

Grant Writing Boot Camp™
A Program of the Grant Writing Training Foundation

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OVERVIEW

This comprehensive hands-on boot camp covers everything from learning grants-related terminology to learning how to conduct funding searches to actually writing the critical, high point review sections of a *sure to win* grant application/proposal. *Bring "real" project idea and supporting documentation and complete 95% of your proposal narrative onsite!* Laptops/netbooks welcome (remember to bring your power cords and a power strip)!

COURSE DESCRIPTION

This course covers the essential grant seeking and grant writing strategies and skills required to successfully submit competitive corporate and foundation proposals, and state and federal grant applications for funding consideration. Emphasis is placed on researching and writing.

CONTINUING EDUCATION UNITS

The Grant Writing Training Foundation is an approved training provider for Certified Fund Raising Executives International. Each seven-hour training day carries 7.0 continuing education units. The full two-day training program enables participants to apply for 14.0 units of continuing education.

TOPICS

Finding Government and Foundation Funding Sources
Qualifying the Funding Opportunity and Your Organization
Pros and Cons of Community Partnerships
Considering Grant Writing Teams
Reviewing Grant Writing Formats

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Describing Your Organization
Describing Your Request to the Funder
Developing a Compelling Problem Statement
Writing a Program Design and Planning the Evaluation Process
Demonstrating Sustainability
Planning the Budget
Recommended Attachments
Finishing Touches
Following Up

LEARNING OBJECTIVES

Day 1:

Finding Government and Foundation Funding Sources

- Discuss funding sources for grant narrative information
- Discuss sources identifying best practices

Qualifying the Funding Opportunity and Your Organization

- Discuss pre-planning checklist

Pros and Cons of Community Partnerships

- Discuss the advantages and disadvantages of including community partners in your pre-writing planning process, the writing process, the implementation process, and the evaluation process.

Considering Grant Writing Teams

- Discuss benefits of forming a grant writing team
- Discuss team roles
- Discuss maintaining team momentum

Reviewing Grant Writing Formats

- Discuss a letter of inquiry
- Discuss a letter proposal
- Discuss a concept paper
- Discuss a research project proposal format
- Discuss federal grant application formats
- Analyze grant announcement from government agency

Describing Your Organization

- Complete grant applicant description writing exercise
- Complete partnership exercise
- Discuss what constitutes boilerplate information

Developing a Compelling Problem Statement

- Complete problem statement writing exercise
- Apply research skills to find current, relevant problem statement language.

Describing Your Request to the Funder

- Prepare a purpose statement

Day 2:

Writing a Program Design and Planning the Evaluation Process

- Discuss the difference between a goal and an objective
- Complete global goals and measurable objectives writing exercise
- Complete logic model exercise
- Complete timeline chart
- Analyze the management plan

Demonstrating Sustainability

- List different ways to fund an idea for two or more years
- Discuss how a funder looks at the grant applicant's ability to continue grant-funded activities when grant monies are expended

Planning the Budget

- Complete project budget request worksheet
- Complete project in-kind and cash match worksheet
- Complete merged project budget request form
- Discuss supplementing versus supplanting

Recommended Attachments

- Identify appropriate attachments to support grant request
- Discuss how to organize attachments to facilitate funder's review and determination process

Finishing Touches

- Complete a proposal package checklist
- Discuss how to create aesthetic appeal to a grant reviewer

Following Up

- List the critical organizational and housekeeping steps once a grant request has been mailed to the funder
- Discuss why grant proposals are rejected and how to handle a rejection letter
- Discuss how to retool a grant application for resubmission to other types of funders

PARTICIPANT MATERIALS

BOOKS

Grant Writing For Dummies – Third Edition Reference Book, John Wiley & Sons.

HANDOUTS

Three ring binder with formatting examples and writing exercises.

ABOUT THE FOUNDER AND TRAINER

Dr. Beverly A. Browning has been consulting in the areas of grant writing, contract bid responses, and organizational development for over three decades. Her clients have included chambers of commerce, faith-based organizations, units of local and county municipal governments, state and federal government agencies, school districts and colleges, social and human service agencies, hospitals, fire departments, service associations, and Fortune 500 corporations. Dr. Browning has assisted clients and workshop participants throughout the United States in receiving awards of more than **\$200 million**.



Dr. Browning is the author of over 36 grants-related publications, including *Grant Writing For Dummies™*, *Grant Writing for Educators*, *How to Become a Grant Writing Consultant*, *Faith-Based Grants: Aligning Your Church to Receive Abundance*, and *Perfect Phrases for Writing Grant Proposals*.

She holds degrees in Organizational Development, Public Administration, and Business Administration. Dr. Browning is a grant writing course developer and online facilitator for Ed2Go.com; former faculty member at the U.S. Chamber of Commerce Institute for Organization Management and a current member of the American Association of Grant Professionals.