



SUCCESSFUL GRANT WRITING

Program for Intermediate and Advanced

DAY ONE AGENDA

8:30 a.m.-9:00 a.m.	Registration & Orientation Wake Tech Community College representative and workshop trainer will process registrations and orientate participants to facilities.	Wake Tech Community College
9:00 a.m.-9:30 a.m.	Introductions & Overview of Workshop Participants will describe their agency, role in the agency, and interests in grants. Participants will understand the organization of the two-day workshop.	Sharing
9:30 a.m.-10:30 a.m.	Understanding Logic Modeling Participants will review the common form logic model and discuss the GrantProse logic model.	Presentation/Discussion/ Sharing
10:30 a.m.-10:45 a.m.	Morning Break	Networking
10:45 a.m.-11:15 a.m.	On Technical & Creative Writing Participants will discuss best practices in technical and creative writing.	Handout/Discussion/ Sharing
11:15 a.m.-12:00 p.m.	Composition: The Problem and Needs Statement Participants will compose a problem statement, identify a set of needs associated with resolving the problem, and critique each other's work.	Composition/Critique
12:00 p.m.-1:00 p.m.	Lunch	Networking
1:00 p.m.-2:15 p.m.	Composition: Goals, Objectives and Outcomes Participants will compose a single goal statement, a set of objectives matched to their needs, and measurable outcomes associated with each objective.	Composition/Critique
2:15 p.m.-2:30 p.m.	Afternoon Break	Networking
2:30 p.m. - 3:45 p.m.	Composition: The Project Design Participants will identify evidence-based strategies to implement in their project, and will create a timeline of activities to carry out over a two-year period.	Internet research Composition/Critique
3:45 p.m.-4:30 p.m.	Questions & Comments Participants will share observations, ask questions, and exchange information.	Sharing



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DAY TWO AGENDA

9:00 a.m.-10:00 a.m.	Review of Day One Participants will review their work from Day One, and offer critiques.	Sharing
10:00 a.m.-11:00 a.m.	Composition: The Management Plan Participants will discuss elements of the management plan and will compose and critique text.	Composition/Critique
As needed	Morning Break	Networking
11:00 a.m.-12:00 p.m.	Composition: The Evaluation Plan Participants will discuss elements of the evaluation plan and will compose and critique text.	Composition/Critique
12:00 p.m.-1:00 p.m.	Lunch	Networking
1:00 p.m.-2:00 p.m.	Composition: Adequacy of Resources and Sustainability Participants will discuss elements of the adequacy of resources and sustainability statements and will compose and critique text.	Composition/Critique
As needed	Afternoon Break	Networking
2:00 p.m. - 2:30 p.m.	Composition: Finalize Proposal Participants will finalize their proposal and prepare it for printing.	Production
2:30 p.m.-3:30 p.m.	Review and Rating Participants will individually review selected proposal(s), identify strengths and weaknesses, and rate the proposal(s) following a scoring rubric.	Individual Ratings
3:30 p.m.-4:15 p.m.	Report Review Findings Participants will report their review of the selected proposals.	Group Discussion
4:15 p.m.-4:30 p.m.	Wrap Up Participants will evaluate the workshop and comment on Plus/Delta.	Evaluation