

AGM, Jericho Road Lawrence, and Northern Essex Community College are once again offering a series of FREE Grant Writing trainings this spring, 2010. Class size is limited so please sign up early.

To register: Only email registrations will be accepted and you MUST write in the *Subject line: AGM WORKSHOPS REGISTRATION.*

Emails also need to include the following: 1) NAME of person registering, 2) NAME OF AFFILIATE ORGANIZATION, 3) ADDRESS FOR ORGANIZATION OR HOME ADDRESS, 4) PHONE NUMBERS WHERE YOU COULD BE REACHED, 5) EMAIL, and 6) NAME OF WORKSHOP/S YOU ARE REGISTERING FOR. Send your emails to Glennys Sanchez at gsanchez@necc.mass.edu or Dawna Perez at dperez@necc.mass.edu. NOTE: You *are* allowed to register for more than one workshop.

Class 1: Introduction to Grants Research February. 19, 2010 9-11 Room LA 101, 78 Amesbury St., Lawrence

The Introduction to Grants Research Workshop introduces you to the world of Philanthropy. You will discover the wealth of opportunity that exists in terms of foundation grants. We will introduce you to the process of grants research and all that it entails. You will learn how to approach the foundations, and most importantly how not to. Learn how to tell your organization's story for best effect. We will demo several databases (AGM Grant Makers, FC Foundation Directory Online, and Guidestar) that are critical to finding the right grantmaker for your organization. A primary focus of the workshop is to highlight key resources (books, websites, and databases) that will be essential to getting a yes to your grant proposal. [2 hrs]

Class 2: Grants Research Databases – An In-Depth Look March 5, 2010 (Two sessions – Select one either 8:30 -10:30 or 11 – 1) in L 243, 45 Franklin Street, Lawrence.

In this workshop we'll take a detailed look at the AGM Grant Makers Databases and the Foundation Center's Foundation Directory Online, the two key databases that you will use to do your grants research. This workshop will give you hands-on experience using your own organization needs for funds to create the search strategies. You'll be able to take your research results – prospective funders, home with you [2 hrs]. Hit the ground running with this in-depth training!

Class 3: Introduction to Grant Writing March 19, 2010 9-11 Room LA 101, 78 Amesbury St., Lawrence

Learn how to create a winning grant proposal! We'll look at the different types of grant proposals, the typical components of a proposal and the steps in the process. We'll also talk about how you can make the process as efficient as possible – how to get the proposals out and still have time to provide services to the community! We'll include a look at some sample proposals and provide websites and other resources for those Helpful-Hanna hints.

Class 4: Grant Writing II April 9, 2010 9-11 Room LA 101, 78 Amesbury St., Lawrence

Do you have some experience in grant writing but would like to go to the next level? Our team will share their years of experience in both writing and reviewing grants. In this two hour workshop you'll learn: how to plan your grant for maximum funding success; the secret language used by successful grant writers; how to think like a reviewer; simple ways to package your grant for maximum effect; grant writing Dos and Don'ts based upon sample grants that we love and grants that we can't believe were submitted. The workshop will provide time for interaction with concrete examples and lively discussion.

For logistical questions – where to park etc. please see the NECC website <http://www.necc.mass.edu/> or contact Glennys Sanchez. [gsanchez@necc.mass.edu], (978) 738-7438.

To make an appointment to use the Grant Resource tools in the NECC Library please contact Mike Hearn
mhearn@necc.mass.edu. (978) 738-7400.