Program Development and Proposal Writing Workshop Package

This package includes the following:
1) an annual Individual Membership in American Grant Writers' Association, and
2) 4-day *Program Development and Proposal Writing Workshop*.

This workshop is appropriate for staff from Non-Profit Organizations, Education Institutions, Native Tribes, Healthcare Organizations, and Government Agencies. Participants receive a 300 page Workshop Manual upon arrival at the workshop, and a Certificate of Completion is awarded to participants who successfully complete all of the workshop assignments.

The workshop is a hands-on experience where participants develop a program, practice writing sections of a proposal, and review peer's writing samples. The emphasis is on program support, program development support, capital support, and operating support. Research grants and construction grants are mentioned, but not discussed in depth.

The following topics will be covered during the 4-day workshop:
- Grantsmanship and the Development/Advancement Office of a Nonprofit
- Nonprofit Organizations – Exempt and Charitable Status
- Standards of Charitable Accountability
- Understanding a Foundation's 990-PF
- Program Development using a Logic Model
- Analyzing Government Notice and Foundation RFPs
- Researching statistics to document the Problem Statement
- Writing program goals, objectives, outcomes, and narrative
- Planning program evaluations
- Writing Letters of Inquiry, Proposals and Applications to Foundations and Corporations
- Writing Government Grant pre-applications and applications
- Planning Nonprofit Budgets and Government Non-Construction Budgets
- 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. Dress is casual.

Participants are encouraged to bring a laptop computer using any operating system (with a USB port as well as Word, Excel, and Adobe software) for writing exercises and a handheld calculator for budget exercises. A printer is provided in the meeting room. We also recommend bringing a sweater or jacket because meeting rooms often feel chilly.

The course includes all of the necessary course materials. We do recommend reading the following book(s) prior to attending to enrich the learning experience:

     The writing reference is "APA Manual of Style". To learn APA Style, we recommend the "APA Style Workbook". Some writers who already know APA like to use the "Concise Rules of APA Style" as a handy reference. All of these books 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 (Algebra I) is required to be successful when preparing the budget.
- If you need to learn any of the following, we recommend you take AGWA's *Intro to Grant Writing* online course ($299) prior to attending this workshop:
    1. Where to find Federal and State Grant Opportunities
    2. Where to find Foundation and Corporate Grant Opportunities and RFPs
       (Note: the answer is not "on the internet" or "by using Google")
    3. Where to find Common Grant Forms and Federal Application Packages
    4. How to prepare a Nonprofit's Annual Organization Budget

Price: $599 per person

Group discounts of $100 per person are available when groups of 3 or more register as a group.

Before making your purchase, please visit our website, www.agwa.us, and read the following:

     Professional Standards and Ethics
     Refunds and Rescheduling Policies
     Debit/Credit Card Purchases

Students with disabilities may request accommodations in writing 2 weeks prior to the workshop.