

*****This course routinely fills early. Please register soonest.**

*****Do you have your copy of the 2008 Grants Handbook yet? Go to www.homelanddefensejournal.com. Complimentary. Hints, tips, comprehensive list of 2008 grants.**

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Homeland Defense Journal Training Workshop ®

Grant Writing Boot Camp

September 11-12, 2008 - Arlington, VA

***There will be a drawing for a \$100 American Express Gift Card at the workshop**

What Previous Attendees Have to Say:

Very essential for Govt. Grant Writers." – Rafi Sela, President – AR Challenges, Inc.

"I came away from this grant writing Boot Camp knowing how to write a grant that has a high probability of getting funded." – Dan Sise, Jr. Director Business Development – Laser Technology, Inc.

"Was the most informative grant writing course I have attended." – Patricia Barry, Administrative Officer – Miami Dade Transit

"This class was wonderful—we came in blind and left viewing the grant process with open eyes and a clear view!" - Brittany Reynolds, BAE Systems Product's Group

About this Workshop:

The comprehensive hands-on boot camp covers everything from learning grants-related terminology to learning how to conduct funding searches to actually writing the critical, high point review sections of a sure to win grant application/proposal. Bring "real" project idea and supporting documentation and complete 95% of your proposal narrative onsite! Laptops are welcome!

Course Description:

This course covers the essential grant seeking and grant writing strategies and skills required to successfully submit competitive corporate and foundation proposals, and state and federal grant applications for funding consideration. Emphasis is placed on researching and writing.

Topics:

- Finding Funding Sources and Best Practices
- Qualifying the Funding Opportunity and Your Organization
- Pros and Cons of Community Partnerships
- Considering Grant Writing Teams
- Reviewing Grant Writing Formats
- Describing Your Organization
- Describing Your Request to the Funder
- Developing a Compelling Problem Statement
- Writing a Program Design and Planning the Evaluation Process
- Demonstrating Sustainability
- Planning the Budget
- Recommended Attachments
- Finishing Touches
- Following Up

Who Should Attend:

- Any nonprofit or for-profit organization that has not -- or has! -- been successful at winning government grants and cooperative agreements
- Regional, state and local public safety and emergency management executives and senior staff
- State and local grants personnel interested in learning about updating grant writing skills
- Academia interested in funding for critical programs and projects
- Novice grant seeker to the seasoned grant writer that wants to increase their rate of funding success

About Your Instructor:

Dr. Beverly A. Browning

Dr. Beverly A. Browning has been a grant writing consultant for units of municipal government, faith-based organizations, school districts, colleges, social and human service agencies, and other nonprofit organizations for two decades. She has assisted clients and trainees throughout the United States in receiving awards of more than \$200 million.

Dr. Browning is the author of over two dozen grants-related publications, including Grant Writing For Dummies™ (2001 and 2005, Wiley.com), Grant Writing for Educators (2004, Solution-Tree.com), How to Become a Grant Writing Consultant (2001 and 2005, BBA, Inc.) Faith-Based Grants: Aligning Your Church to Receive Abundance (2005, BBA, Inc.), and Winning Strategies for Developing Grant Proposals (2006, Thompson.com). Browning's newest book, Perfect Phrases for Grant Proposals, published by McGraw-Hill, can be purchased at www.amazon.com.

Previous Attendees Include:

Alameda-Contra Costa Transit District, Senior Capital Planning Specialist
APCI International, Director, Legislative Affairs
Arizona Department of Liquor, Chief of Investigations
Bismarck Burleigh Public Health, Emergency Preparedness Coordinator
CardSmart Systems, Inc., Government Market Manager
Cicero, Illinois Police Department, Lieutenant
Citizens Corp Council, City of Tucson, Director of Grants
Covenant Special Projects, Director of Intelligence, Analysis & Research
Delaware State Police, Sergeant
EMS, State of Georgia, EMS Training Specialist
Florida Department of Corrections, Bureau Chief, Grants & Development
Great Lakes Inter-Tribal Council, Inc., Michigan Emergency Preparedness Coordinator
Hammond Fire Department, Chief of EMS
Illinois Homeland Security Research, Acting Director
Innovative Technology of America, President
Jefferson County Sheriff's Office, Lieutenant
Kaneland Middle School, Teacher
Lee/Ogle County Regional Office of Education, Educational Consultant
Maine Township, Grant Coordinator
Methodist Medical Center of IL, Coordinator of Grants
NC Division of Emergency Management, Training Specialist
Oklahoma State Department of Health, Director of Accountability Systems
Shelby County Health Department, Public Health Coordinator
Trinity Technology Group, Director of Intelligence Operations
Village of Oak Lawn, IL, Village Manager
Waukegan, IL Police Department, Police Grant Manager
Winnetka Police Department, Police Commander
Wisconsin Department of Transportation, Transportation Planner
Workforce Development, Management Analyst

Agenda:

Day 1 - Funding Sources and Finding Best Practices

Discuss funding sources for grant narrative information
Discuss sources identifying best practices

Qualifying the Funding Opportunity and Your Organization

Discuss pre-planning checklist

Pros and Cons of Community Partnerships

Discuss the advantages and disadvantages of including community partners in your pre-writing planning process, the writing process, the implementation process, and the evaluation process.

Considering Grant Writing Teams

Discuss benefits of forming a grant writing team
Discuss team roles
Discuss maintaining team momentum

Reviewing Grant Writing Formats

Discuss a letter of inquiry
Discuss a letter proposal
Discuss a concept paper
Discuss a research project proposal format
Discuss federal grant application formats
Analyze grant announcement from government agency

Describing Your Organization

Complete grant applicant description writing exercise
Complete partnership exercise
Discuss what constitutes boilerplate information

Describing Your Request to the Funder

Prepare a purpose statement

Developing a Compelling Problem Statement

Complete problem statement writing exercise
Apply research skills to find current, relevant problem statement language.

Day 2 - Writing a Program Design and Planning the Evaluation Process

Discuss the difference between a goal and an objective
Complete global goals and measurable objectives writing exercise
Complete logic model exercise
Complete timeline chart
Analyze the management plan

Demonstrating Sustainability

List different ways to fund an idea for two or more years
Discuss how a funder looks at the grant applicant's ability to continue grant-funded activities when grant monies are expended

Planning the Budget

Complete project budget request worksheet
Complete project in-kind and cash match worksheet
Complete merged project budget request form
Discuss supplementing versus supplanting

Recommended Attachments

Identify appropriate attachments to support grant request
Discuss how to organize attachments to facilitate funder's review and determination process

Finishing Touches

Complete a proposal package checklist
Discuss how to create aesthetic appeal to a grant reviewer

Following Up

List the critical organizational and housekeeping steps once a grant request has been mailed to the funder
Discuss why grant proposals are rejected and how to handle a rejection letter
Discuss how to retool a grant application for resubmission to other types of funders

Registration Charges:

Industry - \$1095 per person
Government - \$995 per person

Registration includes:

Books: Browning, B. (2006). Grant Writing For Dummies CD (Second Edition) Harper Audio or Grant Writing For Dummies – Second Edition Reference Book, John Wiley & Sons. Provision of the CD or book is at the discretion of the Facilitator based on inventory availability.

*Another textbook may be substituted for one of the above based on initial agreement between Dr. Browning and the Boot Camp site host.

Registration Options:

[1] Register on-line at www.marketaccess.org
[2] Phone Customer Service at (703) 807-2758
[3] E-mail Customer Service at customerservice@marketaccess.org
[5] Mail the Registration Form provided below to:
Homeland Defense Journal
4301 Wilson Blvd. #1003, Arlington, VA 22203

Location Information:

Arlington, VA

The workshop will be held in the Homeland Defense Journal Training Center in the Jefferson Plaza Building at 1421 Jefferson Davis Highway (7th floor), Arlington, VA 22202. Public parking at the facility is available for \$10.00 early morning special (before 8:00am) or \$18.00 all day. The Jefferson Plaza Building is just two blocks from the Crystal City Metro Station on the blue and yellow line. Please note: the parking garage is located on Crystal Drive

REGISTRATION FORM

Grant Writing Boot Camp
September 11-12, 2008 - Arlington, VA

Attendee name:

Title:

Company/Agency:

Address:

City, State, and Zip Code:

Telephone Number:

Fax Number:

Attendee E-mail Address:

Training Coordinator E-mail Address:

Phone #:

REGISTRATION CHARGES (CIRCLE ONE):

Industry - \$1,095 per person
Government - \$995 per person

Arlington, VA

Method of Payment:

Company Check (payable to Homeland Defense Journal)? Tax ID: 01-0577059

Credit Card

Government P.O. (please attach)

Type of Credit Card (check one):

Visa MasterCard American Express

Card Number: _____

Exp. Date: _____

Name Printed on Card: _____

Signature (required): _____

Please fax this form, complete with payment information, to
(703) 807-2728 or mail it with your payment to:

Homeland Defense Journal, 4301 Wilson Blvd, Suite 1003, Arlington, VA 22203

If you have questions about registration/payment, please call Customer Service at (703) 807-2758. Thank you