these efforts are hampered by limited funding from the Government as we all have seen and can understand apart from other capacity building issues. Even though the government sees the need for funding in biodiversity Conservation and sustainable development, limited financial resources are stretched across the board as such the work in biodiversity conservation is very enormous and funding is limited. Let this not blinden you to funding that the government allocates through the National Planning Office. The honors to draw down from this funding depend very much on your skills to write proposal, being able to deliver, being transparent and above all being accountable. In light of those facts, the issues that we are faced with now are no longer local issues; they are now global issues in what is now a global community. As such, there is funding made available through donor

agencies from all sector within PNG, the South Pacific and globally to address such issue.

The potential to draw down from the pool of donor agencies depend very much on your ability to understand the donor requirement, the ability to market yourself, writing effectively and powerful funding proposal and above all being accountable to donor funding in terms of acquitting and writing financial and narrate reports.

We are not only accountable to the donor agencies but also towards our country, the people and their natural resources.

Apart from donor funding for Not for Profit Organizations, you can also look into other forms of fundraising such as eco-tourism, orchards farming, fish farming, vanilla farming and many more you could possibly think of. There are may other means and types of funding apart from real money term.

In conclusion, I would like you (participants) to consider yourselves very fortunate to participate in this training as a lot of similar trainings are run by profit making organizations for a considerable amount of money in fees besides other costs.

I am sure that the Training in "Fundraising & Proposal Writing for Not for Profit Organization" developed by the "Strengthening Conservation Capacity Project" with Funding from John D & Catherine T MacArthur Foundation in collaboration with the School of Natural Sciences, Division of Biology, University of Papua New Guinea and other professional organizations and individuals have given you the edge to draw down funding and to effectively implement projects that meets your needs as well contributing to the National Development Plan such as the Medium Term Development Strategy.

I believe that the 5 days of intensive training in fundraising has given you the insight into writing good proposals, being transparent and being accountable to your donor agency as well as the people of this beautiful country.

I do not wish to close this training as new opportunity and challenges waits us to go beyond the boundaries of the training program.

Thank you.

Appendix 3: Name of Course Participants

No	Name	Position/Title	Organisation	Postal Address	Phone	Fax	Email	Sponsorship Status	Attendance
1.	Mr. Edrik Ninimiro	Coordinator	Namia Community Development Association	PO Box 927 Boroko NCD	3234509	3112106	infor@celcor.org.pg	Pom Based	Withdraw Missed flight
2.	Mr. Levi Iriso	Coordinator	OICAD Association Incorporated	Koreaf Community Wanigela, Tufi, Oro Province	72830621		info@celcor.org.pg	Self	Attended
3.	Mr. Colinson Matohi	Community Development Organizer	Dadaku WMA Association	PO Box 303, Popondeta, Oro Province	3297214	3297214 (CM)		Employer	Attended
4.	Mr. Acell Aiwasi	Fund Raising Officer *	Seko Education Foundation Inc.	PO Box 312 Alotau Miline Bay	6860058		saluia@datec.net.pg	Not Indicated POM Based	Attended
5.	Mr. Harrison Owage	Program Officer	CELCOR	PO Box 4373, Boroko, NCD	3234509	3112106	howage@celcor.org.pg	Employer	Attended
6.	Ms. Florence Paisparea	Provincial Environment Officer	Division of Planning & Research, ENB Provincial Admin	PO Box 714, Rabaul, ENB	9829630 6932156	9837070		Employer	Withdraw
7.	Ms. Daina Exon	Director	ECOSEED Inc	PO Box 114, Daru	6459426 6564340			SCCP	Attended
8.	Ms. Theodora Maea	Field Officer	WNB Community Development Forum	PO Box 821 Kimbe WNB	9852088 6961016	9852004		Part Sponsor	Withdraw
9.	Mr. Billy Bau	Technical Officer, Herbarium Forest Biology Program	PNG FRI	PO Box 314 Lae Morobe Province	4724188 6832629		bbau@fri.pngfa.gov.pg	Employer	Attended
10.	Ms. Rhoda Belden	Training Manager	Peace Foundation Melanesia	PO Box 1272 Port Moresby	325 8076 325 8077 6890416	3258091	peacefound@global.net.pg	Employer	Attended
11.	Ms. Primas Kapi	Project Manager	RCF	PO Box 1261, Goroka EHP	7323211		pkapi@rcf.org.pg	Employer	Withdraw
12.	Mr. Ilaiah Bigilale	Principle Curator, Natural History	PNG National Museum & Art Gallery	PO 5560 Boroko NCD	3252422		saluia@datec.net.pg	Pom Based	Attended

13.	Mr. Linzon Zamang	Forest Management Officer	FPCD Inc.	PO Box 297 Madang	8523536	325 2670 8252670	zlinzon@yahoo.com.au	Employer	Attended
14.	Mr. Kafuri Yaro	Forest Management Supervisor	FPCD Inc.	PO Box 297 Madang	8522526 6959312	325 2670	karokey@yahoo.com	Employer	Attended
15.	Mr. Stephen Babo	Executive Director	Community Aid Facilities	PO Box 1406 BOROKO	3232525 6946642	323 1406	cafacilities@gmail.com	Pom Based	Attended
16.	Ms Sendy Gene	Project Assistant	Community Aid Facilities	PO Box 1406 BOROKO	3232525 6815421	323 1406	cafacilities@gmail.com	Pom Based	Attended
17.	Mr. Anuabo John Sethie	Chairman	Karimui Conservation & Resources Management	PO Box 1355 GOROKA, EHP	732 3907 6953123		Januabo.Sethie@gmail.com	Self	Attended
18.	Mr. Lawrence Kage	Chairman	Lake Kutubu WMA	Southern Highland Province	32001			Employer/SC CP Accommodation	Attended
19.	Mr. Nick Babong	Deputy WMA Chairman	Simbina WMA, North Coast Madang	C/WWF PNG Country Program PO Box 8280 BOROKO, NCD	3200149	3200519	ryamuna@wwfpacific.org.pg		Attended
20.	Ms. Theresa Kas	Partship Coordinator	The TNC Madang Office	PO Box 217 Madang	8522366 72101641	852 3518	tkas@TNC.ORG	Employer	Withdraw
21.	Ms. Miriam Supuma	A/Country Director	The WCS	PO Box 277 GOROKA EHP	732 3836	732 2461	wcspng@global.net.pg	Employer	Attended
22.	Ms. Ruby Yamuna	Senior Protected Area Officer	WWF PNG Country Office	PO Box 8280 BOROKO, NCD	3200149	3200519	ryamuna@wwfpacific.org.pg	Pom Based	Withdraw
23.	Mr. Kenn Mondia	Executive Director	Partner with Melanesia	PO Box 1910, PORT MORESBY	323 6344 6966175	323 6349	kmondai@pwwpng.org.pg	Pom Based	Sent a substitute
24.	Mr. Samson Wapi	Project Coordinator	Settlement Mothers Skills Advancement Project	PO Box 105 BOROKO	3212151 6917904			Pom Based	Attended
25.	Mr. Modi Pontio	PNG Programme Manager	Conservation International	PO Box 106 Waigani	323 1532 6955477		mpontio@conservation.org	Employer	Attended
26.	Ms. Yvonne Tio	Acting Secretary	PinBIO Secretariat, DEC	PO Box 6601, BOROKO	323 5035	3250180	pinbio@daltron.com.pg	POM Based	Attended

27.	Mr. Roehanny Yenip	Chairman	Kopikam Conservation Association Inc	C/- Lakekamu Project P.O.Box 106, WAIGANI	323 1532	325 4234		SCCP Sponsor	Attended
28.	Mr. Kepslok Kumilgo	Biologist(Community Trainer)	Conservation International	P.O.Box 106 WAIGANI,NCD	323 1532	325 4234	kkumilgo@conservation.org	SCCP	Attended
29.	Mr. Christopher Kwamilon	Project Officer	Mahonia Na Dari	P.O.Box 697, KIMBE WBNP	983 4244	983 4241	mhonia@global.net.pg	Employer	Absent
30.	Mr.Warren Jano	Conservation Planner	TNC Madang Office	P.O.Box 217 Madang	852 2366	852 3518	wjano@tnc.orgg	Not indicated/ Employer	Attended
31.	Mr. William Vomne	Conservation Project Officer	Wide Bay Conservation Inc	P.O.Box 450, KOKOPO,ENBP	982 9525	9829525	Widebay@global.net.pg	Full SCCP	Attended
32.	Mr. James Sabi	Manager	Biodiversity Branch, DEC	P.O.Box 6601 BOROKO, NCD	325 0195 323 0279 688 8794	325 0182	biodiv@daltron.com.pg	POM Based	Attended
33.	Mr. John Aena	Coordinator	Ailan Awareness	P.O.Box KAVIENG, NIP	984 1522		ailanawareness@tautai.com	SCCP	Absent
34.	Mr. Nanasi Gila	Chairman	Simbine WMA	C/- Malala High , Bogia, MADANG	3200149			WWF	Attended
35.	Ms.Piwen Langarap	Coordinator	Pere LMMA Management	P.O.Box 8 LORENGAU, Manus	695 6700 470 9368	470 9392		SCCP	Attended
36.	Mr. Ted Mamu	SFO	WWF	P.O.Box 8280, BOROKO,NCD	320 0149	320 0519		Pom Based	Absent
37.	Mr. Tom Pringel	SCCP - Coordinator & Manager	Division of Biology	SNPS, BOX 320 UNIVERSITY,UP NG,	326 7225 695 8857	326 0369 326 7225	tpringel@upng.ac.pg www.sccp.org.pg		Attended
38.	Mr. Waka Kaku	SCCP - Assistant Officer	Division of Biology	SNPS, BOX 320 UNIVERSITY,UP NG	326 7225 695 8857	326 0369 326 7225	Waka.Kaku@upng.ac.pg www.sccp.org.pg		Attended
39.	Mr.Ezekiel Garui	Project Manager	Namia Community Development	P.O.Box 927, Boroko,NCD	323 4509	3112106	infor@celcor.org.pg	Oro based	Attended
40.	Mr. Mack Kumuro	Project Officer	Partners with Melanesians	P.O.Box 1910	323 6344 6966175	3236349			Attended

41.	Mr. Paul Lokani	Program Coordinator	TNC, Melanesia Program	P.O.Box 2750 BOROKO,NCD	323 0699	3230397	Lok.tnc@global.net.pg		Trainer & Facilitator
42.	Dr. Jane Mogina	Program Manager	PNG Mama Ground Conservation Trust Fund	P.O.Box 107, Boroko, NCD	325 6041 72101641	325 7026	mamagraun@global.net.pg		Trainer & Facilitator
43.	Mr. Mathew Hasu	Finance & Administration	PNG Mama Ground Conservation Trust Fund	P.O.Box 107, Boroko, NCD	325 6041 72101641	325 7026	mamagraun@global.net.pg		Trainer, Facilitator
44.	Mr. Steven Sukot	Grants Officer	PNG Mama Ground Conservation Trust Fund	P.O.Box 107, Boroko, NCD	325 6041 72101641	325 7026	mamagraun@global.net.pg		Guest Presenter
45	Thomas Paka	Coordinator	Eco-Forestry Forum	PO Box 3217 Boroko	323 9050	3254610	teff@global.net.pg www.ecoforestry.org		Guest Presenter

Appendix 4: Training Program

Day	Time	Topic	Presenter
Monday	8 am	Arrival of Participants Registration	SCCP
	9-10am	Welcome Address Key Note Speech and Official Opening of the Training Workshop	Governor for NCD, Honorable Powes Parkop
	<i>10-10.30am Tea Break</i>		
	10.30- 11.00pm	Course Expectations	
	11:00-12	Introduction to the Course. What is Fundraising	Paul Lokani
	<i>12.00-1.00pm Lunch</i>		
	1.00-3.00pm	Planning for fundraising	Paul Lokani, Jane Mogina
	<i>3.00-3:30pm Tea Break</i>		
	3.30-4.00pm	Case Studies	Jane Mogina
4pm	Set Homework	Jane Mogina	
Tuesday	8.00- 10.00am	Maintaining Focus- Fundraising Strategy	Paul Lokani
	<i>10.00-10.30am Tea Break</i>		
	10.30am- 12.00pm	Steps in Fund raising	Jane Mogina
	<i>12.00-1.00pm Lunch</i>		
	1.00-3.00pm	Writing proposals	Jane Mogina
	<i>3.00-3.30pm Tea Break</i>		
	3.30-4.00pm	Case Studies	Jane Mogina
	4pm	Set Homework	Jane Mogina
Wednesday	8.00- 10.00am	Presentations by Donors	EU, UNDP, CDS, Mama Graun
	<i>10.00-10.30am Tea Break</i>		
	10.30am- 12.00pm	Presentations by Donors	EU, UNDP, CDS, Mama Graun
	<i>12.00-1.00pm Lunch</i>		
	1.00-3.00pm	Peer Evaluation of Proposals	
	<i>3.00-3.30pm Tea Break</i>		
	3.30-4.00pm	Peer Evaluation of Proposals	
	4.00pm	Case Studies	

Thursday	8.00-10.00am	Reporting to Donor	
	<i>10.00-10.30am Tea Break</i>		
	10.30am-12.00pm	Understanding Donors	
	<i>12.00-1.00pm Lunch</i>		
	1.00-3.00pm	Donor Community in PNG	
	<i>3.00-3:305pm Tea Break</i>		
	3:30-4.00pm	Mama Graun Evaluation – Presentation of Prizes for best proposals	
Friday	8.00-10.00am	Budget projections – Strategic Plans Action Plans What types information do managers need for these projections?	
	<i>10.00-10:30am Tea Break</i>		
	10.30am-12 pm	Financial reporting Financial status Vital Information Tracking funds Tracking	
	<i>12.00-1.00 pm Lunch Break</i>		
	1.00-2.00 pm	Course Evaluation	
	<i>2.00-2.30pm</i>	1 st Speaker	Vic-Chancellor of UPNG Professor Ross Hynes
		Key Note Speaker and Official closing of the Training Workshop	Dame Carol Kidu Minister for Community Devnt.
	<i>2.30-3.00pm</i>	Speaker on Behalf of the Participants	Mr. Levi Iriso Namia CDA
	<i>3.00-3.30pm</i>	Presentation of Certificates	Dame Carol Kidu
	<i>4.00pm</i>	<i>Farewell Cocktail</i>	<i>Granville Motel</i>
	Its Goodbye and Good luck		

Appendix 5: Reference Materials Used for the Training

1. Fund Raising for Not for Profit Organisations in Papua New Guinea, SCCP UPNG, September 2007
2. Guide for Designing Result Oriented Projects and Writing Successful Proposals, IPPF/WHR Tools, December 2002
3. Ten Fundamentals of Fund Raising by John L.. Silva, June 1997
4. Strategic Financial Planning
5. Project Design Manual, Department of National Planning & Monitoring Version5:August 2005
6. Information Kit Accessing Project Funding, Department of National Planning & Monitoring, Version5:August 2005
7. Other Electronic Materials also used

Appendix 6: SCCP Training/Course Feed Back form



Strengthening Conservation Capacity Project
School of Natural & Physical Sciences, Division of Biology
University of Papua New Guinea
PO Box 320 University Post Office
NCD, PNG.
Phone: 326 7225



Web Site: www.sccp.org.pg

Email: sccp2004@upng.ac.pg

TRAINING/COURSE FEEDBACK FORM

Please provide comments and any necessary input where applicable and submit directly to the Project Coordinator. *Your honest feedback will assist us to improve the training.*

Course/Module Name	
Trainer/Instructor	
Student Name	
Date	

1. What is your over all rating for the training course? *(Please tick the appropriate box)*

Excellent	
Very Good	
Good	
Not Good enough	

2. **If the training course was not to your expectation** please state the reason as to why it was not to your expectation. Also state how we could improve the training course? *(Please write your answers in bullet points in the box provided, you can write on a separate sheet if necessary)*

REASONS WHY THE COURSE DID NOT MEET MY EXPECTATION

HOW TO IMPROVE THE COURSE

3. Where there any gap(s) or overlap(s) in the flow of training information?

State here (in bullet point) where you found the **overlap** in the flow of training information.

State here (in bullet point) where you found the **gaps** in the flow of information; if necessary or possible supplement any information that you would like us to consider inserting into the existing training document.

4A. Please list the things you like (a) or (b) dislike about the way the training was structured and conducted?

4B. Are there any suggestion on how we could improve the way we structure and conduct the training?

5. Any other comments, suggestions or input that you wish to make regarding any thing about the training course? If yes! State what they are.

Appendix 7: Photos of the Training



The Governor of NCD Honorable Powes Parkop giving is Key note speech



The two trainers Mr. Paul Lokani & Dr. Jane Mogina having a quick discussion



Group Discussions and Presentation



Left: VC of UPNG, Professor Ross Hynes (left) with the two Trainers. Right: Professor Lance Hill



Group exercise



Reward for best proposal writers



Left: Mr. James Sabi, Manager Biodiversity Branch, Department of Environment & Conservation receives his certificate from Dame Carol Kidu Minister for Community Development.



Right: Dame Carol Kidu and Professor lance Hill having a brief discussion after the closer of the week long training program



Some of the Participants relaxing after the workshop

Note: Well over hundred photos for the workshop are available. Please write to the Project officer for your copies