



## Module One – Introduction

- How this course works
- Course objectives
- Grants are part of a complete fundraising program
- Grantseeking in context quiz
- Review of module one

## Module Two – Five steps in grantseeking

- Step 1: Preparation
- Quiz
- Step 2: Prospect research
- Quiz
- Step 3: Making contact
- Quiz
- Step 4: The funding proposal
- Quiz
- Step 5: After the proposal
- Review module two

## Module Three - The parts of a proposal

- Grantors' different application processes
- Resource: Proposal components
- The funding proposal and its components
- Executive summary - introduction only
- Problem statement
- Resource: Sample problem statement
- Quiz
- Project or program description
- Broad goals
- Measurable objectives
- Resource: Sample objectives
- Methods or activities
- Resource: Sample methods and activities
- Timeline/Schedule
- Resource: Sample timeline
- Staffing and human resources
- Resource: Sample staffing budget
- Evaluation plan
- Resource: Sample evaluation plan
- Sustainability Plan
- Resource: Sample sustainability plan
- Quiz

## Module Three continued

- Review of the project or program description
- Budget
- Resource: Sample budget worksheet
- Organization information
- Resource: Sample organization information
- Conclusion section
- Resource: Sample conclusion section
- Executive summary
- Resource: Sample executive summary
- Quiz
- Appendices - no set rules
- Resource: Sample list of appendices
- Quiz
- Cover letter
- Resource: Sample cover letter
- Review module three

## Module Four – Six characteristics of a well-written proposal

- How to be well-organized
- Resource: Sample writing plan
- Hints for a well-organized proposal
- Presenting your proposal
- Resource: Well-organized hints
- Be concise
- Resource: Concise writing sample
- Write Simply
- Resource: Writing practice exercise
- Be complete and accurate
- Be compelling
- Resource: Sample motivating language
- Review module four

## Module Five – Review

- Course review
- Resource: Additional references
- What now?