



August 27-28, 2015 Grant Writing Class

Hosted by Hawai'i County - Department of Research and Development
at the Hawai'i County Office of Aging's, Aging and Disability Resource Center Conference Room
1055 Kino'ole Street
Hilo, Hawaii 96720

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 August 27-28, 2015, 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 \$455 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](#).

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. 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!



Frequently Asked Questions

How much do your workshops cost and what do I get for my money?

The grant writing class tuition is \$455 and includes everything: two days of terrific instruction, work book and accompanying 420+MB CD. The CD contains reference books, useful tools, links to funders and 220+ sample grant applications. Graduates often comment that the CD alone is worth the cost of admission. It is included at no additional cost.

What information do you cover?

The grant writing class covers how to write grant proposals start to finish and how to locate and track relevant grant opportunities. Federal, state, local and non-governmental, private sector grants are covered. You'll learn everything you need to know to get started writing grants. Beginning and experienced grant writers from city, county and state agencies as well as nonprofits, K-12, colleges and universities are encouraged to attend.

Learning Objectives:

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...

Are the classes for beginning or experienced participants?

Both. Historically, about 65% of those who attend our workshops are first timers. Beginners learn what they need to be successful. Experienced attendees gain new insights, sharpen skills, affirm their knowledge and value, and leave with a sense of renewed confidence in their abilities and mission.

How and when can I pay my tuition?

Payment by check or card is required by the workshop date unless other arrangements are made in advance. That said, if you work for a government agency and choose to pay by check and you know it won't



arrive by the workshop date, no problem, that's not unusual. All we ask is that you do your best to move things along on your end before and after the class. Payment at the time of online registration is requested but not required.

Who should attend?

Our workshops are for government and nonprofit professionals. Staff, administrators, grant managers and makers, consultants and board members are welcome. For-profit businesses seeking grants to fund workforce development and training or, research and development for the advancement of technology, medicine and/or national security are welcome, as are individual grant seekers such as artists, filmmakers and researchers. Faith-based organizations are encouraged to attend.

Our workshops are **not** suitable for for-profit businesses seeking start-up capital or any other infommercial-alleged sources of "free money." If you're looking for college tuition grants, you don't need us, you need a college finance counselor. If you're not sure if we're for you, please ask. We'll respond with a straight answer.

What about special services for the handicapped?

We make every reasonable effort to accommodate special needs. For our hard of hearing and deaf friends, give us a 60-day notice in advance of your workshop and we'll do our best to provide a translator, cart writer or other adaptive device of your choice. If you're visually impaired, our printed materials are available in large letter format. Please give us at least three weeks advance notice so we can include your book in our materials shipment to the workshop location. If you use a wheelchair or for any other reason would like a special seating location, let us know any time before your class and we'll have our instructor reserve your desired place in the classroom.

Do I have to register in advance?

Yes. Please register online. It takes less than five minutes.

Do I have to buy anything else to be a successful grant writer or grant manager?

No, although having web access at your place of work is necessary as nearly every part of the grants process is in some way dependent on the web.

What's the itinerary?

Grant writing class: both days, 9 a.m. sharp to not later than 4 p.m. with lunch on your own from noon 'til 1:20 P.M. Dress casual and comfortable.



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 information 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!