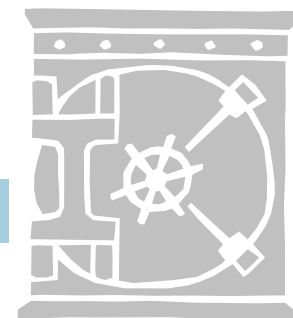


Effective Grant Writing: Keys to Unlocking the Vault

Wednesday, June 11, 2014, at the U.Va. Richmond Center, 8:30 am–3:30 pm

BACK
by Popular Demand



Program Preview

As public resources decline and local government needs grow, grants can provide a welcome infusion of funding for your special program or project—if you can find the money. Taking this class will demystify the grant-writing process and increase your chances of success.

An effective proposal looks professional, is well written, conforms to the grantor's guidelines, and makes a persuasive case for your organization's needs and ability to deliver and evaluate programs. You will learn the key components of a basic grant proposal: 1) background of your organization, 2) needs statement, 3) program objectives, 4) project design, 5) evaluation plan, 6) future funding plans, 7) budget and 8) project timeline.

Attend this seminar, and learn to

- ▼ outline elements required for a successful grant proposal
- ▼ describe importance of research to finding the best funders for your agency's needs, using free and subscription-based services
- ▼ look at sample letters of intent in small groups
- ▼ review actual funding guidelines; examine detailed requirements and documentation for submitting a proposal
- ▼ describe basic components required in most proposals, focusing on program evaluation and outcomes process
- ▼ promote stewardship within your organization to ensure continued investment and engagement by the funder

About the Trainer

Laurie Jarrett Rogers has been an independent grant writer in Richmond for 17 years. Her fund-raising experience includes building annual funds, formulating strategies for capital campaigns, developing case statements, board training, foundation and corporate research, and budget development. Since 1999, Ms. Rogers has taught fund-development at U.Va., VCU, and the Community College Workforce Alliance and has conducted dozens of area workshops. She received VCU's 2008 Instructor of the Year award. Ms. Rogers also served as the Annual Fund Director, Director of Development and Director of the Capital Campaign for a \$30 million effort at The Valentine Museum. Ms. Rogers holds an MA in Public Policy Studies from Duke University.

Who Should Attend

Anyone responsible for locating and acquiring grant funds

Program Details

Date & Time

Wednesday, June 11, 8:30 am–3:30 pm

Location

U.Va. Richmond Center, 804/662-7464
2810 N. Parham Road, Suite 300, Richmond VA 23294

Travel Directions

<http://www.scps.virginia.edu/locations/location-detail/richmond>

Cost

\$100, includes course materials and lunch
Payment or PO# must accompany registration.

Cancellations

A \$20 fee will be charged for cancellations made by June 4. Cancellations after that date and no-shows will be charged the full registration fee.

Online Registration

Please call the Virginia Institute of Government at 804/371-0202 for your account password. Then you can register online at: <http://www.coopercenter.org/customer-portal>

**For more information, please visit
www.VaInstituteofGovernment.org**

Onsite Training

Let us bring the classroom to you. For details contact Billie Easton < bee2u@virginia.edu > 804/371-0202.

Questions?

Contact or Andrew Campbell < atc6n@virginia.edu > or Billie Easton < bee2u@virginia.edu > or call 804/371-0202.

Registration Form

Please submit only one name per registration form.

Effective Grant Writing

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Name _____

Title _____

Locality / Agency _____

Mailing Address _____

City _____

State & Zip _____

Phone _____

Email _____

Please indicate any special dietary or physical needs.

Make checks payable to: **Virginia Institute of Government, U.Va.**

TOTAL \$ _____

check [enclosed will be mailed]

PO # _____

credit card [VISA MasterCard AMEX DiscoverCard]

Account # _____

Exp Date _____

CCV _____

Cardholder's Name _____

Cardholder's Address _____

City / State / Zip _____

Phone _____

Email _____

Fax registration form to 804/371-0234 or mail to

Virginia Institute of Government, U.Va.

11 South 12th Street, Suite 225

Richmond VA 23219

Attn: Andrew Campbell

New Address



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