



Southern Tier West

Regional Planning &
Development Board

www.SouthernTierWest.org

nonprofit works

Grant Writing Essentials

Presented by Paul Mastrodonato of Nonprofit Works

Sponsored by Southern Tier West

April 9 and 10, 2019

9 am – 4 pm daily

Center for Regional Excellence, BOCES, Suite #100

4039 Route 219, Salamanca, NY 14779

Southern Tier West has partnered with Nonprofit Works of Saratoga Springs, NY to present a high-quality training for the emerging or intermediate grantseeker. *Grant Writing Essentials* offers a highly-applicable and practical training designed to fit the needs of local government, education, nonprofits, research, healthcare, and more. The training will build strong foundational skills and knowledge in all aspects of the grantseeking process, from designing impactful projects desirable to funders to managing funded projects.

\$215 per person – a value-priced quality training!

Includes all training materials, customizable online templates, professional trainer, morning snacks and lunches

Optional: bring your own table or laptop

Please register as early as possible as class size is limited to offer maximum benefit with the trainer!

Registration and payment are requested by April 1, 2019

Online: www.SouthernTierWest.org

Phone: Kimberly LaMendola, 716-945-5301 x2211

Email: klamendola@southerntierwest.org

Daily schedule

8:30 am – 9:00 am: Registration, morning refreshments, networking

9:00 am – Noon: Training

Noon – 1:00 pm – lunch provided

1:00 pm – 4:00 pm Training

Workshop Overview: This popular two-day course is intended to demystify the grants process for emerging and intermediate grant writers, and is an excellent way for administrators, program directors and staff, board members, and volunteers to gain a general understanding of the elements required for successful grants writing. Equal attention is given to the needs and interests of your organization, as well as the interests and requirements of grantmakers. Participants receive access to online templates and materials that they may customize for their organization, and a certificate of completion is provided.

Workshop Topics and Objectives

Grants overview – the big picture, how they work

- Participants will learn the major steps and recommended order of operations in building an effective and ongoing grant writing program and tips for discussing these steps within your agency so that those who should be involved understand the requirements for success

Planning programs and budgets prior to pursuing and writing grants

- Through discussion, handouts, and exercises, including an introduction to logic models and sample logic models, participants will learn:
 - The basics of planning programs and projects for which their organizations will seek grant funding, including outcomes, targets/objectives, methods, inputs, and evaluation plans
 - How to develop operating budgets for programs and projects, format them for grant proposals, and use them to determine funding needs and the amounts and uses of grant requests
 - How to provide grant makers with revenue projections from multiple funding sources

Researching and identifying grant opportunities

- Through a combination of discussion, handouts, and an online presentation, participants will learn:
 - The importance of inventorying past grants received and declined
 - Resources for researching and selecting appropriate grants and funding opportunities, including foundations, corporations, and government grants (local, state, federal)
 - Tools for creating and maintaining a grant writing plan and calendar

Approaching and developing relationships with grantmakers before applying

- Through a combination of discussion, handouts, and exercises, participants will learn how to:
 - Approach grantmakers before applying so as to introduce their organization, seek a “fit” or “match” with the funder’s interests, request guidance, and (in some cases) request permission to apply
 - Tips for contacting and inquiring with grantmakers by phone, e-mail, or letter, and appropriate information to include (e.g., brochure, annual report, news articles, references)
 - Invite funders to visit their organization or ask to visit a grantmaker

Preparing information and materials typically required in grant applications

- Through a combination of discussion, handouts, and exercises, participants will learn how to:
 - Prepare standard materials typically requested by grantmakers, including common proposal narrative sections (e.g. mission, need statement, population, outcomes, methods, timeline, collaborators, past results and accomplishments, etc.) and attachments
 - Tips for preparing proposal information offline so as to submit online

Tracking and following-up grant applications

- Through a combination of discussion and handouts, participants will learn:
 - How to follow-up grant proposals after they are submitted to make sure they are received, offer to provide grantmakers with additional information and answer questions, invite them to visit one’s site, and learn about a timeline for making a decision
 - Steps to take if one’s proposal is approved and funded
 - Steps to take if one’s proposal is not approved

Trends in grants, including New York State

- Through a combination of discussion and handouts, participants will learn about:
 - Trends among foundation, corporate and government (local, state, federal) grantmakers, including areas of growth and shrinkage, allowable uses of grants, required collaboration, requesting grants for operating support
 - Suggestions from fellow participants about grant writing successes and “obstacles” with various grant sources

In addition, participants will receive access to online templates and materials they may customize for their organizations.