**Grant Writing 101**

**Corporate College Seminar Series**

**Date:** Friday, February 21 8:30 a.m. – 5:00 p.m.

**Presented by:** Lone Star Corporate College

**Format:** Instructor led workshop style training. USB drives with all material will be provided to each participant.

**Classroom Location:**
- Lone Star College-System
- 5000 Research Forest Drive
- The Woodlands, TX 77381

**Description:** This course will familiarize participants with the requirements and equip them with the tools to plan and implement grant writing projects. The course is designed to assist small, community-based agencies and persons engaged in arts, research, etc. in developing the organizational and administrative capacity to compete for grant funding from government and foundation sources:

1. Participants will review a) an organizational chart, b) a flow chart for grant activities and c) descriptions for all organizational functions necessary to implement grant projects within their agencies.

2. Participants will research private foundation and governmental (national, state, and local) resources and their assurances as well as other common contractual requirements and identify how to comply based upon their organizational structure.

3. Participants will review non-profit policy and procedure guidelines (board, financial, personnel, etc.) and develop an implementation plan to create, revise or update policies and procedures for their organization in regard to grants.

4. Participants will develop one initial grant request.

**Total Hours:** 8 hours  
**Total Cost:** $79.00 Including Lunch

Class materials provided electronically to all attending participants.

Register: [http://www.mycommunityevents.com/common/eventDetail.asp?id=25301&val=1](http://www.mycommunityevents.com/common/eventDetail.asp?id=25301&val=1)

Participants are encouraged to bring organization’s mission statement, an organization chart if there is one, and a wish list of what they want to do with the grant money. By-laws are helpful but not essential.

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