

Grantwriting Intensive Workshop

Sponsor Packet



**FUNDING
EXCHANGE, INC.**

FUNDING EXCHANGE, INC.

P.O. Box 10843
Fairbanks, Alaska 99710
(907) 451-0885
www.fundingexchange.org



FUNDING
EXCHANGE, INC.

Dear Partner:

We look forward to working with you in this cooperative venture.

FEI's goal is to create 'win-win' opportunities to increase your organization's internal capacity to raise funds successfully. Grantwriting training is one important way we do this.

Your collaboration with us in this endeavor is essential to its success – we could not make this training happen on this level without your participation.

As your partner, we are here to assist you throughout the process. Please don't hesitate to contact us if you have questions about any part of the preparation. Thank you!

Sincerely,

Sharon C. Gherman
President/CEO
Funding Exchange, Inc.



FUNDING
EXCHANGE, INC.

AGENCY

LETTER OF AGREEMENT

between

(AGENCY)

and

Funding Exchange, Inc.

(Agency) has identified a need for grant development training. **Funding Exchange, Inc.** will conduct a five-day grant development class in partnership with the **(Agency)**. The workshop will be held in **(location)** through **(month)** **th** and **th**.

SCOPE OF WORK

In furtherance of these mutual goals, **Funding Exchange, Inc.** agrees to provide the following:

1. Instructor for a two-day grant training class
2. 1 copy of *The Art of Grantwriting: Communicating your Vision to Funders* handbook
3. Registration assistance (via FEI web site, distribution lists, provision of ready-made forms and instructions)
4. Advertising assistance (via methods listed above)
5. One full scholarship for the class to be used or gifted to another nonprofit

In furtherance of these mutual goals, **(Agency)** agrees to do the following:

1. Provide a room to comfortably hold a minimum of eight (8) students and a maximum of twelve (12) students
2. Internet connection in the classroom for a laptop, which will be used for teaching
3. Multimedia projector and screen

4. Whiteboard and/or blackboard, with accompanying chalk and/or markers
5. Beverages and snacks for class (if allowed, optional)
6. Class registration, including payment processing
7. Class advertisement as needed to recruit students for the workshop

GENERAL FINANCIAL PROVISIONS

DEPOSIT

A non-refundable deposit of \$1,000 for the five-day class is due no later than fifteen (15) days prior to the start of class.

Should (**Agency**) elect to cancel the class, the deposit will be forfeited (see Billing, below). In addition, (**Agency**) agrees to pay any expenses associated with the class that FEI has incurred.

RELATIONSHIP

(**Agency**) is a client of **Funding Exchange, Inc.** FEI may engage subcontractors to provide various services to the client. Under no circumstances will **FEI**, its employees or subcontractors be considered employees of the client.

BILLING AND PAYMENT

In the event that fewer than the allotted number of participants register for the class, (**Agency**) has the option of continuing the class and making up the difference financially to **FEI**, or cancelling the workshop and reimbursing **FEI**.

(**Agency**) will pay instructor via agency check or money order on or before the first class. Total due will be total of registration fees minus the paid deposits.

AGENCY	FUNDING EXCHANGE, Inc.
	Sharon C. Gherman, President
Date	Date
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Grantwriting Intensive Class Announcement

This (month) from (list times) there will be a five-day grantwriting class that teaches grantwriting techniques for individuals from nonprofit organizations, tribes and government agencies.

“Students completing this class will leave with a final draft of a simple foundation proposal ready to submit to the grantmaker,” said Sharon Gherman, FEI President. “Students practice searching for funding sources on the Internet; sort funding opportunities according to their suitability to the organization’s mission and goals; and complete a funding proposal from the foundation of their choice. Each class is customized to the attending students and their organizations, and we use teaching scenarios from their organizations’ actual situations. A student leaving this class will be able to implement a development plan for their organization and begin writing proposals immediately.”

This is a hands-on, in-depth class on grantwriting for students whose job or volunteer responsibilities include developing funding sources and writing grant proposals. The class is appropriate for those with beginning or intermediate grantwriting skills, but experienced grantwriters will also find tips and tools to assist them in their work. Students will learn the basics of creating a development plan and calendar and how to organize office and computer files to maximize their efficiency in writing proposals. We have found that many students develop a cohort of grantwriting peers over the week that serve as a professional network as they leave the class and begin grantwriting in earnest.

This class is sponsored by the (list your agency here) in partnership with the Funding Exchange, Inc. It will be held at the (list location here).

For further information call: (give your contact information here) or call Sherry Dudgeon at Funding Exchange, Inc. at: (907) 451-0885.

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Registration Form for Grantwriting Intensive

Offered by Funding Exchange, Inc.
In partnership with
(Partner Agency)

This grantwriting class, taught by Funding Exchange, Inc. and sponsored by Partner Agency, is an intensive five-day class that teaches grantwriting techniques for nonprofit organizations, tribes and government agencies.

To register by mail, fill out this form and send it with a check to:

Agency
Attn:

COST:
\$999 per Registrant
(includes one copy of *The Art of Grantwriting Handbook*)

Questions? Give Sherry Dudgeon a call at (907) 451-0885

Your Name _____

Organization _____

Mailing Address _____

Phone _____ email _____

Payment Information

Amount Due _____

Check Enclosed

VISA

Mastercard

Card Number

Expiration Date

Security Code

Signature

Funding Exchange, Inc.



FUNDING
EXCHANGE, INC.

Partner Logo
Here

in partnership with

Your Name Here

Presents

5-day Grantwriting Intensive

DATE

This is an intensive, targeted training that teaches students how to secure grant awards for their organization. Students will practice “hands on” in a small class of no more than twelve students, and will leave the week of training with a final draft proposal suitable for submission to a funder.

This class is for beginning and intermediate professionals with nonprofit, tribal or government agencies

Where:

When:

COST: \$999/person includes one copy of

The Art of Grantwriting: Communicating your Vision to Funders

QUESTIONS? Call Sherry Dudgeon at (907) 451-0885

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