

Texas Leadership Institute

Presents

DAY ONE: COURSE 1316 – BASIC GRANT WRITING (6 hrs)

8:30 – 9:00am	Arrival and Registration
9:00 – 10:00am	Session A: What Makes a Successful Grant Seeker <ul style="list-style-type: none">• The Basics• What is Grant Writing• What it Can Do for You
10:00 – 10:30am	Session B: Five Principal Types of Proposals <ul style="list-style-type: none">• Developing Your Ideas• Developing the Project• Time Lines• Who Will Accomplish What
10:30 – 10:45am	Break
10:45 – 12:00pm	Session C: Five-Fold Function of the Proposal <ul style="list-style-type: none">• Where to Look• How to Develop Partners• What is Required
12:00 – 1:00pm	Lunch
1:00 – 2:00pm	Session D: What is a Proposal <ul style="list-style-type: none">• Developing the Parameters; Realistic Expectations• Measurable Performance Standards
2:00 – 2:30pm	Session E: The Process of Successful Fund Raising <ul style="list-style-type: none">• Time Lines ;Developing Goals; Developing Objectives; Developing Strategies• Developing the Who, What & When
2:30 – 2:45pm	Break
2:45 – 3:45pm	Session F: Proposal Checklists: <ul style="list-style-type: none">• Cover Letter; Proposal Summary; Introduction; Problem Statement
3:45 – 4:15pm	Assign Homework; Questions and Answers

DAY TWO: COURSE 1316–BASIC GRANT WRITING (cont.) (6 hrs)

8:30 – 9:00am	Registration
9:00 – 9:30am	Session A: Review of Day One <ul style="list-style-type: none">• The First and Most Critical Aspect of the Grant Process• To be Successful, a Grant Seeker Must Have an Innovative and Unique Project• Developing Project Ideas
9:30 – 10:45am	Session B: Present Assigned Work
10:45 – 11:00am	Break
11:00 – 12:00pm	Session C: Finish Reports <ul style="list-style-type: none">• A Competitive Partnership; Realistic Expectations of Successful Achievement• Measurable Performance Standards
12:00 – 1:00pm	Lunch
1:00 – 2:00pm	Session D: Discussion <ul style="list-style-type: none">• Methodology; Evaluation; Project Budget; Future Funding
2:00 – 2:30pm	Session E: Introduction to Grant Research
2:30 – 2:45pm	Break
2:45 – 3:45pm	Session F: Explore group request for grant Searches <ul style="list-style-type: none">• Develop Goals; Establish Objectives for the Goals; Determine the Strategies for Each of the Objectives; Agree to the Who, What, When, and How
3:45 – 4:30pm	Session G: Development of project Budgets
4:30 – 4:45pm	Question and Answers

