2-Day Virtual Training Agenda:

Grant Proposal Writing

Day 1	
9:00 – 9:15	Introduction
9:15 – 10:15	Identifying your funding needs • Needs assessment • Strategic prioritization *Practical exercise: What are your organization's funding needs?*
10:15 – 10:45	Identifying donors funding opportunities • Reviewing different types of donors • Understanding donors' funding priorities and requirements
10:45 – 11:00	*Tea Break*
11:00 – 11:30	Identifying donors funding opportunities (cont.) • How to quickly assess your compatibility with a donor organization *Practical exercise: Building your donor data base*
11:30 – 12:30	Planning for your grant proposal • Key principles • Different types of grant proposals (i.e. concept note) • How to allocate human resources to fundraising & grant-writing • How to create a proposal development timeline • How to engage with a donor organization prior to submitting an application *Practical exercise: Preparing your grant proposal*
12:30 – 13:15	*Lunch Break*
13:15 – 15:15	What does a successful grant proposal look like? • Project description • Objectives • Expected outcomes *Practical exercise: Developing your grant proposal*
15:15 – 15:30	*Tea Break*

15:30 – 16:00	Writing tips and readability check
16:00 – 18:00	What does a successful grant proposal look like? (cont.) • Activities and resources employed • Indicators of achievement • Logical Framework *Practical exercise: Developing your grant proposal*

Day 2

09:00 – 10:00	What does a successful grant proposal look like? (cont.) • Lasting impact on the beneficiary population • Project's monitoring and evaluation *Practical exercise: Developing your grant proposal*
10:00 – 10:15	*Tea Break*
10:15 – 11:30	What does a successful grant proposal look like? (cont.) • Cost estimation and Budget construction *Practical exercise: Developing your grant proposal*
11:30 – 12:00	Submitting your application • Timelines, deadlines and submission requirements • Internal approvals • Annexes and attachments Following up with the donor • Before the results • After the results – Rejection scenario • After the results – Approval scenario
12:00 – 12:30	Q&A and Conclusion