



WRITING THE FUTURE

Strategic thinking and fundraising for literature and publishing organizations and associations

QUESTIONNAIRE FOR TRAINING PARTICIPANTS

Dear colleagues,

This questionnaire is designed to facilitate the refining of the training program. Your answers will guide us how to best meet your needs and extend your knowledge using appropriate training methods.

The questionnaire contains three parts and all of them are equally important. Every training participant should fill in her/his own questionnaire. Please, review and fill-in the following questionnaire and return it to the Book Platform manager in your country no later than **1th March 2012**.

If you find it difficult to answer any of the questions below, please, leave them unanswered.

Basic information on your organisation:

NAME:

Year of founding:

Contact info (address, tel./fax, email):

Mission of the organization:

Information concerning representative of the organization participating in the training:

NAME

Position in the organization

Years within the organization

I. Objective data and history

1. Type of organization (e.g. foundation, association, other):

2. Number of people working in the organization

2a) permanent staff

2b) other staff

2c) volunteers

3. Number of Board members and members (where applicable)

4. Major events in the history of the organisation (those that have influenced its development in institutional and programmatic aspect - large grants, long-term institutional support, memoranda of agreement with institutions, membership in local and international networks, etc.) Please, list only recent ones, if too many

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5. Funding

5a) Does your organization have a single major source of funding (e.g. up to 80% of annual budget)? YES/NO

5b) Where does your funding come from (pls, tick all that are appropriate)

<input type="checkbox"/> public/municipal funding	<input type="checkbox"/> sponsorship	<input type="checkbox"/> membership fees
<input type="checkbox"/> commercial activities	<input type="checkbox"/> foreign embassies	<input type="checkbox"/> EU
<input type="checkbox"/> USA	<input type="checkbox"/> international organizations (e.g. World Bank, UNESCO, etc)	<input type="checkbox"/> international and national development agencies (e.g. UNDP, SIDA, etc)
<input type="checkbox"/> private foundations	<input type="checkbox"/> others (please, specify)	

5c) Approximate annual budget (in USD). Please, tick appropriate.

<input type="checkbox"/> 0 - 5 000 USD	<input type="checkbox"/> 5 000 - 10 000 USD	<input type="checkbox"/> 10 000 - 20 000 USD
<input type="checkbox"/> 20 000 - 50 000 USD	<input type="checkbox"/> more then 50 000 USD	

6. Relationships with local and central administration (please, describe)

7. How does your organization publicize its work (e.g. do you have regular contacts with media; do you publish a newsletter, organize public campaigns, etc. Please, describe)

II. Example of project

Please, think about and tell us about your favourite (most successful, most interesting, most welcomed by the public) project of your organization for the last 2 years.

Name and short description:

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You consider this project important primarily because it:

- best fits the core activity of my organization
- brought a large amount of money in the organization
- was innovative and different from what we usually do
- attracted a lot of media attention
- was very well received by the audience
- made me happy to work for it
- other reasons (please, describe)

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III, Professional development planning

This part of the questionnaire should help you to think about building on your current skills and expertise.

1. Key skills and knowledge required to your work

In the box below, write each in the appropriate place on the spectrum from novice to expert. Add additional rows, if needed.

Skills and Knowledge	Novice	Competent	Expert

2. Understanding how you learn

Acquiring skills and extending knowledge may be best learned in different ways. As a first step, think about how you like to learn. Tick all the methods you think are useful to you.

Reading a report or professional journal

Informal meetings with colleagues

Informal meetings with people from other organizations in the field

Through Internet

Reading a book

- Attending short courses
- Studying on longer programmes
- Scheduled formal meetings
- Supervision and support
- Job swaps and Shadowing¹
- Mentoring*²
- Attending events and conferences
- Being a member of a network
- Conversations with colleagues

and list any other below:

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3. Identifying which skills and knowledge you want to develop

In the table below please fill in what you want to learn in order of your priorities; how you think you will do it; are there any particular barriers to you doing it.

I want to learn ...	I will learn it by these methods...	In order to do it I need to....	Comments

Thank you once again for your time!

¹ An opportunity to be someone else for the day, or to follow them through their working day-either someone in a similar role to yours in another setting, or someone doing something completely different

² Regular confidential one-to-one session over a period of time with someone who usually is more experienced in your field of work.