**Grant Proposal Writing Workshop**

**Agenda:**

9:00 AM– 9:15 AM - Introductions

9:15 AM – 10:30 AM - Grant Research Process

1.  Which type of grant is right for you?

a.    Grant purposes

b.    Types of Grants

2.    Understanding the components of a grant.

a.    4W’s Who, What, Why and When

10:30 AM – 10:45 AM - Break

10:45 AM – 1:00 PM – Grant Preparation Process (Simulation)

1.    Research and Preparation Process

a.    Grant Guidelines

b.    Time to Complete the Proposal

c.     Grantor’s Giving History

2.    Sample Proposals Demo (Short, Medium and Long)

3.    Writing your own Proposal

a.    Who are you?

b.    How much are you looking for?

c.     What will you do with the funds?

d.    Hook the Reader

                                          -    Inform, Persuade and Assure

 4. Financial Planning: Preparing a Project Budget

 5. Writing the Narrative: program, explanation and justification for your request.

 6. Final Touches before you submit your grant

1:00 PM – 1:45 PM -Lunch

1:45 PM – 4:15 PM – Interactive Grant Writing workshop

Participant is encouraged to bring a copy of their own grant that you will work on during this hands-on workshop.

Following the steps outlined above in the grant preparation process, you will perform the same using your own grant application

4:15 PM – 4:30 PM – Concluding Remarks

**Instructor/Facilitator:**

Dr. Majo Jacinto, CPA

Program Chair & Associate Professor

Master of Science in Accounting

Post University

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