

### **WORKSHOP 3 - BUDGETS, ALLOWABLE COSTS AND EVALUATIONS**

This workshop will focus on determining allowable costs and what should be included in a budget narrative. It will also review how to prepare an effective evaluation including how to incorporate qualitative and quantitative data collection into the evaluation.

#### **TOPICS – BUDGETS, ALLOWABLE COSTS AND EVALUATIONS**

1. Preparing a budget
2. Determining allowable activities and costs
3. Preparing a budget narrative
4. Reviewing evaluation and statistical strategies
5. Developing an evaluation statement
6. Reviewing a sample proposal

Date: Friday, March 4, 8 a.m. – 12:30 p.m.

Place: Downtown Center

Class No.: 36225

Units: Non-credit

Fee: \$125

Instructor: Daniel J. Griffin, Ed.D.

*Preregistration recommended by February 26.*

*Instructor, Daniel, J. Griffin, Ed.D., has over 30 years experience in writing, editing, and scoring grant plus managing numerous grant programs. He has written over 200 successful grants and extensive experience with all local, state and federal agencies, plus numerous private foundations.*

**FRESNO STATE**

Continuing and Global Education



**CERTIFICATE AWARD  
IN  
ADVANCED GRANT WRITING  
& MANAGEMENT**

**Spring 2016**

Division of Continuing and Global Education  
California State University, Fresno  
[www.fresnostate.edu/cge](http://www.fresnostate.edu/cge) • [cgeinfo@csufresno.edu](mailto:cgeinfo@csufresno.edu)

## PROGRAM OVERVIEW

This intensive and practical program is designed for advanced students and professionals who seek to increase their effectiveness in the dynamic and rewarding field of grant proposal writing and management. This program offers three workshops: Governmental Grant Writing, Private Foundation Grant Writing, and Budgets, Allowable Costs and Evaluations.

Workshops may be taken individually based upon your professional needs or certificates of completion will be granted to those individuals who attend and complete all three workshops.

Each workshop requires a notebook which will be used in all workshops and is available for purchase at the beginning of each workshop for a one-time fee of \$35. The notebook fee will be paid directly to the instructor, Dr. Griffin. Please do NOT include the \$35 notebook payment to the Division of Continuing and Global Education.

One optional unit of academic credit is available for this program. Participants must register and complete all three workshops.

Unit: One

Course: ERE 180T

Grading: Letter Grade or Credit/No Credit

Fee: \$75

## WORKSHOP 1 - GOVERNMENTAL GRANT WRITING

This workshop will focus on locating, and developing strategies for writing medium to large governmental grants. It will also include what should and should not be included in the application section by section including a review of various writing styles.

### TOPICS - GOVERNMENTAL GRANT PROGRAMS

1. Reviewing Requests for Proposal
2. Outlining the proposal – Grant worksheets
3. Strategy for time and effort commitments in writing the proposal
4. Developing and writing an abstract
5. Developing a need statement
6. Preparing measurable quantitative and qualitative objectives
7. Reviewing a sample proposal

Date: Friday, February 19, 8 a.m. – 12:30 p.m.

Place: Downtown Center

Class No.: 36223

Units: Non-credit

Fee: \$125

Instructor: Daniel J. Griffin, Ed.D.

*Preregistration recommended by February 12.*

## WORKSHOP 2 - PRIVATE FOUNDATION GRANT WRITING

This workshop will focus on locating, and developing strategies for writing medium to large foundation grant proposals. It will also include what should and should not be included in the application section by section. It will include a review of various writing styles to accomplish being complete within the limited space provided.

### TOPICS - PRIVATE FOUNDATIONS GRANT PROGRAMS

1. Reviewing Requests for Proposal
2. Strategy for time and effort commitments in writing the proposal
3. Developing and writing an abstract
4. Developing a need statement
5. Preparing measurable quantitative and qualitative objectives
6. Preparing a plan of operation statement
7. Reviewing a sample proposal

Date: Friday, February 26, 8 a.m. – 12:30 p.m.

Place: Downtown Center

Class No.: 36224

Units: Non-credit

Fee: \$125

Instructor: Daniel J. Griffin, Ed.D.

*Preregistration recommended by February 19.*

## Downtown Center Registration Form

Please print clearly in black or blue ink

Fresno State ID \_\_\_\_\_ (if you have one) Date of Birth \_\_\_\_\_  Male  Female

Spring 2016

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_

Print any other name(s) you have used at California State University, Fresno \_\_\_\_\_

Mailing Address \_\_\_\_\_ Apt. No. \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Email Address \_\_\_\_\_ Daytime Phone (with area code) \_\_\_\_\_ Other Phone (with area code) \_\_\_\_\_

In case of class cancellation, please notify me by:  Email  Phone \_\_\_\_\_

Select Class	Course Title	Class Dates	Instructor Name	Fee
<input type="checkbox"/> 36223	Governmental Grant Writing	February 19	Griffin	\$125.00
<input type="checkbox"/> 36224	Private Foundation Grant Writing	February 26	Griffin	\$125.00
<input type="checkbox"/> 36225	Budgets, Allowable Costs and Evaluations	March 4	Griffin	\$125.00

Total Fees \$

I have read and understand the Continuing and Global Education policies regarding registration and program changes/withdrawals/refunds outlined below. I understand that enrolling in Continuing and Global Education courses does not constitute admission to the University.

I certify under penalty of perjury under the laws of the State of California and the United States of America that I have provided complete and accurate responses to all the items. I authorize California State University to release any information submitted by me to any person, firm, corporation, association, or government agency to verify or explain the information I have provided, to obtain other information necessary for use by California State University concerning my enrollment or any application I have submitted or may submit for admission, administration of financial aid, and/or related to perjury proceedings. My signature certifies the accuracy and completeness of the information that I have provided and I understand that a misrepresentation or any omission may be cause for denial or cancellation of admission, transfer credit, or enrollment. I agree to advise California State University Fresno in writing of any change/s regarding my citizenship and/or U.S. residency, as long as I am a student at this institution.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### Payment Instructions

If making payment online or at cashiers, please make sure your payment is receipted as a Continuing and Global Ed payment.

- Check/Money Order (Check# \_\_\_\_\_) made payable to Fresno State. Write your Fresno State ID on your check or money order. **Return payment with this form to: Continuing and Global Education, 5005 N. Maple Avenue M/S ED76, Fresno, CA 93740-8025.**
- Credit card payments: The University cannot accept credit card information in printed form, whether it is by mail or fax, due to the liability involved with the sensitive information that is requested. If you wish to pay using a credit card, you have two options:
  - go to <https://my.fresnostate.edu>. Select Student Self Service > Student Center > Account Inquiry. You may pay using American Express, MasterCard, Visa, or Discover cards ONLY. Please note that a service fee of 2.75% is charged when you pay online with a credit card. However, you may pay by electronic check online with no service fee.
  - go to the Cashier's Windows, Joyal Building, between 8 am and 4:30 pm, Monday through Friday. You may pay using MasterCard and Visa ONLY.
- **CASH PAYMENTS ARE NOT ACCEPTED IN THE CONTINUING AND GLOBAL EDUCATION OFFICE.**

Please note: Registration is not permitted after class begins.

Dishonored Checks: Writing a bad check is against the law. Bad checks and stopped payments on checks will result in a \$20 processing charge. Bad checks and stopped payments on checks do not constitute an official withdrawal nor relieve you of your financial obligation to the University.

Registration Holds: If there is a hold on your university account, you will not be permitted to enroll until all holds are cleared (California Code, Title V, Section 43281). A late fee will be assessed if holds are cleared during or after the registration period.

Course Cancellations: If a course is cancelled by the Division of Continuing and Global Education, fees will be refunded automatically. Courses offered through the Division of Continuing and Global Education are conducted on a self-supporting basis, therefore we reserve the right to cancel a course if not justified by sufficient enrollment.

Program Change/Withdrawal/Refund – Please note: NO REFUND IS MADE UNLESS YOU REQUEST ONE. With submission of Program Change/Refund form (online at: <http://www.fresnostate.edu/cge/forms>), a full refund will be granted if submitted prior to seven (7) days before the class start date. No refund will be made within seven (7) days of the class start date.