



Grant Researching and Proposal Writing Package

This package includes an annual Individual Membership in American Grant Writers' Association and the 4-day *Grant Researching and Proposal Writing Workshop*. The workshop is a hands-on experience where participants develop a program, practice writing sections of a proposal, and review peer's writing samples. Participants receive a Workshop Manual and a Certificate of Completion is awarded to participants who successfully complete all of the workshop assignments.

The following topics will be covered during the 4-day workshop:

- Program Development using a Logic Model
- Nonprofit Readiness Factors to be attractive to grantmakers
- Researching government, corporate and foundation grant opportunities
- Evaluating NOFAs and RFPs
- Researching statistics to document the Statement of Need
- Planning program goals, objectives and outcomes
- Planning program evaluations
- Planning Nonprofit Budgets and Government Program Budgets
- Writing Executive Summaries, Letters of Inquiry, Foundation Proposals, Common Grant Applications and Government Grant Applications
- Professional Standards and Code of Ethics

Each day begins at 8:30 AM and concludes at 5:00 PM with a one hour break for lunch (on your own). Morning and afternoon coffee breaks are provided each day. Participants are encouraged to bring a laptop computer (with a USB port, Word, Excel, and Adobe software) for writing exercises and a handheld calculator for budget exercises. Dress is casual attire.

The recommended reading is "The Guide to Proposal Writing, 5th Edition, by Jane Geever which is available at AGWA's online bookstore for \$44.90 or at many local bookstores or libraries. The writing reference is "APA Manual of Style". Some writers prefer to use the booklet "Concise Rules of APA Style". Both are available from American Psychological Association's website, www.apastyle.org

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