



Grantsmanship Training Program Agenda

The following is a typical agenda for this workshop. Trainers may shift the order and emphasis of some elements in response to the specific needs of participants. All Grantsmanship Center trainers are experts in the field. In addition to being well-versed in the *Grantsmanship Training Program* curriculum, they add their personal signature to the training.

Monday

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| 8:30-9:00 am | Introduction of host organization, trainer and participants. Discussion of the workshop schedule and review of the training notebook. |
| 9:00-10:00 am | Introduction to the concept of grantsmanship, expected outcomes of this training; relationship between grantsmanship, program planning, organizational development and the management of grant-funded programs. |
| 10:00-10:15 am | BREAK |
| 10:15-11:00 am | Basic principles in grant proposal writing; introduction of The Grantsmanship Center's <i>Program Planning and Proposal Writing (PP&PW)</i> approach, the most widely used model in the world; relationship of The Grantsmanship Center format to other models and formats. |
| 11:00-11:15 am | The structure and role of the <i>Summary</i> in a grant proposal. |
| 11:15-11:45 am | The proposal <i>Introduction</i> section and its use in developing organizational credibility; relationship between the <i>Introduction</i> and the rest of the proposal. |
| 11:45-12:45 pm | LUNCH (restaurants recommended by the host organization) |
| 12:45-1:15 pm | Consideration of specific credibility statements for the organizations represented in this workshop. |
| 1:15-2:30 pm | The core of a grant proposal: <i>Problem or Needs Statement, Program Outcomes, Methods</i> . Discussion of these core proposal components and their relationship to components in other models and formats. Discussion focuses on the need to define clear outcomes for grant-based programs. |
| 2:30-2:45 pm | BREAK |
| 2:45-4:30 pm | Participants break into smaller groups. Each group develops the core elements of a real grant proposal. |
| 4:30-5:30 pm | Class review of two of the small-group projects just prepared. |

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Tuesday

- 8:30-10:00 am Class review of the remaining three small-group projects from Monday afternoon
- 10:00-10:15 am BREAK
- 10:15-12:15 pm Completion of *PP&PW*: Program Evaluation, Future Support plans; preparing the Budget; attachments, enclosures and packaging the proposal.
- 12:15-1:30 pm LUNCH
- 1:30-3:30 pm Discussion of foundation and corporate funding; how to use online resources, with special emphasis on the exclusive corporate and foundation databases available to participants at The Grantsmanship Center Alumni website; begin researching appropriate online funding sources for participants' organizations.
- 3:30-3:45 pm BREAK
- 3:45-5:00 pm Continue researching funding sources.
- 5:00-5:30 pm Discussion of how to develop strategies for approaching foundation and corporate grantmaking prospects identified during the previous exercise; how to build a database of potential grantmakers for the participant's own organization.

Wednesday

- 8:30-9:30 am Finish discussion of how to create an organization-specific grant procurement program.
- 9:30-10:15 am Discussion of how to expand program knowledge and proposal writing capability by finding models on the Internet.
- 10:15-10:30 am BREAK
- 10:30-12:15 pm Discussion of government grants: federal, state and local sources.
- 12:15-1:30 pm LUNCH

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- 1:30-2:30 pm Participants conduct online research of government funding sources for their own organizations, focusing on the The Grantsmanship Center Alumni website, which features a continually-updated database of federal grants and quick links to federal and state agency grant announcement web pages.
- 2:30-3:00 pm Instructions for the major project for the week: the production of approximately seven actual grant proposals. Each proposal is prepared by a team of four class participants for one of the organizations represented in the team. Team members work to produce as complete a grant proposal as possible, along with a list of potential private and governmental funding sources for the project. In addition, they identify other organizations doing similar work and locate sources of data and/or statistics to be used in the final proposal.

Participants work on this major project from 3:00 pm Wednesday until at least 5:30 pm but may stay until 8:00 pm. Participants continue working Thursday at 8:30 am until proposals are due at 1:00 pm. Trainer provides active assistance while teams work on this project.

Thursday

- 8:30-1:00 pm Continue work in proposal writing teams.
- 1:00-2:00 pm LUNCH
- 2:00-4:00 pm Panels are assigned to review each proposal package and prepare to lead a discussion before the entire class. Each participant will read and may comment on every proposal, as will the trainer.
- 4:00-5:30 pm Proposals are critiqued by the entire class.

Friday

- 8:30 -10:45 am Finish critiques of the remaining proposals by the entire class.
- 10:45-11:00 am BREAK
- 11:00-12:00 pm Planning for the return to work: making the most of what's been learned.
- 12:00-1:00 pm Review of the extensive free follow-up services provided to alumni, including trainer's review of one completed grant proposal and access to the proprietary funding databases at the The Grantsmanship Center Alumni website.

The training concludes no later than 1:00 pm.