



GRANT WRITING BOOT CAMP: HOW TO SUCCESSFULLY APPLY FOR AND SECURE FEDERAL GRANTS

Day 1: Registration at 12:45-1:00 PM ET (Noon CT, 11 AM MT 10 AM PT)

Session 1: 1:00-2:30

Topics:

- Getting Started with Federal Grants
 - Grant Life Cycle
 - What Federal Grants Can Do
- Federal Grant Readiness
 - Internal Capacity
 - Project Management
 - Assessing Grant Readiness

Break 2:30-2:45

Session 2: 2:45-4:00

Topics:

- Federal Grant Research
 - Navigating Research Tools
 - Narrowing Down the Results
- Pre-planning
 - Prioritizing a Forecasted Opportunity
 - Drafting Program Design Elements
 - Reviewing the Official NOFA/FOA/RFP

Day 2: Registration at 12:45-1:00 PM ET (Noon CT, 11 AM MT 10 AM PT)

Session 3: 1:00-2:30

Topics:

- Collaborative Partners & Subcontractors
 - Roles and Responsibilities
 - Program and Budget Design
- Needs Statement
 - Needs Assessment
 - Citation
 - Primary and Secondary Source Data

Break 2:30-2:45

Session 4: 2:45-4:00

- Logic Models
 - Theory of Change Models
 - Program Logic Models
- SMART Objectives



Day 3: Registration at 12:45-1:00 PM ET (Noon CT, 11 AM MT 10 AM PT)

Session 5: 1:00-2:30

Topics:

- Work Plan
 - Key Activities
 - Responsible Staff
 - Timeline
 - Anticipated Outcomes & Indicators
- Evaluation
 - Qualitative Data
 - Quantitative Data

Break 2:30-2:45

Session 6: 2:45-4:00 (Workforce Impact)

Topics:

- Staffing Plan
 - Key Personnel
 - Org Charts, Resumes, and Job Descriptions
- Organizational Capacity
 - Successes and Strengths
 - Personnel
 - Collaborative Partners

Day 4: Registration at 12:45-1:00 PM ET (Noon CT, 11 AM MT 10 AM PT)

Session 7: 1:00-2:30

Topics:

- Budget Presentation
 - Eligible Direct Costs
 - Indirect Cost Rate
 - Matching and Cost Share
 - Multi-year Funding
 - Budget Justification

Break 2:30-2:45

Session 8: 2:45-4:00

- Assurances and Attachments
- Mock Review and Submission
 - Review Criteria
 - Mock Review Process
 - Finalizing for Submission

Training Leader:

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