



Grant Training Center

Professional Grant Development Workshop November 10-11, 2021

AGENDA

Day 1- Introduction to Grant Writing and Searching for Grants

- 9:00 a.m.** **Introduction and overview of materials and two-day training**
- 9:30 a.m.** **Searching for Foundation and Federal Grants**
- 10:00 a.m.** **Introduction to Grant Writing – PowerPoint**
- 10:30 a.m.** **Break**
- 10:45 a.m.** **The Writing Process: Letters of Inquiry**
Formulating the problem, question and idea in one page
- 11:15 a.m.** **Writing Exercise: The five Ws, Problem and Question**
- 11:45 a.m.** **Group Exercise**
Discuss your proposal and the previous writing exercise with your group
- 12:15 p.m.** **Summary, Questions and Answers, and Next Steps**

Day 2- Basic Proposal Elements

- 9:00 a.m. Summary of Previous Day's Discussions and Overview of Today's Activities**
- 9:15 a.m. Formulating the Summary Page/Abstract**
- 9:30 a.m. Statement of Need/Significance**
Telling the story in a compelling, convincing, specific and clear manner, and identifying key benefits to the donor's request
- 9:45 a.m. Basic Proposal Elements: Goal, Objectives, & Activities**
- Goal: Addressing the final destination of the proposal
 - Specify how your objectives will be met in specific and measurable terms
 - How to relate each activity to the parent objective
- Writing exercise:** Write your goal, objectives and activities for individual proposals
- 10:15 a.m. Break**
- 10:30 a.m. Basic Proposal Elements: Timelines and Evaluation**
- Demonstrating the timeline for each activity
 - Understand how the project will be measured and the results related to the donor
 - Qualitative and quantitative evaluations and resources to ensure accountability will be addressed
- 10:45 a.m. Basic Proposal Elements: Budget**
Budget formats, including personnel and non-personnel
- 11:15 a.m. Review Proposals**
- 11:45 a.m. Discuss scores and reasons for funding or not funding**
- 12:15 p.m. Summary, Questions and Answers, and Next Steps**

