



Our Vision:

*“Balancing Growth and
Development with a Quality
Environment”*

Our Mission:

*“To enhance the quality of life
for the people of the Virgin
Islands Resource Conservation &
Development Area through the
conservation of natural and
cultural resources and the
stimulation of growth and
development.”*

Our Motto:

“Making Things Happen”

To learn more about VIRC&D:

Visit us on the web at:

www.usvircd.org

Or call 340-692-9632 x.5

Virgin Islands
Resource Conservation &
Development Council, Inc.
5030 Anchor Way, Suite 2
Christiansted, VI 00820

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**Instructor: Dr. Don Udell,
President, Udell Consulting Inc.
Resource Development Specialist**

GRANT WRITING FOR PROFESSIONALS TRAINING

**March 6—10, 2006
UVI Sports & Fitness Center
Training Room
ST. THOMAS, USVI**

**March 13 – 17, 2006
UVI Research & Extension
Center Room 133
ST. CROIX, USVI**

Time: 8:30 a.m.– 5:00 p.m.

*Jointly sponsored by the VI
Resource Conservation &
Development Council and the
University of the Virgin Islands
Cooperative Extension Service*

GRANT WRITING FOR PROFESSIONALS

WHO SHOULD ATTEND?

Government Agencies, Nonprofits, Community Groups, Teachers, Churches, Youth Groups, any organization seeking funding assistance!

Grant Writing I: This one-day session will provide the participant with information about foundations and corporations: who they give to and why; the process of a successful fundraising campaign; how to contact a foundation and submit a proposal; determining your fundability through effective prospecting; and what makes a successful grant seeker.

Grant Writing II: This two-day session focuses on in-depth research, proposal structure and initial contact with foundations. Mock interviews will be conducted and actual telephone contacts will be made. Participants should come to this session with a project proposal or idea.

Grant Writing III: This grant writing session focuses on the total development of the proposal with emphasis on the budget and evaluation components. These are considered to be the most critical parts of the proposal. The participant will graduate with a certificate and a complete proposal.

All Virgin Islands RC&D programs and services are offered on a nondiscriminatory basis without regards to race, color, national origin, religion, sex, age, disability, political beliefs, and marital or familial status.

To file a complaint, write the Secretary of Agriculture, US Department of Agriculture, Washington, D.C., 20250, or call (202) 720-7327 (voice) or (202) 720-1127 (TDD). USDA is an equal employment opportunity employer.

SESSION

Grant Writing I: Introduction to Grant Writing

Day One

- I. Six Critical Factors to Consider
- II. Twelve Step Approach
- III. Selecting a Foundation for Funding
- IV. Five Fold Function of a Proposal
- V. Determining Your Fundability through Effective Prospecting – Steps 1-17

Grant Writing II: Pre-Proposal Preparation, Organization, Research & Structure

Day Two

- I. Developing an Oral Proposal
- II. Review Effective Prospecting Steps
- III. Individual Work/Small Group Process/Feedback
- IV. Structuring Your Organization for Grant Success

Day Three

- I. Developing a Professional Grant Writing Business
- II. Initial Approach by Letter/Telephone/Proposal
- III. Individual Work/Group Assignments

Grant Writing III: Proposal Design & Development

Days Four & Five

- I. Developing Your Budget
- II. Developing an Evaluation Design/Objectives
- III. Proposal Development : Individual / Small Group Session
- IV. Developing Your Cover Letter/Letter of Transmittal/ Title Page/Table of Contents/

REGISTRATION FORM

VI RC&D GRANT WRITING WORKSHOPS

Name: _____

Organization: _____

Address: _____

Phone: (W) _____ (Cell) _____

Fax: _____ Email: _____

Please indicate which island workshop you will attend.

St. Thomas St. Croix

WORKSHOP COST

	Payment Before February 21, 2006	Payment After February 21, 2006
5-Day Registration	<input type="checkbox"/> \$350.00*	<input type="checkbox"/> \$400.00*
3-Day Registration [Grant Writing I&II]	<input type="checkbox"/> \$250.00*	<input type="checkbox"/> \$300.00*
2-Day Registration [Grant Writing III]	<input type="checkbox"/> \$250.00*	<input type="checkbox"/> \$300.00*

VI RC&D members & UVI-CES staff receive a \$50.00 discount!

Fee includes instruction materials, lunches and refreshment breaks. Space is limited. For early registration, mail check or money order payable to the VI Resource Conservation & Development Council, Inc. (VI RC&D) with the registration form to the address below.

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Conservation & Development
Council, Inc.
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www.usvircd.org**

**Contact
VI RC&D Office
Phone: (340) 692-9632 ext. 5
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vircd@usvircd.org**