



GRANTSEEKERS: GET FUNDED!

Essential Grant Skills gives you an overview of the entire grants process, with in-depth emphasis on the key areas where even experienced grant professionals often stumble. Knowing how to identify and overcome these hurdles is crucial to your success.

Newcomers to the field will:

- Receive a solid, credible orientation to grants work
- Get grounded in the most important planning and proposal writing concepts, tools, and procedures
- Avoid months of trial and error by starting out on the RIGHT track and steering clear of the most common pitfalls

Working grants professionals will:

- Refresh and update your most critical skill sets
- Strengthen your ability to address a wide range of grant opportunities

Your organization will get a head start on future grant proposals: the custom-crafted outline of core elements you will create in the workshop

The agenda for the 2-day *Essential Grant Skills* workshop includes:

- An orientation to the art of grants work.
- An in-depth examination of the four elements most likely to make or break a grant application—the same areas where even experienced grant professionals can falter:
 1. Identifying and articulating client-based or community-based **needs/problems**
 2. Defining measurable **program outcomes**
 3. Identifying and articulating **methods** to logically achieve those outcomes
 4. Establishing your organizational **credibility**.

REGISTRATION FORM

Please photocopy this form for each additional registrant.

CITY OF WORKSHOP _____

DATE OF WORKSHOP _____

NAME _____

JOB TITLE _____

DEPARTMENT _____

ORGANIZATION _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

OFFICE PHONE _____ FAX _____

OTHER PHONE (in case of emergency) _____

E-MAIL _____

Tuition: \$445

After completing *Essential Grant Skills*, you will have access to The Grantsmanship Center's Alumni Membership Web Site for six months, as part of the course tuition.

This **REGISTRATION FORM** must be accompanied by a check or purchase order. Make check payable to THE GRANTSMANSHIP CENTER and write name of person attending and the city and date of the workshop on the check or purchase order. Credit card payment can be made by phone. Our training programs frequently fill to capacity, so we encourage you to register early.

To **TRANSFER** from one workshop to another, you must notify The Grantsmanship Center at least ten working days before the original workshop. There is a \$50 fee per transfer, and no more than two transfers will be accepted. Prior to the start of the workshop, you may designate another person to attend in your place; there is no fee for this.

To receive a refund (minus \$100 administrative fee), you must notify The Grantsmanship Center of your **WITHDRAWAL** at least ten working days before the start of the workshop. All refund requests must be faxed to The Grantsmanship Center Registrar. If you withdraw less than two weeks before the start of the program, you will not receive a refund or transfer option. No-shows will not receive a refund or transfer option.

The Grantsmanship Center is not responsible for participants' **EXPENSES** related to attendance at its workshops.

Audio and video **RECORDING** are not allowed without prior written permission from The Grantsmanship Center.

The Grantsmanship Center's programs are handicapped accessible. If you have **SPECIAL NEEDS**, please notify the Registrar at least three weeks prior to the workshop.

SEND TO: The Grantsmanship Center
Attn: Registrar » PO Box 17220 » Los Angeles, CA 90017
Phone (800) 421-9512 » (213) 482-9860 in CA
Fax (213) 482-9863 » www.tgci.com