

***"This workshop is very informative and helpful, and improved the quality and strength of my writing skills. As a result, my program was recently awarded a five-year grant."***

**Jenny Amaro**  
**Director - TRIO Program**

***"The class covered all the main key points in a grant proposal: goals, objectives, outcome, risk analysis, budget, and LOI. It was helpful when we compared the funded grant proposals and the ones that were not funded."***

**Mor Chang**

#### **Instructor**

**Daniel J. Griffin, Ed.D.**, has over 30 years of 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.



## Certificate Award in

# Beginning Grant Writing and Management

**FALL 2018**

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 three workshops leading to a certificate: *Workshop Part A: Basic Grant Proposal Writing I*, *Workshop Part B: Basic Grant Proposal Writing II*, and *Workshop Part C: Detailed Writing and Review of Grant Proposals*.

Participants interested in earning a certificate must attend every class meeting in order to earn a certificate of completion. After completing the series, you may arrange a consultation with the instructor for the purpose of evaluating your grant proposal.

The program requires a notebook which is included with your registration fees.

# Certificate Award in Beginning Grant Writing and Management

This registration form may be duplicated as needed.

Certificate Award in Beginning Grant Writing  
and Management – Fall 2018

## Workshop A: Basic Grant Proposal Writing I

This is the introductory course of a three part intensive and practical Certificate Program that is designed for grant writing professionals and those who are interested in learning how to locate specific grant funding opportunities, develop strategies for preparing and writing successful grants, and improving their skills in writing and editing grant applications. It will also teach them the skills to effectively bring together a writing team, manage one's time effectively including utilizing a formula for time and page allocations for each section of the grant application process. In addition, it will demonstrate the value of writing from a reviewer's perspective plus techniques to maximize scoring points to have a more successful proposals. Participants will be provided sufficient time to improve their writing skills by rewriting example proposal sections to improve their writing and editing skills. Participants are encouraged (but not required) to bring laptops, to facilitate writing, rewriting and sharing of their comments with others.

## Workshop B: Basic Grant Proposal Writing II

*This workshop builds upon workshop Part A*

Workshop participants will continue to improve their writing skills and editing techniques to successfully answer each grant application sections completely and concisely in the space allowed to improve their chances of having a successful proposal. It will continue to stress the time and page allocation formulas for successful grant writing. The workshop will also continue the in-depth review of the remaining application sections including key personnel, budget, evaluation and self-sufficiency. They will also learn how to initiate funding searches and how to make more informed decisions regarding moving forward on applying for a specific grant program. Participants are encouraged (but not required) to bring laptops to facilitate rewriting and editing example components of a grant application.

## Workshop C: Detailed Writing and Review of Grant Proposals

*This workshop builds upon workshop Part A and B*

This workshop directly builds upon Workshop Part A and B. Time will be allocated for participants to continue to improve their writing and editing skills including in-depth discussions of rewrites of sections of example proposals. Participants will learn how to identify program related costs to build a successful detailed budget. They will also learn where to locate public and private funding sources and how to focus their searches. They will conduct private funding searches and learn how to write letters of intent, addressing specific foundation application issues and determining funding request levels and how to develop long-term funding options. Participants are encouraged to bring grant proposals they are currently working on or proposals they have recently submitted for review in class. After completion of the Certificate Award, each participant will be given time by the instructor to conduct an in-depth review of a future grant proposal to assist each participant in their post-workshop grant writing efforts.

Dates: Friday, October 19, 5:30 – 9:00 p.m.;  
Saturday, October 20, 9:00 a.m. – 3:00 p.m.;  
Friday, November 2, 5:30 – 9:00 p.m. and  
Saturday, November 3, 9:00 a.m. – 3:00 p.m.

Place: Downtown Center at Bitwise South Stadium,  
700 Van Ness at Mono

Class No.: 77521

Units: Non-credit

Fee: \$350

Instructor: Daniel J. Griffin, Ed.D.

*Preregistration recommended by October 12, 2018.*

**One optional unit of academic credit is available for this certificate program.**

**Units: One**

**Course: ERE 180T**

**Grading Option: Letter Grade or Credit/No Credit**

**Fee: \$75 (payable at the first workshop)**

Name \_\_\_\_\_

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

Birthdate \_\_\_\_\_

Address \_\_\_\_\_

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

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

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

Organization \_\_\_\_\_

### Enclose fees for the following:

Beginning Grant Writing and Management – \$350  
Class No. 77521 \_\_\_\_\_

Academic credit for ERE 180T – \$75 (optional) \_\_\_\_\_

Grading Option:

Letter Grade (default)  Credit/No Credit

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

### PAYMENT METHOD:

\_\_\_\_\_ Check/Money order enclosed (*payable to Fresno State*)

### 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**