



## Grant Workshop Series

Designed for beginning and experienced grant seekers! This five-day workshop series is team-taught by professional grant writing experts, with over 40 combined years of successful grant writing, research and administration expertise, encompassing over \$36 million in funded grants.

Attendees will benefit from hands on exercises directing them step-by-step through all stages of grant development: research, relationship building, public and private partnerships, and competitive grant writing.

### WEDNESDAY WORKSHOP SCHEDULE

1. **Grant Seeking Fundamentals October 2, 2013 9am-4pm.** Hands-on exercises through all stages of grant project development: Research, Develop Mission Statements, Goals, Objectives, Budget Justification, Evaluation, Continuation, Dissemination Plans, Synopsis, Executive Summary and more. (Full Day-\$50.00)
2. **Finding Funding Sources Step-by-Step October 16, 2013 9am-12:30pm.** Receive assistance with Federal, foundation, corporate, state and local funders. Match your organization's needs to potential funding opportunities. Research and analyze RFPs and NOFAs. (1/2 Day-\$25.00)
3. **Preparing Successful Budgets October 30, 2013 9am-4pm.** Learn how to develop a comprehensive budget with all key components and justification statements. Feel free to bring an actual budget to work on. (Full Day-\$50.00)
4. **Evaluating Grant Performance November 13, 2013 9am-12:30pm.** Project leaders and funders will learn how to effectively measure grant project performance. (1/2 Day-\$25.00)
5. **Advanced Grant Seeking November 20, 2013 9am-4pm.** For the experienced grant seeker. Analysis of RFPs, Application Guidelines, Hot Buttons, Content, Project Planning, Organization, Proposal Publishing and more. Feel free to bring a grant you are working on. (Full Day-\$50.00)

**Attendees who complete the 5-day series will receive:**

- 'Finding and Funding Grants' manual
- Flash drive with funding & other essential resources
- Certificate of completion
- Two FREE HOURS of assistance with grant proposal preparation

### **Location:**

Cottonwood Rec. Center  
150 S. 6<sup>th</sup> Street  
Cottonwood, AZ 86326

### **Facilitators:**

Michia Casebier, President,  
M.G. Tech-Writing, LLC.

Anthony Caetano, President  
& CFO, Five Star Consulting

### **Reservations:**

To reserve your seat, you must register by the Friday before each class.

Contact Andrea Harless at [aharless@cottonwoodaz.gov](mailto:aharless@cottonwoodaz.gov) or by phone at 928-340-2740.

Advance paid registration is required! Space is limited to 30 attendees!

Lunch and refreshments provided for full day classes.