

## AGENDA

### PROPOSAL WRITING AND GRANT MANAGEMENT

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

- Researching funding priorities of corporations and foundations to match with project/program goals
- Creating successful written and digital proposal packages
- Tracking progress toward project goals
- Stewarding the granting organization in the most meaningful ways
- Reporting the results of the project internally, externally, and back to the funder

8:00-8:30	Registration
8:30	Opening Course Introduction and Objectives TFRS Overview Understanding the Funding Environment Today
10:15	<i>BREAK</i>
10:30	Pre-Award Phase 1 Developing Fundable Projects
12:00	<i>LUNCH</i>
1:15	Pre Award Phase 2 Matching Funding Priorities with Grantmakers
3:00	<i>BREAK</i>
3:15	Pre Award Phase 3 Creating successful proposals Developing the package Defining the plan Creating the story Planning the work Preparing for success Communicating the impact
5:00	Adjourn

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### PROPOSAL WRITING AND GRANT MANAGEMENT Day 2

- 8:30am            Review and Reflect
- Pre Award Phase 4 Submitting the proposal
- 10:00            *BREAK*
- 10:15            Award Phase: Accepting the Funding
- 12:00            *LUNCH*
- 1:15            Post Award Phase: Managing and stewarding the project 3:00
- BREAK*
- 3:15            Action Plan  
                      Develop an individualized checklist/plan to guide project creation,  
                      development, implementation, management, and evaluation, and  
                      feel better prepared for grant solicitation and management.
- Final Reflections
- 4:30            Graduation
- 5:00            *ADJOURN*

