



## **Certified Grant Writer® Online Package**

This package includes the following components:

- An annual individual membership in American Grant Writers' Association
- Grant Researching and Proposal Writing Online Course
- In-Person Certified Grant Writer® Review Course and In-Person Certified Grant Writer® Exam in a group setting

The Grant Researching and Proposal Writing Online Course is divided into 4 sections:

- Researching Grant Opportunities
- Program Development and Proposal Writing
- Professional Ethics
- Planning Budgets for Foundation and Federal Grants

Learning is individual and self-paced. Once a student registers, he is assigned an instructor who is a Certified Grant Writer®, with at least 10 years of teaching and Grant Consulting experience. The instructor will email the student the course materials and assignments for the first section. The student may correspond with the instructor by email. Once the assignments are completed for the one section, the next section's materials and assignments are emailed to the student by the instructor.

Students have 9 months to complete the assignments, however most students complete the assignments in 6-8 weeks. A 90-day extension is available for a fee.

The following topics will be covered during the online course:

- Researching foundation, corporate, and government grant opportunities
- Program development using a logic model
- Evaluating NOFAs and RFPs
- Researching statistics to document the Statement of Need
- Planning program evaluations
- Writing the Executive Summary, Letter of Inquiry, Foundation Proposal, and Government Grant Applications
- Professional Standards and Ethics
- Planning budgets for Foundation and Government Grants

Students will need a computer with Word, Excel, and Adobe Reader software as well as an email address.

Prerequisites: A Bachelor's Degree is strongly recommended, but not required. A strong math aptitude is recommended to be successful in Budgeting.

The recommended reading to accompany the course is *The Guide to Proposal Writing, 5<sup>th</sup> Edition*, by Jane Geever. It is available on AGWA's online bookstore for \$44.90, and it is also available at many bookstores and libraries. The recommended writing reference is the *Publication Manual of the American Psychological Association* available from APA.

The Certified Grant Writer® Review Course and Exam are scheduled at the time the student registers.

Students should complete all of the online course assignments prior to attending the Review Course and Exam. If a student needs additional time to complete assignments, he should reschedule the Review and Exam for a later date.

The Review Course is a one-day in-person workshop from 8:30 AM until 5 PM. Students receive a Review Manual, however students should bring their online course materials with them as a reference. Dress is casual.

The Certified Grant Writer® Exam is always taken in person and it is always administered by American Grant Writers' Association. It is offered the day following the Review Course from 8:30 AM until 4:30 PM. The exam is given in 5 sections as follows:

- Section 1: Program Development and Proposal Writing
- Section 2: Researching Grant Opportunities
- Section 3: Professional Ethics
- Section 4: Preparing Budgets
- Section 5: Writing Samples

A grade of 90% is passing in the Professional Ethics section; all other sections require a grade of 80% to pass. Students are notified of their grade 4 weeks after the examination. Students who did not pass a section may repeat the exam one time within the following year. Students who passed all sections receive their Certified Grant Writer® Credential by mail.

Prices per person:

Certified Grant Writer® Online Package	\$ 799.00
90-day extension for Grant Researching and Proposal Writing Online Course	\$ 100.00
Rescheduling Review Course and CGW Exam:	Free if rescheduled 11 or more business days prior \$50 if rescheduled less than 11 business days prior
Certified Grant Writer® Exam in a private setting	\$ 299 plus travel expenses for proctor