

## WORKSHOP PART C - FUNDING SOURCES, BUDGETS, ALLOWABLE COSTS AND EVALUATIONS

This 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 – FUNDING SOURCES, BUDGETS, ALLOWABLE COSTS AND EVALUATIONS

1. Identifying sources of funding
2. Conducting funding searches—governmental and private sources
3. Preparing a budget
4. Determining allowable activities and costs
5. Preparing a budget narrative
6. Reviewing evaluation and statistical strategies
7. Developing an evaluation statement
8. Reviewing a sample proposal

Dates: Friday, March 10, 5:30 p.m. – 9:00 p.m.;  
Saturday, March 11, 9:00 a.m. – 3:00 p.m.;  
Friday, March 17, 5:30 p.m. – 9:00 p.m.; and  
Saturday, March 18, 9:00 a.m. – 3:00 p.m.

Place: Downtown Center

Class No.: 37221

Units: Non-credit

Fee: \$375

Instructor: Daniel J. Griffin, Ed.D.

*Preregistration recommended by March 3, 2017.*

This registration form may be duplicated as needed.

### Certificate Award in Advanced Grant Writing & Management – Spring 2017

Name \_\_\_\_\_

Social Security/Fresno State ID # \_\_\_\_\_

Birthdate \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone: Day \_\_\_\_\_ Eve. \_\_\_\_\_

Email Address \_\_\_\_\_

Organization \_\_\_\_\_

Certificate Award in  
Advanced Grant Writing and Management – \$375  
Class No. 37221 \_\_\_\_\_

Academic credit for ERE 180T – \$75 in addition \_\_\_\_\_  
Grading Option:  
 Letter Grade (default)  Credit/No Credit

**TOTAL:** \_\_\_\_\_

PAYMENT METHOD:

\_\_\_\_\_ Check/Money order enclosed (payable to  
California State University, Fresno)

#### MAIL TO:

Fresno State Continuing and Global Education  
5005 N. Maple Avenue M/S ED76  
Fresno, California 93740-8025

**OR CALL FOR INFORMATION:** 559.278.0333

# FRESNO STATE

Continuing and Global Education



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

**Spring 2017**

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 students and professionals who seek to increase their effectiveness in the dynamic and rewarding field of grant proposal writing and management. This program offers the following topics: Governmental Grant Writing, Private Foundation Grant Writing, Funding Sources, Budgets, Allowable Costs and Evaluations.

A certificate of completion will be granted to those individuals who attend and complete the two weekend workshops.

The program requires a notebook which is available for purchase at the beginning of each workshop for a one-time fee of \$30. The notebook fee will be paid directly to the instructor, Dr. Griffin. Please do NOT include the \$30 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 workshops.**

Unit: One

Course: ERE 180T

Grading: Letter Grade or Credit/No Credit

Fee: \$75

## WORKSHOP PART A - GOVERNMENTAL GRANT WRITING

This 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

***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.***

## WORKSHOP PART B - PRIVATE FOUNDATION GRANT WRITING

This 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