

Grant Writing Workshop-Online

Instructor: Calvin Barrett, Cazenovia College

Format: Online, synchronous

Duration: 6 weeks,

Prerequisite Knowledge: none

Course Description

The goal of this workshop is to improve the success rate of participants seeking external funding. In the simplest terms, participants will strive to become better "grant getters."

The primary strategy will be for each participant to write and, in some cases, submit a project proposal to a funding source. Each participant's skills, experiences, insights, and opinions will be tapped to grow ideas into professional quality proposals.

Objectives

1. Develop a "rule of thumb" method to evaluate project concepts.
2. Match organization priorities and/or project concepts with potential funding using a variety of information sources.
3. Practice the use of the internet as an important resource in supporting proposal development at all stages.
4. Produce the required components of a good proposal: needs assessment, project design, work plan, evaluation, and budget.
5. Understand the review process grantors use and apply those standards to improve chances of success.
6. Begin developing a proposal for suitable submission to a funding source.

Schedule of Activities

- Week 1: Introductions, Past Experiences, Program Interests and Concepts
- Week 2: Scanning the Environment and Identifying Funding Sources
- Week 3: Needs Assessments: Types and Sources of Data
- Week 4: Program Design, Work Plan & Timetables
- Week 5: Evaluation, Budgets & Attachments
- Week 6: Proposal Critique

About the Instructor

Calvin Barrett is the Institutional Researcher/Associate Director of Corporations and Foundations at Cazenovia College. The focus of his duties is to identify, solicit and secure funding from a variety of public and private sources. He holds a Master's Degree and is currently completing a Ph.D. dissertation in Public Administration from the Maxwell School at Syracuse University.

Calvin worked as a grants writer in the Office of Sponsored Programs at SUNY Cortland where he was successful in obtaining major awards from

the National Science Foundation, US Department of Housing and Urban Development, and the US State Department. He has extensive experience in the not-for-profit sector as a consultant, administrator, and direct service provider. He has conducted numerous grant writing workshops for local, state and federal government agencies, colleges, and not-for-profit organizations.

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