Fundraising from Foundations and Grant Management

IN-PERSON TWO-DAY COURSE AGENDA

Course Objectives

You’ll learn how to manage the complete grant lifecycle, including:

- Prepare for successful proposal creation
- Create successful project proposals
- Match funders with projects/proposals
- Track and manage grant process and multiple proposals
- Report results internally, externally, to funder
- Track and manage multiple funders, timelines, and proposals

Day 1

8:00-8:30 Registration
8:30 Opening
Course Introduction and Objectives
TFRS Overview
Understanding the Funding Environment Today
Foundations as a Market

10:00 BREAK
10:15 Organizational Readiness
Institutional
Team Readiness
Case for Foundation Support

11:45 LUNCH
1:15 Developing the package
Defining the plan
Planning the work – Logic Model
Budgeting
Timeline and Communication
Evaluation - preparing for success
2:45  BREAK
3:00  Creating the Story
      Building the Proposal
      Preparing the Proposal
      Tips, Suggestion, Recommendations

4:30  Wrap up and Review
5:00  Adjourn

Day 2
8:30am Review and Reflect
      Matching Funders
      Foundation Values Exchange
      Foundation Research

10:00 BREAK
10:15 Finding Funders
      Communicating with Funders
      LOIs
      Meet the Funder
      Proposal Submission
      Mistakes to Avoid

11:45 LUNCH
1:15 Proposal Review Process
      You are the Funder

2:45 BREAK
3:00 Grant Award and Management
      Grant Tracking
      Grant Management
      Financial Management
      Grant Reporting
      Grant Program Management

4:30 Final Reflections, Graduation
5:00 ADJOURN