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  BREAK

10:30  Pre-Award Phase 1  Developing Fundable Projects

12:00  LUNCH

1:15  Pre Award Phase 2 Matching Funding Priorities with Grantmakers

3:00  BREAK

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
AGENDA

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

3:15  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