

# GRANT & TECHNICAL WRITING COURSE OFFERINGS

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### Grant Writing Foundations

This workshop is the foundation course to understanding the dynamics and components of grant writing. Participants will learn the following objectives:

- Types of Grants
- How to search for grants that fit your organization's mission and vision
- The correct information required before writing your letter of interest/intent
- What evaluators are looking for in proposals
- Preparation to write a basic grant
- Grant leads, templates and so much more

### Grant Writing Advancement

This workshop is the advanced course to understanding the dynamics and components of grant writing. Participants will learn the following objectives:

- Assess the level of detail required in a grant planning timeline
- Evaluate post-award sustainability throughout a grant program
- Grant system monitoring
- Identify grant trends
- Identify logic model relationships
- Needs assessment resources
- Produce a quality study design, supported by a well-justified budget and a realistic timeline.
- Write a grant proposal for the intended audience in compliance with grant instructions and demonstrate the mechanics and logic of effective expository writing.

### Federal Grants (3 Part Series)

Part I - This is the first course of a three-part series. Within this course the participant will learn about the federal grant cycle, what programs and organizations are funded, how to register your company, the application process, and terminology.

Part II - This is the second course of a three-part series. Understanding grant systems and agencies while understanding how to use them, managing awards, implementation, and reporting

Part III - This is the last course of a three-part series. We will walk through the component a complete response to a federal grant to include projected budget.

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## **Responding to Request for Proposal**

This workshop will assist individuals to respond to an RFP while understanding the requirements to a submitting a successful proposal. Participants will learn the following objectives:

- Carefully read through the RFP and take the time to understand what the client is asking for
- Create a reviewing the requirements to ensure you can meet them
- Understanding the data analytics
- Developing the cover letter, executive summary, deliverables and strategy, implementation plan, proven results of work, timeline, budget, and project summary
- Include the right appendices

## **Coming Soon**

**Understanding the Federal Acquisition Regulation**

