Day 1 - The Writing Process

8:30 a.m. Introduction
9:15 a.m. Overview of materials and two-day training
9:30 a.m. Introduction to the Grant Writing Process
10:30 a.m. Break
10:45 a.m. Motives and Preparation
12:00 p.m. LUNCH
1:00 p.m. Problem or Question, Strategic Plan, Initial Idea
1:30 p.m. Assess Capability
2:30 p.m. Break
2:45 p.m. Assess Need for the Idea
3:15 p.m. Select Funding Source and Understanding the Funding Opportunity Announcement (FOA)
4:15 p.m. Summary, Questions and Answers, and Next Steps
Day 2- Basic Proposal Elements

8:30 a.m.      Summary of Previous Day’s Discussions and Interactive Exercise of previous day’s homework

9:30 a.m.      Plan Proposal

10:15 a.m.     Break

11:30 a.m.     Speak with Donor or Program Officer

12:00 p.m.     LUNCH

1:00 p.m.      Write the Proposal (Introduction, Project Concept, Goals, Objectives, Activities, Evaluation, Personnel, and Sustainability)

2:30 p.m.      Break

2:45 p.m.      Budget

3:30 p.m.      Grantsmanship

4:00 p.m.      Summary, Questions and Answers, and Next Step