



ESSENTIALS OF GRANT WRITING, SEARCH, NAVIGATION AND DEVELOPMENT AGENDA

DAY ONE	
8:30 am – 9:00 am	Registration
9:00 am – 10:30 am	Session 1: Welcome, Introductions, Overview <ul style="list-style-type: none"> • Course Description • Course Objectives • Introductions • Overview
10:30 am – 10:45 am	Break
10:45 am – 12:00 pm	Session 2: Ten Key Items for New Grant Writers <ul style="list-style-type: none"> • Community • Organization • Economics • Rapport
12:00 pm – 1:00 pm	Lunch
1:00 pm – 2:30 pm	Session 3: Community Development & Strategic Planning (Part 1) <ul style="list-style-type: none"> • Community Involvement • Comprehensive Planning • Project Planning
2:30 pm – 2:45 pm	Break
2:45 pm – 4:00 pm	Session 4: Community Development & Strategic Planning (Part 2) <ul style="list-style-type: none"> • Strategic Planning • Grant Application • Project Implementation and Completion
4:00 pm – 4:15 pm	Review



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DAY TWO	
9:00 am – 10:30 am	Session 5: Establishing the Project Team <ul style="list-style-type: none">• Team Size• Leveraging Resources• Funders Perspective
10:30 am – 10:45 am	Break
10:45 am – 12:00 pm	Session 6: Organize, Write and Submit the Proposal <ul style="list-style-type: none">• Basic Components• Writing Techniques and Style• Readability and Effectiveness
12:00 pm – 1:00 pm	Lunch
1:00 pm – 2:30 pm	Session 7: Searching for Government Grant Opportunities <ul style="list-style-type: none">• Grants.gov• Workspace
2:30 pm – 2:45 pm	Break
2:45 pm – 4:00 pm	Session 8: Searching for Other Grant Opportunities <ul style="list-style-type: none">• Foundation Funding• Corporate Funding• Community Funding
4:00 pm – 4:30 pm	Review and Wrap-up

GRANT MANAGEMENT WITH THE NEW UNIFORM GUIDANCE 2 CFR Part 200—THE FUTURE OF GRANT MANAGEMENT AGENDA

DAY THREE	
8:30 am – 9:00 am	Registration
9:00 am – 10:30 am	<p>Welcome, Introductions, Overview</p> <p>Session 1: Introduction</p> <ul style="list-style-type: none"> • Getting started with the new compliance standards (Reference: 4010) • Pre-award requirements (Reference: 4020) • Monitoring and reporting requirements (Reference: 4030)
10:30 am – 10:45 am	Break
10:45 am – 12:00 pm	<p>Session 2</p> <ul style="list-style-type: none"> • Payment Management (Reference: 4040) • Other financial and program management topics (Reference: 4050) • Property management standards (Reference: 4060) • Q & A
12:00 pm – 1:00 pm	Lunch
1:00 pm – 2:30 pm	<p>Session 3: Procurement Standards</p> <ul style="list-style-type: none"> • Procurement standards-Best practices and requirements (Reference: 4070) • Policies and procedures-Examples • Standards of Conduct • Competition • Subcontracting and bidding
2:30 pm – 2:45 pm	Break
2:45 pm – 4:00 pm	<p>Session 4: Closeout</p> <ul style="list-style-type: none"> • Closing out awards (Reference: 4080) • Ongoing responsibilities for Federal award recipients • Priorities for the future
4:00 pm – 4:15 pm	• Wrap up/Q &A

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DAY FOUR	
9:00 am – 10:30 am	Session 5: Direct Cost <ul style="list-style-type: none"> • Direct costs and indirect costs (Reference: 4110, 4120) • New focus, strategies and opportunities • Q & A
10:30 am – 10:45 am	Break
10:45 am – 12:00 pm	Session 6: Workforce Impact <ul style="list-style-type: none"> • Conflicts of Interest Policies/Disclosures • Family Friendly Policies • Performance Management • Certification of Costs • Organizational Dynamics
12:00 pm – 1:00 pm	Lunch
1:00 pm – 2:30 pm	Session 7: Allowable Costs <ul style="list-style-type: none"> • Allowable cost requirements (Reference: 4130) • Examples and references
2:30 pm – 2:45 pm	Break
2:45 pm – 4:00 pm	Session 8: Unallowable Costs <ul style="list-style-type: none"> • Unallowable cost requirements (Reference: 4140) • Q & A
4:00 pm – 4:30 pm	<ul style="list-style-type: none"> • Wrap up/Survey