**Grants  & Resource**

D   e   v   e   l   o   p   m   e   n   t

**Grant Development Training Outline**

Applicants submit a concept paper with fundamental project ideas, evidence of alignment with college priorities, and preliminary investigation into best practices. Concept papers are reviewed to determine which individuals will participate in the 8-week cohort training. Participants agree to attend all training meetings, complete outside work, and write a grant proposal eligible for submission to a funding agency by the end of training. Sessions are weekly for approximately 3 hours each and can accommodate a cohort of up to 15 individuals.

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|  | **Focus** | **Resources** | **Outcomes** |
| **1** | **GRANTS OVERVIEW**   * Developing goals, objectives, activities, measures, and outcomes   **Homework:** *Outline project goal(s), objectives, activities, outcomes* | Electronic Templates  Proposal Examples  Objective development  worksheet  Grant Terms Glossary | Participants recognize basic elements of a proposal.  Participants demonstrate knowledge of creating a measurable objective. |
| **2** | **FINDING FUNDING OPPORTUNITIES**   * Refinement of goals, objectives & activities * Researching grant opportunities * Read & outline a Request for Applications (RFA)   **Homework:**  *Write goal, objectives, activities, outcomes;* *Outline Proposal requirements* | Federal and private  grant websites  RFA examples  Sample RFA instructions  outline | Participants demonstrate ability to outline pertinent elements of an RFA.  Participants demonstrate ability to find funding opportunities online. |
| **3** | **NEEDS STATEMENT**   * Writing Tips * Literature Review/Best Practices – resources * MJC Data   **Homework:**  *Draft Needs Statement* | Government databases  Institutional data  Grant examples | Participants demonstrate ability to illustrate critical data and succinctly analyze its pertinence. |
| **4** | **BUDGET & OUTSIDE COMMITMENTS**   * Budget formats * Budget Narratives * Partnerships & Letters of Commitment   **Homework:** *Draft project budget; Draft Letters* | Budget template  Budget narrative example  Sample letters of  commitment | Participants can identify preliminary budget estimates for project elements.  Participants can identify potential project partners. |
| **5** | **WORK PLAN & EVALUATION PLAN**   * Activity and Timeline models * Measures, methods and outcomes * Logic Models   **Homework:** *Draft work & evaluation plan; Rough draft* | Logic Model Examples  Objectives & measures  worksheet  Sample Work plans | Participants identify various formative and summative evaluation measures.  Participants demonstrate ability to link objectives to measurable outcomes. |
| **6** | **MANAGEMENT PLAN, ABSTRACT & SUBMISSION REQUIREMENTS**   * College/District capacity statement * Submission requirements * Writing the Abstract   **Homework:** *Draft Abstract; 2nd draft; Get 2 readers to review proposal* | College org charts  District grant management  Policies  Abstract samples | Participants demonstrate ability to outline critical project elements for Abstract |
| **7** | **Review/Writing Assistance** |  |  |
| **8** | **Share Final Drafts** |  |  |