Date: Friday, August 28
9:00 a.m. – 6:00 p.m.

Presented by: LSC-Career & Technical Education &
Renae Johnson

Location: Lone Star College Montgomery

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.

Register now: $83.00 (Lunch included)
Course Details: ETWXC 7000000 #2123

Hours: 8

Note: Participants are encouraged to bring their
organization’s mission statement, an
organizational chart (if available) and a wish list
of what they want to do with the grant money.