**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 AM15 min | Welcome, introductions, and overview of the dayBig questions from participants | Agendas in Drive |
| 8:45-9:00 AM15 min | Grants overview and process* What is the big picture?
* Is this the right application?
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| 9:00-9:45 AM45 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 DriveQuestion list |
| 9:50-10:10AM20 min | Determining eligibility and leveraging partnershipsWhat makes it a good fit and why? Big picture: how can you connect with other organizations? | Application examples |
| 10:10-10:30 AM20 min |  Creating a timeline | Sample timeline in Drive |
| 10:30-10:45 AM15 min | Break |  |
| 10:45-11:15 AM30 min | Review checklist, formatting, and technical review | Sample checklist in Drive, application |
| 11:15 AM-12:00 PM45 min | Knowing what you want and finding the right grantFederal vs privateSetting up a grant calendar | Websites and sample searchesSample calendarWill 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 PM45 min |  Problem statement | Grant workbook in Drive |
| 1:30-2:30 PM60 min | Work plan (including objectives, methods, staffing, timeline) | Grant workbook in Drive |
| 2:30-2:45 PM | Break |  |
| 2:45-3:13 PM40 min | Monitoring Implementation Effectiveness | Grant workbook in Drive |
| 3:15-4:15 PM30 min |  Budget | Grant workbook in Drive, sample budget form to fill in |
| 4:15-4:4530 min | Logic models |  |
| 4:45-5:00 | Next steps for funding developmentClosing |  |

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