



EFA CERTIFICATION APPLICATION FORM



EFA Certification is the name given to the programme of recognition of formal training programmes (courses) supported by organisations that are members of the European Fundraising Association (EFA).

This form should be completed by the EFA Member.

Please return this form when completed to:

Denise Dawes, Executive Officer
European Fundraising Association

All information provided will be treated
as confidential.

denise.dawes@efa-net.eu

1. EFA MEMBER'S DETAILS

Association/Organisation
Name:

Name of person
completing this form:

Email:

2. NATIONAL FUNDRAISING CERTIFICATE

Our objective is to ensure that the National Fundraising Certificate being assessed meets the criteria outlined in the EFA Certification Handbook and the Accreditation and Certification Guidelines, in particular regarding the process for evaluating delivery and ensuring quality control.

Name of the National Fundraising Certificate

Name of Approved Course:

Date of Creation:

General Summary of the Course (*up to 300 words*):

Length of Course:

Enter a breakdown of learning hours for CF1-CF5

Main Teaching Areas	Class Teaching	Self-Study	Assignments	Other
CF1 FR in Context				
CF2 FR Planning				
CF3 FR from Individuals				
CF4 Institutional FR				
CF5 Building Supporter Relationships				
Total				

Minimum of 300 learning hours (1 teaching/other learning hour = 60 minutes)

No of Students:
(who have completed the course successfully)

2021	
2020	
2019	

National Fundraising Certificate

1. How has quality been controlled through monitoring and evaluation, and who has been involved in this process?
(Up to 300 words)

2. How do you ensure that the programme meets the learning outcomes?
(Up to 300 words)

3. How are professional standards / ethics / philanthropic values covered in the programme?
(Up to 300 words)

(Please continue on a separate page, if necessary, and attach any relevant documents)

Choosing Required Readings for the Course

It is important that reading lists contain the most relevant and robust knowledge that students need to develop the skills and competencies to pass the course and be successful fundraisers.

EFA does not seek to approve your readings lists, since you are in the best place to judge which readings are appropriate to your course. But we do consider your processes for compiling those required reading lists.

- a) Do you have a process for compiling readings lists that sets criteria for inclusion on the list? If so, please describe what that process is. Please detail how you assess the quality of the reading and discriminate between different categories of source material, such as academic papers, market research and books written by fundraising practitioners, and whether you use a textbook for the whole or much of the course

- b) If you do not have such a process, please describe how you do compile your required reading lists.

- c) Sample reading list. Please list here the five sources on your recommended reading list that you consider are five most important that students should read.

Educational Partner (please provide details below and continue on a separate page, if there is more than one educational partner)

Name of Institution:

Contact Person:

Position:

Address:

Tel:

Fax:

Email:

Website:

3. EFA CERTIFICATION CRITERIA

Please provide the following documents for evaluation by the EFA Certification Committee:

- We attach a copy of the syllabus / course handbook (in English)
- We attach a summary of the most recent evaluation of the course (in English)
- We attach a list of course lecturers with short biographical details (in English)
- We attach a copy of the certificate awarded to students

NB: The Certification Committee can require that further evidence be provided.

4. APPLICATION FOR EFA CERTIFICATION

We hereby apply for EFA Certification. We declare that the information given on this form is true to the best of our knowledge.

EFA Member

Signed:
(President or Principal)

Name:

Association/Organisation:

Date:

Educational Partner

If the application is successful, we, the educational partner, agree that the course which our organisation delivers will become EFA Certified.

Signed:
(President or
Principal)

Name:

Institution:

Date:
