

GET THAT GRANT: GRANTWRITING FROM CONCEPTION TO COMPLETION

**Monday through Thursday
April 27 - 30, 2015
in Cheyenne, Wyoming**

A COMMUNITY SYSTEMS *Workshop*



Presented by
COMMUNITY SYSTEMS
Bozeman, Montana

Sponsored by
WYOMING RURAL DEVELOPMENT COUNCIL
Cheyenne, Wyoming

This internationally acclaimed training program is designed for those who want to develop effective grant proposals, find new funders, and successfully manage the grantseeking process. Workshop participants receive extensive individual assistance and follow-up critiques of their grant proposals.

GET THAT GRANT: GRANTWRITING FROM CONCEPTION TO COMPLETION

Developing successful grant proposals requires a range of technical, organizational, and interpersonal skills. This comprehensive training program builds strategies and specialized skills for successful grantseeking and addresses such crucial areas as:

- Developing and assessing proposal ideas
- Generating support for grant applications
- Designing fundable projects
- Developing a complete grant proposal
- Critiquing, editing, packaging, and submitting the grant proposal
- Negotiating with funders and surviving the grant proposal review process

Workshop participants learn how to conduct productive funding searches and communicate effectively with funders:

- Developing a grant funding strategy
- Identifying opportunities and trends in the grant funding environment
- Identifying government, foundation, corporate, and other grant funding sources
- Organizing and conducting a formal funding search using key reference tools
- Querying targeted grant funders in writing, by telephone, and in person
- Improving credibility as a grant applicant

Careful attention is devoted to the technical demands of grant proposal development and to technical components of grant proposals that are closely reviewed by funders:

- Conducting a needs assessment and creating the proposal's statement of need
- Formulating project goals and objectives
- Designing quality projects and developing project methods, activities, and tasks
- Developing project evaluation strategies and an evaluation design for the proposal
- Planning for dissemination/utilization of project results to enhance project benefits
- Developing a staffing plan for the project
- Creating a detailed work plan or timetable for project implementation
- Developing effective grant proposal budgets
- Describing qualifications of the project staff and capacity of the applicant organization
- Demonstrating the linkage between needs, goals and objectives, project design, staffing, scheduling, evaluation, and the project budget

Workshop participants learn the format of a complete fundable grant proposal. They learn how to tailor grant proposal formats to meet the requirements of different funders, and they learn strategies to improve the match between grantseeker needs and funder priorities. They review criteria that funders use in evaluating grant proposals. During this session participants **develop an individual grant proposal** and **conduct a funding search** using reference materials and tools supplied at the workshop.

Workshop participants learn to **avoid common pitfalls in grantseeking**. They learn how to **develop the grants capacity and grants infrastructure** of their organizations/communities. They learn powerful techniques for **planning and organizing the grantseeking effort** and successfully managing all steps in the grantseeking process.

GET THAT GRANT: GRANTWRITING FROM CONCEPTION TO COMPLETION includes invaluable grantwriting resources and a **comprehensive 482+ page training/resource manual** containing detailed grant proposal writing guidelines and a written review of major references and resources for grantseekers. Participants receive **extensive individual consultation** during the workshop, and a **critique of individual grant proposals** is provided by the workshop leaders following completion of the training program.

Workshop participants receive a **Certificate** upon completion of this comprehensive grantwriting training program.

**This is a hard working, hands-on, how-to-do-it workshop, so bring
your grant proposals or ideas for future grants!**

ABOUT COMMUNITY SYSTEMS: COMMUNITY SYSTEMS of BOZEMAN, MONTANA, provides applied research, consultation, technical assistance, board and organization development, planning, evaluation, and advanced training services for local, state/provincial, tribal/first nations, and federal government programs, nonprofit organizations and their governing boards, regional and national associations, volunteer and grassroots groups, coalitions and community partnerships, government/foundation/corporate funders, and other public/private/independent sector systems throughout North America. COMMUNITY SYSTEMS presents internationally-acclaimed advanced training programs, conferences, and seminars on grantwriting and grants management as well as on needs assessment, long-range strategic planning, board governance, organization development, network and coalition building, project planning, program evaluation, executive development, and other leadership topics. COMMUNITY SYSTEMS services are highly valued for their quality and effectiveness, and the organization's publications and surveys are invaluable resources for developing skills and promoting change.

COMMUNITY SYSTEMS services for grant funders and grantseekers are offered by highly skilled researchers, community and organizational consultants, and master trainers with extensive and successful experience as project developers, grantwriters, grant reviewers, consultants to funders and grant-funded programs, and trainers in the grantseeking and grants management process. COMMUNITY SYSTEMS developed the noted advanced training program **Grants Management: Planning, Implementing, Monitoring, and Evaluating Grant-Funded Programs** which serves as a companion program to its comprehensive grantwriting workshop.

BARBARA C. BADER, PH.D., founder and Executive Director of COMMUNITY SYSTEMS, presents this comprehensive training program, with STEVEN CARR, M.S.W., Associate Director of COMMUNITY SYSTEMS. Noted researchers, community and organizational consultants, and senior trainers as well as accomplished speakers and writers, Dr. Bader and Mr. Carr have worked with thousands of community leaders in workshops, conferences, and seminars designed to enhance board and organizational effectiveness, develop leadership capacity, improve planning skills, mobilize and manage resources, and address community needs. For further information on the content of this special training program contact COMMUNITY SYSTEMS at Post Office Box 516, Bozeman, Montana 59771-0516 — Telephone (406) 587-8970.

REGISTRATION INFORMATION

DATES AND TIMES

Monday through Thursday
April 27-30, 2015
8:00 A.M. to 5:00 P.M.

WORKSHOP LOCATION

Holiday Inn
204 West Fox Farm Road
Cheyenne, Wyoming 82007

● **Cost of Workshop** **\$950**

Includes four full days of instruction (plus evening consultations), a comprehensive training/resource manual, luncheon plus refreshment breaks each workshop day, and a follow-up critique of your grant proposal.

Contact Kim Porter at Wyoming Rural Development Council for information on potential scholarship support.

● For registration information or to register for this workshop contact the Workshop Sponsor:

Wyoming Rural Development Council
214 West 15th Street
Cheyenne, Wyoming 82002
Telephone: (307) 777-5812
E-Mail: kim.porter@wyo.gov

● Make your check payable to Wyoming Rural Development Council and mail your registration form with payment to the above address.

● **WORKSHOP REGISTRATION DEADLINE:** **APRIL 3, 2015**

Cancellation policy: Cancellation requests must be made in writing. Full refunds will be granted for cancellation requests received by April 3, 2015. After April 3, 2015, a \$100 cancellation fee will be charged, and there will be no refund on cancellations within five working days prior to the workshop (although you are welcome to send someone to substitute for you in this workshop).

Workshop enrollment is limited, so you are encouraged to register as early as possible. Preregistration and prepayment of fees are required.

While you may begin the registration process by mail, telephone, or e-mail, registrations are not official and not confirmed until payment is received.

Workshop participants are responsible for their own travel costs and other expenses related to attending this training program.

GET THAT GRANT: GRANTWRITING FROM CONCEPTION TO COMPLETION

Workshop Dates: April 27-30, 2015

Workshop Location: Cheyenne, Wyoming

Name: _____

Organization: _____

Address: _____

City: _____ State/Province: _____

Zip/Postal Code: _____ Telephone: _____

E-Mail: _____

Wyoming Rural Development Council
214 West 15th Street
Cheyenne, Wyoming 82002

PRESORTED
STANDARD
US POSTAGE
PAID
CHEYENNE WY
PERMIT NO. 7

**PLEASE POST OR CIRCULATE THIS
GRANTWRITING WORKSHOP ANNOUNCEMENT**

Lodging:

A block of overnight hotel rooms has been reserved for workshop participants at **special reduced conference rates**. Please contact the workshop hotel directly to reserve your lodging:

Holiday Inn
204 West Fox Farm Road
Cheyenne, Wyoming 82007
Telephone: (307) 638-4466
or Toll Free (800) HOLIDAY

Special Rates: Standard Room \$83.00; Queen Room \$129.00; King Suite \$139.00 (plus tax).

To be assured a room at special conference rates inform the hotel that you are registered with the Wyoming Rural Development Council **COMMUNITY SYSTEMS grantwriting workshop**, request the grantwriting workshop special rate, and reserve your lodging by the **hotel registration deadline of April 12, 2015**.

**GET THAT GRANT:
GRANTWRITING FROM
CONCEPTION TO COMPLETION**
Increase your success in grantseeking...
in this outstanding workshop you develop the tools
and learn the techniques for writing effective grant
proposals, finding new funders, and successfully
managing the grantseeking process!

TRAINING SCHEDULE: COMMUNITY SYSTEMS grantwriting, grants management, needs assessment, board development, planning, evaluation, and other advanced training programs are offered in communities throughout North America. If you are unable to attend our workshop at this time, contact COMMUNITY SYSTEMS for a current schedule of our training programs. **ON-SITE AND SPONSORED WORKSHOPS:** Please contact COMMUNITY SYSTEMS to schedule special on-site training programs for your organization or to sponsor COMMUNITY SYSTEMS workshops in your community. **TRAINING MATERIALS:** Please contact COMMUNITY SYSTEMS for information on its available training manuals and other publications.