

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 2, 5:30 p.m. – 9:00 p.m.;
Saturday, March 3, 9:00 a.m. – 3:00 p.m.; Friday,
March 16, 5:30 p.m. – 9:00 p.m.; and Saturday,
March 17, 9:00 a.m. – 3:00 p.m.

Place: Downtown Center

Class No.: 37273

Units: Non-credit

Fee: \$375

Instructor: Daniel J. Griffin, Ed.D.

Preregistration recommended by February 23, 2018.

This registration form may be duplicated as needed.

Certificate Award in Advanced Grant Writing & Management – Spring 2018

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. 37273 _____

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 2018

**Division of Continuing and Global Education
California State University, Fresno
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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 included with your registration fees.

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