

## Syllabus: Grant Writing Boot Camp

### Course #520 Syllabus

#### Grant Writing Boot Camp – Webcast - Live Instructor-Led (12 Contact Hours)

**Course Summary:** Grant Writing Boot Camp navigates the grant writing process, emphasizing federal grants in **four sessions grouped into three-hour learning sections**. These courses give you a broad overview of the grant process, from assessing grant readiness to conducting federal grant research and collaborating with partners to developing logic models, work plans, and budgets.

### Other Information:

**Course Format:** The online training consists of 12 contact hours of webcast video presentation with live-instructor-led chat, Q & A, and interactive learning. Each participant receives access to Training Guides, Quick Reference Guides, and one year of E-mentoring services.

**Course Length:** 12 contact hours presented over approximately four half-days

**Level:** Basic

**Course Assessment:** Class participation/polling questions, survey, and follow-up.

**Course Audience:** For Potential and Current Federal Grant Applicants

### How the Courses Work:

- The webcast Grant Writing Boot Camp training with live instructor-led chat includes **comprehensive presentations, training guides, and additional resource files**.
- The twelve contact hours are spread over four half-days, beginning at 1 PM ET (10 AM PT) and wrapping up at 4 PM ET (1 PM PT). We take a short break mid-session.
- You'll also receive our topical **Quick References Guides**. (These are also great for review since you can skim them to find the significant points on various procurement topics.)
- And you'll have a **full year to** access e-mentoring with a forum to support your questions about the training materials and how to apply them to your procurement responsibilities.

## Course Outcome:

**Grant Writing Boot Camp** navigates the grant writing process with an emphasis on federal grants. The course gives you a broad overview of the grant process to assess grant readiness to conducting federal grant research and collaborate with partners to develop logic models, work plans, and budgets with confidence.

## Course Description:

Grant Writing Boot Camp navigates the grant writing process with an emphasis on federal grants. This course gives you a broad overview of the grant process from assessing grant readiness to conducting federal grant research and collaborating with partners to developing logic models, work plans, and budgets.

## Session Topics:

- 1) Session 1 **Federal Grant Readiness**
- 2) Session 2 **Federal Grant Research and Pre-Planning**
- 3) Session 3 **Collaborative Partners and Need Statements**
- 4) Session 4 **Logic Models and SMART Objectives**
- 5) Session 5 **Workplan and Evaluation**
- 6) Session 6 **Staffing Plan and Organizational Capacity**
- 7) Session 7 **Budget**
- 8) Session 8 **Assurances, Attachments, and Mock Review**

**Questions?** Contact us at [Support@MyFedTrainer.com](mailto:Support@MyFedTrainer.com)

## Learning Objectives:

Review the specific learning objectives in the full course description contained below.

## Grant Writing Boot Camp Overview:

The Grant Writing Boot Camp training includes the following topics:

- 1) Learn what it means to be "grant ready" with federal grant applications so that your organization can apply and be competitive in the process.
- 2) Discover how to best use the government's free tools that help you determine which federal grants to apply for so that you spend your time on applications where you are most likely to be competitive.
- 3) Explore crafting a compelling need statement using various primary and secondary sources so that your reviewers understand the community and target audience you propose to serve.
- 4) Dig into how SMART (Specific, Measurable, Attainable, Relevant, and Time-bound) objectives help reviewers understand what you plan to accomplish and the best ways to measure progress.
- 5) Find out how to provide an appropriate level of detail in the work plan/implementation plan for the proposed program or project that ties to your SMART objectives and is evaluated appropriately for the specific agency's needs.
- 6) Ensure you present a consistent staffing plan throughout the complete application, from the logic model and work plan through the organizational capacity narrative to the budget justification and resume or job description attachments.
- 7) Organize a clear budget presentation with supporting budget justifications detailing all anticipated costs calculations and demonstrating how all the requested funds are reasonable, allowable, and allocable.
- 8) Gain skills for building competitive application elements that score very well in the review process so that you can write grants that WIN!

**Questions?** Contact us at [Support@MyFedTrainer.com](mailto:Support@MyFedTrainer.com)