



## School of Continuing Education & Workforce Development

### Short Term Certificate Programs

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#### GRANT WRITING CERTIFICATE

**Program Overview:** There are many career possibilities within the charitable fundraising industry ranging from independent contract, to entry-level and senior level positions, some of which include, Grant Writing Development Director, Director of Planned Giving, and Large Gift Director.

- ✓ **IDENTIFY THE FUNDS THAT COUNT:** Participants will learn useful information on identifying and locating local, state and national funding sources. Learn to use the Internet and foundation directories when searching for funding.
  - ✓ **GRANT WRITING I:** Participants will learn the basic components that make up a successful grant proposal. The course covers grant writing skills, measurable objectives, foundation terminology and program planning budgeting, and evaluation.
  - ✓ **GRANT WRITING II:** Participants will learn how to work as team when writing grants; developing a detailed, and well documented proposal when submitting to larger foundations.
  - ✓ **RESEARCH/WRITE STATE AND FEDERAL GRANTS:** Participants will learn techniques in anticipating upcoming grants, to read a federal (request for proposal), to research appropriate government agencies, to understand state and federal grant guidelines and to compose key sections of the grant.
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