

## Participants will:

- *learn key steps to producing high quality grant proposals.*
- *gain skill in identifying funding sources.*
- *learn to manage staff time in the grant writing process.*
- *improve persuasive writing and presentation skills.*
- *increase knowledge of the development field.*

**Earn:** UMaine Certificate, 3.0 CEUs/30 contact hours

## Grant Writing Certificate Program Registration Form

Date: \_\_\_\_\_

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

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

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

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

Payment of \$1080 is required at the time of registration and includes a continental breakfast and lunch each day. A limited number of need-based scholarships are available. Contact kim.raymond@maine.edu to request and application.

- I have enclosed a check made payable to the University of Maine.

**To register online** go to: [hutchinsoncenter.umaine.edu](http://hutchinsoncenter.umaine.edu)

## New Certificate Program for:

- *Non-profit Leaders*
- *Administrators*
- *Executive Directors*
- *Educators*
- *Board Members*
- *Researchers*



## Grant Writing Certificate Program

April 24-28, 2017

Hutchinson Center, Belfast, Maine

*“Succeeding in Today’s Competitive  
Grant Writing Environment”*



*This program is offered by the University of  
Maine Hutchinson Center in partnership with  
USM Professional Development Programs.*



## About the Program

The Grant Writing Certificate Program provides an intensive opportunity to acquire the knowledge and practice the skills necessary to succeed in today's competitive grant writing environment.

Successful grant writing is critical to the survival of many nonprofits; for some lucky others, it is frosting on the cake. In order to attract the interest of funders, organizations must demon-

strate substantive programming, good supporting data and financial viability, and they must package this complex information in a clear and convincing style.

Research to find a likely funding source and a proposal that will meet unique guidelines and rise above the competition are also crucial to success.

### Monday, April 24

#### Introduction to Grant Writing

Writing a grant can be a frustrating and overwhelming experience. Using common grant development formats, this workshop will proceed step-by-step through the development of a proposal: identifying and evaluating the most appropriate funding sources, researching a problem, and supplying the documentation and statistics necessary for supporting a grant proposal. Our workshop will give you the confidence and know-how to develop a successful grant proposal.

### Tuesday & Wednesday, April 25-26

#### Hands-On Grant Writing

The basis for successful grant writing is a carefully designed program. In this intensive workshop, we will examine the relationship among organizational mission statement, needs assessments, goals, objectives, work plans, and evaluations. We will also discuss writing techniques to help make your grant-writing process smarter and faster. Initially, the instructor will present valuable content information; then, while you work on your own project, he will provide consultation and support to help you refine your proposal.

### Thursday, April 27

#### Targeting Funds for Nonprofits Online

Millions of dollars are available in grants to nonprofits, but how do you find them and identify the organizations most likely to be interested in your proposal? Information is increasingly available online. In this workshop, you will: review research skills to target grant funds increase your ability to search effectively online, and begin your own grant research within the context of the class.

### Friday, April 28

#### Coordinating Grant Writing with Development

Anyone writing grants for a nonprofit is often involved in a wide range of other development activities and needs to have many different skills to succeed at those diverse responsibilities. Learn about the fundamentals of nonprofit development functions beyond grant writing, including annual solicitations, capital campaigns, and endowments, municipal fundraising, volunteer management, strategic planning, board development, use of consultants and consulting techniques, and public relations. This class will help you to put it all together with the best resource development opportunities and approaches for a nonprofit organization.

## Grant Writing Certificate Program

### Who is it for?

- *People who are new to grant writing or are exploring the field*
- *Those who are currently in the process of writing a grant that may be facing specific challenges*
- *Successful practitioners in the field seeking to refine their skills and gain new insights*

### Instructor

Jack Smith, M.P.A., has taught over 1,500 grant writing programs in his career. He currently teaches grant writing certificate programs at the University of Maine Hutchinson Center, the University of Southern Maine, Emory University, University of Georgia and Austin Center for Nonprofit Studies. Smith has a Master of Public Administration degree from the University of Maine. His training and consulting practice is grounded by over 25 years experience in the nonprofit and public sector.



**Program Cost: \$1080**

**For more information or a disability accommodation contact Kim Raymond, 207.338.8034 • [kim.raymond@maine.edu](mailto:kim.raymond@maine.edu) or visit [hutchinsoncenter.umaine.edu/](http://hutchinsoncenter.umaine.edu/)**

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