

Third Sector Associates

Assisting nonprofits and their communities to succeed.

- grantwriting
- public participation
- training & facilitation

Demystifying Grantwriting Sample Training Agenda

Participants will learn the nuts and bolts of funding research, project development, and proposal writing. This overview will help you to organize your thoughts and materials to approach grant research and writing in an organized (and successful!) way.

Welcome & Introductions

1. Overview of Grantwriting – The Difference between Grantwriting & Fundraising

- 1.1: Five Steps in the Proposal Writing Process
- 1.2: Typical Proposal Outline

2. Project Development

- 2.1: Organizational Summary
- 2.2: Organizational Summary Exercise –Your Organization
- 2.3: Problem Statement & Sample
- 2.4: Problem Statement Exercise –Your Organization
- 2.5: Project Description: Goals, Objectives, & Methods
- 2.6: Project Description Exercise – Your Organization

3. Preparing a Budget

- 3.1: Steps in the Budgeting Process
- 3.2: Suggestions for Developing a Proposal Budget

4. Locate and Assess Funding Sources

- 4.1: Foundation Center Cooperating Collections
- 4.2: Web Resources for Raising Funds
- 4.3: Sample Prospect Worksheet

5. Write the Proposal

6. Tips, Tricks, and Additional Resources

- 6.1: The Ten Most Common Reasons Grants are Declined
- 6.2: Grant Proposal Attachments