



JUNE 1-2, 2017



GRANT WRITING WORKSHOP

Designed for beginning or newer grant writers, this 2-day, interactive workshop presents a general overview of the grant and funding processes, as well as the level of detail required for a successful proposal. Each component of the grant writing process will be addressed, including: identifying potential funders, documenting your need; identifying the target population; writing measurable objectives; developing a successful work plan, evaluating your project, and budget considerations. Common grant writing pitfalls and how to avoid them will also be discussed.

PRESENTER

Tina M. Farrenkopf, NIYC’s Executive Director, has over 25 years of successful and proven experience as a grant writer and grant maker. She has actively taught grant writing for over 15 years. Ms. Farrenkopf has served and continues to serve as a grant peer reviewer for various federal offices and agencies including the Administration for Native Americans, Department of Justice, and Department of Health and Human Services for over 15 years. Prior to NIYC, she worked for the National American Indian Court Judges Association, First Nations Development Institute, and the American Indian Science and Engineering Society. She has extensive experience in technical assistance and training delivery, as well as program administration, development, and implementation. Tina holds a B.A. in Psychology from Dartmouth College, an M.B.A. from the University of Maine at Orono School of Business, and a J.D. from the University of Maine’s School of Law. She is a member of the Passamaquoddy Tribe (Maine).

REGISTRATION DEADLINE:
MAY 19, 2017

(Mail, Fax, or Drop Off attached Registration Form to NIYC, Inc.)

Small Class Size: Limited to just 10 participants.

Low Cost: Just \$200

Work on your own project proposal draft during the workshop!

No advanced or special skills required.

Location:
NIYC, Inc. Offices
318 Elm Street SE
Albuquerque, NM

NATIONAL INDIAN YOUTH COUNCIL, INC.

318 Elm Street SE
Albuquerque, NM 87102

www.niyc-alb.com

Phone: (505) 247-2251

Fax: (505) 247-4251



Grant Writing Workshop

Agenda

Location: 318 Elm Street SE, Albuquerque, NM 87102

Dates: June 1-2, 2017

Thursday, June 1, 2017

8:30 a.m. to 9:00 a.m.	Registration (Coffee/Tea and Pastries)
9:00 a.m. to 9:15 a.m.	Introductions
9:15 a.m. to 10:15 a.m.	<i>Understanding the Grant Writing Process</i>
10:15 a.m. to 10:30 a.m.	BREAK
10:30 a.m. to 12:00 p.m.	<i>Initial Preparation, Searching, and Evaluating Opportunities</i>
12:00 p.m. to 1:30 p.m.	Lunch (on your own)
1:30 p.m. to 3:00 p.m.	<i>Proposal Elements and Prioritizing</i>
3:00 p.m. to 3:15 p.m.	BREAK
3:15 p.m. to 4:45 p.m.	<i>Writing the Narrative: Essential Components</i>

Friday, June 2, 2017

8:45 a.m. to 9:00 a.m.	Coffee/Tea and Pastries
9:00 a.m. to 10:15 a.m.	<i>Goals, Objectives, and Activities</i>
10:15 a.m. to 10:30 a.m.	BREAK
10:30 a.m. to 12:00 p.m.	<i>Work Plans and Timelines</i>
12:00 p.m. to 1:30 p.m.	Lunch (on your own)
1:30 p.m. to 3:00 p.m.	<i>Evaluations and Budgets</i>
3:00 p.m. to 3:15 p.m.	BREAK
3:15 p.m. to 4:45 p.m.	<i>Pitfalls to Avoid and Post-Award Considerations</i>
4:45 p.m. to 4:55 p.m.	Workshop Wrap-Up



Registration Form: Deadline May 19, 2017

**Grant Writing: 2-Day Workshop
318 Elm Street SE, Albuquerque, NM 87102
June 1-2, 2017**

Please PRINT clearly. *Please complete a registration form for each participant.*

Name: _____

Address: _____

City: _____ Zip: _____

Primary phone number: _____ Alternate phone number: _____

E-mail address: _____

Organization or community you are representing: _____

Address: _____

Phone Number: _____ Fax Number: _____

Position/Title: _____

If you will be working on an actual project proposal, please provide a brief project description (no more than 1 sentence):

For the organization that I am representing:

I am a Board Member I am a paid staff member I am a volunteer

Other: _____

I have _____ months or _____ years of experience in proposal writing.

Registration form and payment must be received before or on Friday, May 19, 2017

\$200.00 registration fee: check or money order enclosed (Make payable to "NIYC, Inc.")
 invoice my organization

Mail or Drop off in-person: National Indian Youth Council, Inc.
318 Elm Street SE
Albuquerque, NM 87102

By Email: bclichee@niyc-alb.org OR By Fax: (505) 247-4251