



UpSurge Fund Development Series: WRITING WINNING GRANT PROPOSALS

COURSE OBJECTIVES

Class Structure: The timing and delivery of components may flex to meet the needs of the class, but all the info will be covered. If you don't understand some of the terms below, that's okay. After two days (14 HOURS) with us you will - because you must! The course includes 12 hours of class room instruction and up to 2 hours of one-on-one coaching! Each member will receive a certificate of completion.

Learning Objectives

Participants will learn how to write and review winning proposals including:

- The essential components of a grant proposal package.
- How to customize a proposal to match a grant maker's interest.
- How to use data and statistics effectively to build your case.
- How to conduct effective grant research.
- The differences between government and foundation proposals.
- How to report on a grant's progress and impact.
- How to develop working relationships with grant makers.
- What to do if your proposal is denied (don't give up!).
- The behind-the-scenes decisions that determine proposal acceptance and denial.
- How to collaborate with multiple grantwriters, teams and organizations.

Participants will also learn how to find and track relevant grant opportunities:

- Where to find foundation grant programs that can help you accomplish your goals.
- Where to find federal and state grant makers that meet your needs.
- Where to find corporate giving programs whose giving goals match your funding needs.
- How to stay on top of your targeted opportunities.
- Understanding grantwriting cycles.

And much, much more . . .

The Course

There are 6 Modules in the Grantwriting Course. Below is a outline of what to expect. Whether you are doing a 2-day workshop or a 3-day workshop please note that while the format may change, the modules will remain the same.

Module 1 Understanding Grant Writing and the Grant Writing Process

- Important Aspects of the field of fund development & grants
- The essential components of a grant proposal package
- How to customize your proposal to match a grant maker's interest
- Understanding types of proposals (government, foundations, corporations)
- Developing your credibility as an applicant
- Reporting progress and impact: How to build your capacity to receive a grant
- The grantwriting process and organizing team workload
- Secrets of grant evaluators: What makes a good grant? And What funders hate!
- Small group work, discussions, worksheets and tools in all modules!

Module 2 Effective Practices in Researching Grantors

- The importance of the grant writing schedule
- Necessary licensing, and forms before you start writing
- On-line tools and methods to locate and track relevant grant opportunities from Federal, State, and local government sources, private foundations and corporate giving programs and cycles.
- The Information meeting
- Best Practices in documenting your research
- Proactive strategies: Secrets to being agile; programs/projects; & partners

Module 3 Writing the Proposal P1

- Winning proposal examples and practice.
- Dissecting the RFP, RFQ, letters of interest (LOI); researching enabling legislation; understanding the "spirit and intent" of the grant program; technical assistance contacts and the need for open and honest communication.
- Grant determination process: How to determine if you should pursue the grant
- **The Six No's** and what funders hate to see in grantwriting applications.
- Grant administration: The importance in forming collaborative teams
- Case Statements: Research, measure, and objectively articulate the community need to be addressed with the proposed grant.
- Measuring impacts and logic models.

Module 4 Writing the Proposal P2

- Present and justify your method for addressing the need; why you've chosen this method over other possible methods; overcoming the inherently subjective nature of methods.
- Developing your plan for grant evaluation, both subjective and objective; integrating your plan with the grant maker's required evaluation and reporting system.
- Incorporating qualitative and quantitative data.

Module 5 Writing the Proposal P3

- Financials: Developing a budget and analyzing cash flow; indirect and admin cost caps; determine if you can afford to get this grant before submitting an application; collaborating with your fiscal affairs, grants managers, and leadership.
- Stories: How to effectively use stories
- Data: How to effectively position data

Module 6 Putting It All Together: Completing the Grant Package

- Summarizing your request for that impossibly small summary opportunity on the standard federal cover page or, the one/two page foundation request.
- Timelines and Formatting
- Submitting your grant: Critical components
- Followup Strategies

Inquire about other related courses:

Measurement and Evaluation: Funders require that grant recipients have data collection and measurement systems in place to document the progress of their program. Often they will require that you hire outside evaluators in order to win the award. In this course you will learn how to set up an evaluation system for your program, and how to work effectively with independent evaluators. How will you know if your program is working? How will your funder know? How can you get independent evaluators to work on behalf of your program? This course will teach you the best practices and methods for developing your internal systems; preparing your program managers, directors and assistants to collect relevant program data; conduct analysis; document change in participants; and satisfy funder requirements that will keep you funded! 4 Hours

Collaboration: Learn how forming relevant collaborative partnerships can make you grant ready-faster! You will learn the secrets of forming nimble community relationships and partnerships around your chosen program or project. Then we will show you how to leverage the good work of other community partners to increase your grant funds. Learn how to develop contracts; and reporting processes to hold your partners accountable! Learn how to avoid disputes, resolve conflicts and barriers. 3 hours

Other Services through UpSurge Business Solutions:

- **Business Plans**
- **Marketing Plans**
- **Proposal Writing**
- **Grant Writing**
- **Trainings and Seminars for professionals**
- **Consulting**

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