

Grant Writing

*A certificate program
designed to be completed within one year.*



*Help others through learning
this professional art*

775-829-9010
wdce.tmcc.edu

Proven **Program**

Enroll in this year-long certificate program in the winter, summer or fall terms. TMCC offers

- ◆ a practical approach that has been used successfully by hundreds of people,
- ◆ a step-by-step curriculum to help you master the art and technology of grant writing,
- ◆ vital information on how to manage grants once you've secured them,
- ◆ convenient Saturday classes,
- ◆ internships, independent study and
- ◆ a complete certification program.

Useful **Pursuit**

Grant writing skills are useful to those who are

- ◆ philanthropists and social and human services professionals
- ◆ retired and wish to contribute to their communities
- ◆ working or volunteering for nonprofits
- ◆ interested in writing successful proposals
- ◆ striving to make a difference

Marketable **Skills**

Through TMCC's grant writing program, you'll learn how to

- ◆ write in the most widely used format
- ◆ develop your ideas into fundable proposals
- ◆ find funding sources
- ◆ write persuasive proposals
- ◆ learn to review a proposal
- ◆ design grant budgets
- ◆ manage grants
- ◆ use your ideas to sustain your initiatives and projects
- ◆ apply the concepts and skills you learn through internships and independent study

Relevant **Instruction**

Learn from Vivienne French, an established professional in the nonprofit field. You'll gain relevant skills that you can immediately apply at your workplace. French is available to assist you while you pursue this certificate and even afterwards with the grant writing process.

French has been grant writing since 1988 and is currently the director of development for the Food Bank of Northern Nevada. She has been fund-raising since 1989 for a variety of non-profit organizations including children, seniors, homeless, environmental and animal welfare groups. She teaches grant writing to help build a healthy, vital community in the Truckee Meadows.

Vivienne "has exceptional knowledge in this field and keeps the courses interesting."—

2008 grant writing student

Program Elements

For the current course offerings, log on to wce.tmcc.edu and click on classroom courses, then grant writing. This program takes approximately one year to complete.

Grant Writing Basics

Further your favorite cause or increase your job skills by learning about grant writing. Find out how to write in the most widely used format and create persuasive proposals to secure government, foundation and corporate grants. In addition, gain insight into how to illustrate funding ideas, find grant sources and incorporate key components. Further hone your skills by critiquing samples and writing mock proposals. In addition to the two Saturday lectures, 15 additional hours will be required. *Offered in January, June and September.*

Refining Grant Writing Skills

Improve your skills by learning about the review process, creating a proposal, defending your proposal and increasing your potential fundability. *Offered each April.*

Finding Funding Sources

Discover how to pinpoint the best funding sources for your program. Learn how to use the Web to locate available monies by researching sources and verifying information. You must have basic computer skills to take this course. *Offered in January, June and September.*

Designing Grant Budgets

Effectively tell the story of your grant request through the way you write your budget and budget narrative. Whether you are writing a simple bookkeeper's budget or a more complicated federal budget, feel more comfortable with the concepts, terminology and formats. *Offered in February and November.*

Outcomes and Evaluations

Better prove your project's worth to potential

funding sources by creating strong outcomes and objectives. Make your program results measurable by discovering how to design and articulate goals and how to effectively evaluate your program. *Offered in April and November.*

Grant Project Management

Learn how to plan for and manage grant funding, collect and analyze quantifiable and qualitative data, follow through on reporting requirements and increase the likelihood of future funding and sustainability. *Offered each March.*



Time Management and Team Building

Discover ways you can get yourself, your time, your information and your work better organized to further your grant writing endeavors. You'll also develop team building skills. *Offered each February.*

Consulting Skills

Gain the skills you need to be a successful grant writing consultant. Find out how to set up your business and assess an organization's readiness for grants. In addition, learn how to market your services from building a resume to printing brochures and compiling a portfolio. *Offered in May and December.*

Independent Study

Prerequisites: GRNT 101C, 102C and instructor approval. Research, develop and implement a project related to grant writing that will benefit a nonprofit, agency, students or the TMCC grant writing program. Submit a written proposal that will become a contract for this course. *Offered year-round.*

Internships

Prerequisites: GRNT 101C, 102C and instructor approval. Work with a nonprofit or agency in grant writing. Submit a written proposal that will become the contract for this internship. *Offered year-round.*

Certificate Requirements

Certification is provided upon completion of 165 hours along with documentation of required grant writing skills.

Required Courses	Hours
Grant Writing Basics	15
Refining Grant Writing Skills	15
Total required hours	30

Elective Courses	Hours
Finding Funding Sources	7
Designing Grant Budgets	7
Outcomes and Evaluations	7
Project Management	7
Time Management/Team Building	7
Consulting Skills	7
**Internship in Grant Writing	50
**Independent Study	50
Other special topic courses to be announced	7
Total required elective hours	135

**These courses may be taken more than once.

TMCC reserves the right to change its instructors or programs due to unforeseen demands. TMCC is an EEO/AA institution. 3/09