

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 the Grant Professionals Certification Institute (GPCI) and for Certified Fund Raising Executives International (CFRE). Each seven-hour training day carries 7.0 continuing education units with both GPCI and CFRE. The full two-day training program enables participants to apply for 14.0 units of continuing education. www.grantcredential.org and www.cfre.org.

TOPICS

Finding Funding, Communicating with Potential Funders, Partnerships, and Formats:

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

The Case Statement:

- 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

Wrapping up the Funding Package and Follow-up:

Planning the Budget

Recommended Attachments

Finishing Touches

Following Up

LEARNING OBJECTIVES

Day 1:

FINDING FUNDING, COMMUNICATING WITH POTENTIAL FUNDERS, PARTNERSHIPS, AND FORMATS:

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

Cultivating Donor Relationships

- Discuss all requirements and expectations for donor relationships

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

THE CASE STATEMENT:

Describing Your Organization

- Complete the Grant Applicant Organization's Background and Capability Statement

Developing a Compelling Problem Statement

- Complete problem statement writing exercise
- Discuss the importance of research skills to find current, relevant problem statement language.

Describing Your Request to the Funder

- Prepare a purpose statement

Day 2:

THE CASE STATEMENT (CONTINUED):

Writing a Program Design and Planning the Evaluation Process

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

Demonstrating Sustainability

- Discuss how a funder looks at the grant applicant's ability to continue grant-funded activities when grant monies are expended

WRAPPING UP YOUR FUNDING PACKAGE AND FOLLOW-UP:

Planning the Budget

- Discuss budget line items
- Discuss direct and indirect costs
- Discuss project in-kind and cash match worksheet
- Discuss project budget request worksheet
- Discuss 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

- 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, John Wiley & Sons.

HANDOUTS

Three ring binder with formatting examples and writing exercises.

ABOUT THE FOUNDER AND LEAD TRAINER

Dr. Beverly A. Browning has been consulting in the areas of grant writing, contract bid responses, and organizational development for nearly four 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 **\$350 million**.



Dr. Browning is the author of over 37 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. She is CEO of Bev Browning & Associates (BBA, Inc.); Founder and Director of the Grant Writing Training, and **most recently, the new Vice President for Grants Professional Services at eCivis Inc. (www.ecivis.com)**