**Grantwriting Basics**

**8:30 AM-5:00 PM**

**Objectives**

By the end of the day, participants will:

1. Be able to proactively prepare to respond to a Request for Proposal (RFP)
2. Be able to frame an appropriate problem statement
3. Understand the information and details needed in a work plan
4. Be able to create an evaluation plan for a program
5. Understand key budgeting elements and constraints
6. Understand the requirements, attachments, and moving parts of this process
7. Know where to look for grant funding

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| **Time** | **Focus** | **Materials** |
| 8:30-8:45 AM  15 min | Welcome, introductions, and overview of the day  Big questions from participants | Agendas in Drive |
| 8:45-9:00 AM  15 min | Grants overview and process   * What is the big picture? * Is this the right application? |  |
| 9:00-9:45 AM  45 min | Reading applications   * Asking the right questions   + Eligibility   + Program goals   + Feasibility of resources and time   + Fit * Setting up the writing frame * Using the evaluation rubric | Sample calendar in Drive  Question list |
| 9:50-10:10  AM  20 min | Determining eligibility and leveraging partnerships  What makes it a good fit and why? Big picture: how can you connect with other organizations? | Application examples |
| 10:10-10:30 AM  20 min | Creating a timeline | Sample timeline in Drive |
| 10:30-10:45 AM  15 min | Break |  |
| 10:45-11:15 AM  30 min | Review checklist, formatting, and technical review | Sample checklist in Drive, application |
| 11:15 AM-12:00 PM  45 min | Knowing what you want and finding the right grant  Federal vs private  Setting up a grant calendar | Websites and sample searches  Sample calendar  Will everyone has access to a computer? |
| 12:00- 12:45 PM | Lunch |  |
| 12:45 PM | Major elements of a grant application (for the toolbox)  Answering the right question  Determining points and value of information | Grant workbook in Drive |
| 12:45-1:30 PM  45 min | Problem statement | Grant workbook in Drive |
| 1:30-2:30 PM  60 min | Work plan (including objectives, methods, staffing, timeline) | Grant workbook in Drive |
| 2:30-2:45 PM | Break |  |
| 2:45-3:13 PM  40 min | Monitoring  Implementation  Effectiveness | Grant workbook in Drive |
| 3:15-4:15 PM  30 min | Budget | Grant workbook in Drive, sample budget form to fill in |
| 4:15-4:45  30 min | Logic models |  |
| 4:45-5:00 | Next steps for funding development  Closing |  |

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