

# GRANT WRITING, GRANT MANAGEMENT AND FUNDRAISING WORKSHOPS FALL 2011 AND SPRING 2012

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## How To Write Grant Proposals

September 27-28, 2011 8:30-4:30, Albany County Courthouse, Room 105, Laramie WY

\$95 (lunch is not provided)

**Summary:** A grant proposal is written by each participant.

**Topics:** Introduction to Grant Writing Process, Getting Started - Pre-proposal Activities, Determining the Funders, Writing A Proposal, Demonstrating Accountability, Evaluating the Proposal, Submission and Follow Up, Implementing the Project.

\* A workbook will be provided

## Having Fun and Getting Funds through Fundraising

April 12, 2012 9:00-4:00, Albany County Courthouse, Room 105, Laramie, WY

\$45 (lunch is not provided)

**Summary:** Participants will learn the major elements of a good fundraising plan and how to implement these elements into their fundraising activities.

**Topics:** Introduction to Fundraising Methods and Practices, Developing the Strategic Fundraising Plan, Special Events...More than just Fund-

raisers, Fundamentals of the Annual Campaign, The Fun Love Letter, Major Gift Fundamentals, and Planned Giving—Funding in the Future.

\* A workbook will be provided

## Grants Management

April 11, 2012, 8:30-4:30, Albany County Courthouse, Room 105, Laramie WY

\$60 (lunch is not provided)

**Summary:** Understand the key components of grants management and compliance.

**Topics:** Planning for the Grant Funded Project, Implementing the Project, Ensuring Fiscal Integrity, Monitoring the Project, Demonstrating Accountability, Evaluating the Project, Auditing Requirements, Solving Problems, and Closing out the Project.

\* A workbook will be provided

## Who Should Attend

- \* Administrators and Managers
- \* Grant Writers
- \* Business Managers
- \* Administrative Assistants and Secretaries
- \* Non-Profit Organizations
- \* Foundation Staff
- \* County, City, Federal and State Personnel
- \* Police & Sheriff Departments
- \* School District Personnel

## Workshop Facilitator

**Sheela Schermetzler** has been the Grants Manager for Albany County, Wyoming since 2004 and previously was the Grants Manager for Campbell County for seven years. Previously she was Director of Continuing Education for the Gillette Campus, where she administered the statewide Mine Safety Health Administration grant, and the Job Training Partnership Act grant. To date she has received over \$60 million in grants and fundraising. In 2003, she completed a \$1.5 million dollar capital campaign project for the new Gillette Campus. Her efforts have been described in the [Denver Post](#), [Gillette News Record](#) and the [Laramie Boomerang](#).

She holds an Education Specialist (Ed. S.) degree in Adult and Postsecondary Education from the University of Wyoming. Sheela also conducts workshops in Grant Writing Grants Management and Fundraising.

Sheela also has been gaining knowledge and skills in program evaluation. She has offered workshops in the States of Wyoming, South Dakota, Kansas and New Mexico.



# REGISTRATION FORM

Workshop Title \_\_\_\_\_

Workshop Date \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Workshop Fee Included: \_\_\_\_\_

Fee Schedule:

How to Write Grant Proposals—\$95

Grants Management —\$60

Fundraising Workshop—\$45

Any workshop is **free** for Albany County Employees. This includes books and materials. **Please make the check payable to the Albany County Treasurer.** Please mail, fax or e-mail one registration per person to:

Sheela Schermetzler  
Albany County Grants Manager  
1002 S. 3<sup>rd</sup> Street, Suite 203  
Laramie, WY 82070  
Phone: (307) 721-5550  
Fax: (307) 721-2570  
sschermetzler@co.albany.wy.us

Albany County Commissioners  
Sheela Schermetzler, Grants Manager  
1002 S. 3rd. Street, Suite 203  
Laramie WY 82070

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**Sponsored by:**  
**Albany County Commissioners**  
**For Questions contact:**  
**Sheela Schermetzler, Albany County Grants Manager,**  
**sschermetzler@co.albany.wy.us, (307) 721-5550**