

Report on January 2014 Grant Writing Workshop

Grant Writing USA offers grant writing workshops around the country for city, county, state and nonprofits. The workshops provide:

- ✓ Specialized training on how and where to find grants
- ✓ The essential components of a grant proposal package
- ✓ How to customize a proposal to match a grant maker's interest
- ✓ How to develop working relationships with grant makers
- ✓ Networking opportunities to interface with other organizations and grant writers throughout Washington State.

The 2014 Class is scheduled for:

January 23, & 24 2014
Tacoma Fire Department

2124 Marshall Ave.
Tacoma, WA 98421
Reservations 800-814-8191

Estimated attendance Cost per attendee:

Workshop Registration: \$ 425.00
Accommodations: \$ 197.00
Meals: \$ 100.00
Mileage: \$ 210.00
Total: \$ 932

Suggested Motion:

"I move to approve reimbursement of reasonable and actual expenses for attendance of the Grant Writing USA 2014 Grant Wiring Workshop for Jack McCarty."

Tacoma, Washington



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January 23-24, 2014 Grant Writing Class

Hosted by Tacoma Fire Department
2124 Marshall Avenue
Tacoma, Washington 98421

Ready to enroll?

Register Here!

Welcome! If you're ready to learn how to find and write grants you've come to the right place. Beginning and experienced grant writers from city, county and state agencies as well as nonprofits, K-12, colleges and universities are encouraged to attend. You *do not* need to work in the same profession as the host agency.



Itinerary and Location: This workshop is January 23-24, 2014, 9-4 both days with lunch on your own from noon to 1:20. View a map of the [workshop location](#), [learning objectives](#), or a sample [email confirmation](#) like the one you'll receive immediately after you register.

Tuition: Tuition is \$425 per person and includes everything - workbook, the 300+MB resource CD, two days of terrific instruction and lifetime, free access to our exclusive [Alumni Forums](#).

CEU Credits: Various CEUs and university credit are available for this class. For complete details click [here](#).

This is a ...

✓ **grant writing class**
grant management class

what's the difference?

Payment Policy: Payment by credit card at the time of enrollment is preferred, however, you may pay later by check. Our registration system will auto-generate a personalized invoice/receipt for you immediately after you enroll. If you choose to pay by check, it is your responsibility to print the online invoice and guide it through your purchasing channels. We do not mail invoices. Payment by check or card is required by the workshop date unless other arrangements are made.

Purchase Orders: If you work for a government agency and want to pay by purchase order, when you register online choose the "pay by check" option. The web site will auto-generate a printable invoice. Print the invoice, give it and your purchase order to your purchasing department and they'll send the check. That's it!

Cancel Policy: Withdrawals are allowed up to one week prior to the workshop. Tuition refunds - less a \$30 admin charge - are made by check and mailed within 5 working days of receiving your cancellation. If you cancel within one week of the workshop or if you're registered for a workshop and fail to show up, you are obliged to submit your tuition in full and are then prepaid for and welcome to attend

any future workshop we offer within one year of the workshop you cancelled.

Late Registrants: If you register within 10 days of the class, you may cancel your registration up to 5 days after by notifying us via email at cs@grantwritingusa.com. Your tuition refund will be made by check and mailed within 5 working days of receiving your cancellation notice or will be refunded to your credit card.

Questions? [Email](#) or call The Client Services Team at Grant Writing USA, at 800.814.8191.

Ready to enroll? Great - it's easy!

Register Here!

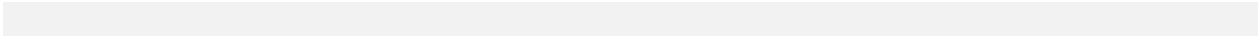
Traveling and need lodging? These hotels are near the training location. Click the hotel's name to visit their website.

Courtyard Tacoma Downtown

1515 Commerce Street
Tacoma, Washington 98402
253.591.9100
4.1 miles from training location

La Quinta Inn & Suites Tacoma Seattle

1425 East 27th Street
Tacoma, Washington 98421
253.383.0146
2.0 miles from training location





How and where to find grants:

- Where's the money? Finding federal and state government grant makers.
- Where's the money? Finding foundation grant programs.
- Where's the money? Finding corporate giving programs.
- Where's the money? Tracking grant opportunities so you don't miss application deadlines.

How to write winning grants:

- The essential components of a grant proposal package.
- How to customize a proposal to match a grant maker's interest.
- How to initially approach a funder.
- The differences between government and foundation proposals.
- How to report on a grant's progress and impact.
- How to develop working relationships with grant makers.
- What to do if your proposal is denied (don't give up!).
- The behind-the-scenes decisions that determine proposal acceptance and denial.

And much, much more . . .

The Agenda

Day One | 9:00 AM - 4:00 PM

- Understanding the critical difference between organizational needs and the needs of the community.
- Developing your credibility as an applicant.
- Research, measure, and objectively articulate the community need to be addressed with the proposed grant.
- Lunch on your own noon - 1:20 PM.
- Measuring impacts; define success now.
- Present and justify your method for addressing the need; why you've chosen this method over other possible methods; overcoming the inherently subjective nature of methods.

Day Two | 9:00 AM - 4:00 PM

- Developing your plan for grant evaluation, both subjective and objective; integrating your plan with the grant maker's required evaluation and reporting system.
- Developing a budget and analyzing cash flow; indirect and admin cost caps; determine if you can afford to get this grant before submitting an application; collaborating with your fiscal affairs, grants managers, and

- leadership.
- Lunch on your own noon - 1:20 PM.
 - Budgets continued.
 - Summarizing your request for that impossibly small summary opportunity on the standard federal cover page or, the one/two page foundation request.
 - Locate and track relevant grant opportunities from Federal, State and local government sources, private foundations and corporate giving programs.
 - Allocate and forecast proposal team work load before the RFP is released.
 - Dissecting the RFP; researching enabling legislation; understanding the "spirit and intent" of the grant program; technical assistance contacts and the need for open and honest communication.

Note: The timing and delivery of components may flex to meet the needs of the class, but all the info will be covered. If you don't understand some of the terms above, that's okay. After two days with us you will - because you must!