## Institute on Philanthropy - Grant Writing, It's A Team Sport
### Spring 2019

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday 4/29/19</th>
<th>Tuesday 4/30/19</th>
<th>Wednesday 5/1/19</th>
<th>Thursday 5/2/19</th>
<th>Friday 5/3/19</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00</td>
<td>What it means to be Grant Ready. Laurie Rogers</td>
<td>Know Your Community</td>
<td>Outcome Based</td>
<td>Grant Budgets - Presenting the Financial Story - Howard</td>
<td>Writing to Sustain The Relationship</td>
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<tr>
<td>10:00</td>
<td>Laurie Rogers</td>
<td>Know Yourself</td>
<td>Program Evaluation</td>
<td>Gail Harris</td>
<td>David Hogge</td>
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<tr>
<td>12:00</td>
<td>Lunch</td>
<td>Lunch</td>
<td>Lunch/Speakers</td>
<td>Lunch</td>
<td>Lunch</td>
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<tr>
<td>1:00</td>
<td>What it means to be Grant Ready. Laurie Rogers</td>
<td>Outcome Based</td>
<td>Grant</td>
<td>Successfully Navigating Support Corporations - Heidi</td>
<td>Grant Stewardship Activities</td>
</tr>
<tr>
<td>3:00</td>
<td>Laurie Rogers</td>
<td>Program Design</td>
<td>Research</td>
<td>Laurie Rogers</td>
<td>Laurie Rogers</td>
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<tr>
<td>5:00</td>
<td>Laurie Rogers</td>
<td>Program Design</td>
<td>Research</td>
<td>Crapol</td>
<td>Best Practices &amp; Wrap Up</td>
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<tr>
<td>6:00</td>
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<td></td>
<td>4:00 - 5:30 Funders Panel Discussion</td>
<td>Ends at 4:30</td>
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<tr>
<td>Total Hours</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>8.5</td>
<td>7.5</td>
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**Lunch in Heilman Dining Hall**

**Updated 3/21/18**

**Day 1 includes:**
- Building Culture of Philanthropy
- What does it mean to be Grant ready - checklist
- Capacity, dev. Plan, fundraising cycle
- Org infrastructure, leadership, mission, vision
- Sustainability
- Strategic plan
- Understanding what you want and why terms
- Giving USA
- Setting expectations/culture

**Community Needs Assessment**
- Collaboration
- Evidenced based
- Creating context around data
- Why your program
- Why does this matter?
- Who else is doing? Why us?
- What is unmet need?
- Communicating sustainability
- Capacity building

**Grant Stewardship Activities**
- Reporting
- Communicating Impact
- Writing - Letter of Inquiry/thanks
- Dashboards
- Wrap up -
  - 10 best practices

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**Day 2 includes:**
- Building Culture of Philanthropy
- What does it mean to be Grant ready - checklist
- Capacity, dev. Plan, fundraising cycle
- Org infrastructure, leadership, mission, vision
- Sustainability
- Strategic plan
- Understanding what you want and why terms
- Giving USA
- Setting expectations/culture

**Community Needs Assessment**
- Collaboration
- Evidenced based
- Creating context around data
- Why your program
- Why does this matter?
- Who else is doing? Why us?
- What is unmet need?
- Communicating sustainability
- Capacity building

**Grant Stewardship Activities**
- Reporting
- Communicating Impact
- Writing - Letter of Inquiry/thanks
- Dashboards
- Wrap up -
  - 10 best practices