

## PROJECT GRANTSMANSHIP

**PROJECT GRANTSMANSHIP** helps to strengthen small to medium-sized community-based organizations in Los Angeles County by training their leaders to: 1) plan more effective programs, 2) produce logical and compelling grant proposals, and 3) collaborate more effectively with colleague organizations. Begun in 2008 as a partnership of the Annenberg Foundation, California Community Foundation, and The Grantsmanship Center, PROJECT GRANTSMANSHIP rapidly expanded to include Dwight Stuart Youth Fund, The Ralph M. Parsons Foundation and S. Mark Taper Foundation as supporters.

### HOW DOES PROJECT GRANTSMANSHIP WORK?

The project partners underwrite up to 90 percent of the tuition for eligible nonprofit staff or Board members to attend The Grantsmanship Center’s 5-day *Grantsmanship Training Program*. This very interactive training uses the Center’s *Listen & Discuss, Do & Review*® curriculum where participants gain skills and increase knowledge in program planning, proposal writing, finding appropriate funders, working with funders as partners, and reviewing proposals as funders do. The last day of PROJECT GRANTSMANSHIP includes a Meet-the-Grantmakers Q&A with foundation representatives.

### WHO MAY ATTEND?

Board members or paid staff of organizations based in and serving Los Angeles County with IRS 501(c)(3) public charity status and annual budgets at or below \$10 million are eligible. Each unique nonprofit organization may send up to two participants over the lifetime of PROJECT GRANTSMANSHIP. Sorry, volunteers and independent consultants are not eligible.

### WHAT’S THE COST?

PROJECT GRANTSMANSHIP charges only \$200 or \$300 per person, depending on their organization’s budget. Paid registration includes tuition, the textbook, *Grantsmanship: Program Planning and Proposal Writing*, and six months of Alumni Membership benefits. The standard fee for this package is \$1,255 per person (\$1,195 tuition and \$60 textbook + S&H).

Participants who fully engage in the training are eligible to receive a 50% rebate of their fee after they complete follow-up requirements which include submitting a draft proposal for review and completing an online survey six months after class.

### OTHER REQUIREMENTS?

Because of the comprehensive nature of this training with many segments building upon one another, as well as the team approach used for a major project, each participant must commit to attend *all scheduled online sessions* and *fully participate* in all class assignments. Sorry, participants *cannot* designate a substitute person for any part of the training.

### HOW TO APPLY

Complete and submit this application form along with required documentation. (See page 4 for details.) Only complete applications can be accepted. As soon as your application is approved, you can then submit payment of \$200 or \$300 to reserve your seat. For questions, please contact **Ashley Wright**, PROJECT GRANTSMANSHIP Coordinator, at [applications@tgci.com](mailto:applications@tgci.com).

### TRAINING SCHEDULE

- **March 25-29, 2024**

Training is delivered virtually.

	Morning online event	Between online events	Afternoon online event	Between online events
Mon	9-11am	Exercises, reading & break	1-3pm	Exercises, reading & break
Tue	9-11am	Exercises, reading & break	1-3pm	Exercises, reading & break
Wed	9-11am	Exercises, reading & break	1-3pm	Exercises, reading & break
Thu	9-11am	Group Work	Group Work	Group Work
Fri	9-11am	Group Work	1-4pm Class & Funder Panel	

**IMPORTANT: Please plan to dedicate a full week for this class.** In addition to the scheduled online events, participants will also work on projects and exercises during the breaks between the online sessions. Approximate total class time is 37 hours.

2024

**PLEASE NOTE:** You're officially enrolled in this training *only after* you have: 1) submitted all required information, 2) submitted payment, and 3) received a confirmation email from The Grantsmanship Center.

## APPLICATION FORM

Please **SELECT** at least **ONE**:

Paid Staff    Board Member

### TELL US ABOUT YOURSELF

Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

How long have you worked in the nonprofit field?

Less than a year    1-5 years    6-10 years    11 or more years

How long have you worked for your organization?

Less than a year    1-5 years    6-10 years    11 or more years

How long have you been involved in getting grants?

Less than a year    1-5 years    6-10 years    11 or more years

Have you ever been the only or lead writer for a grant proposal?

No    Yes   If 'yes,' about how many grant proposals have you've written? \_\_\_\_\_

Have you ever been the only or lead writer for an LOI (Letter of Intent or Interest)?

No    Yes   If 'yes,' about how many LOIs have you've written? \_\_\_\_\_

How did you hear about Project Grantsmanship? \_\_\_\_\_

### TELL US ABOUT YOUR ORGANIZATION

Organization Legal Name: \_\_\_\_\_

Year Organization Founded: \_\_\_\_\_ EIN: \_\_\_\_\_ Current annual budget: \$ \_\_\_\_\_

Organization Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Your organization's mission statement/summary of services: \_\_\_\_\_

Location of the people you serve: \_\_\_\_\_

Number of paid employees in your organization, including yourself: \_\_\_\_\_ Number of people served annually: \_\_\_\_\_

Select **one category below** which *best* describes the work of your organization

- Arts, Culture, Humanities     Environment, Conservation     Health Care     Education  
 Social Services (such as criminal justice, youth & family services, hunger & housing, domestic violence)

### DIVERSITY, EQUITY, INCLUSION (DEI)

Many members of our communities have been denied access to fair treatment and just policies because of their race, ethnicity, national origin, culture, gender, gender identity, sexual identity, socioeconomic status, language, age, and/or disability. PROJECT GRANTSMANSHIP is committed to creating opportunities that will benefit diverse populations in Los Angeles County.

#### About your organization

We're interested in knowing more about PROJECT GRANTSMANSHIP participants and the individuals served by their organizations. If your organization offers programs and services intended for specific groups of individuals, please identify those groups by checking **all categories** that apply from the list below.

#### About you

If you identify as a member of one or more of the groups below and are willing to share that information with us, please use the second column of boxes to **indicate the groups with which you identify**. This information will be used to better understand the people served by PROJECT GRANTSMANSHIP and will **not** be used to make decisions about your eligibility to participate in PROJECT GRANTSMANSHIP.

	Individuals or Groups Served by Your Organization	Categories with which You Identify yourself (optional)
Economically disadvantaged	<input type="checkbox"/>	<input type="checkbox"/>
Youth in foster care system	<input type="checkbox"/>	<input type="checkbox"/>
Older adults	<input type="checkbox"/>	<input type="checkbox"/>
Women	<input type="checkbox"/>	<input type="checkbox"/>
LGBTQ+	<input type="checkbox"/>	<input type="checkbox"/>
Unhoused	<input type="checkbox"/>	<input type="checkbox"/>
Migrants	<input type="checkbox"/>	<input type="checkbox"/>
Immigrants/Asylum seekers/Refugees	<input type="checkbox"/>	<input type="checkbox"/>
English language learners	<input type="checkbox"/>	<input type="checkbox"/>
Individuals with disabilities	<input type="checkbox"/>	<input type="checkbox"/>
African descent/Black/African-American	<input type="checkbox"/>	<input type="checkbox"/>
Asian/Asian-American	<input type="checkbox"/>	<input type="checkbox"/>
European descent/White/Caucasian	<input type="checkbox"/>	<input type="checkbox"/>
Hispanic/Latino	<input type="checkbox"/>	<input type="checkbox"/>
Indigenous/Native American or Alaska Native	<input type="checkbox"/>	<input type="checkbox"/>
Native Hawaiian/Other Pacific Islander	<input type="checkbox"/>	<input type="checkbox"/>
Middle Eastern	<input type="checkbox"/>	<input type="checkbox"/>
Other (please describe) _____	<input type="checkbox"/>	<input type="checkbox"/>

Please estimate the percentage of **individuals served** by your organization who are members of group(s) who have been denied equitable treatment: \_\_\_\_\_%

## MORE ABOUT PROJECT GRANTSMANSHIP

### TUITION

- Select one:  \$200 per person - fee for organizations with current, annual budgets less than \$750,000  
 \$300 per person - fee for organizations with current, annual budgets between \$750,000 and \$10 million

### TRAINING DATES

Please double-check your calendar for schedule conflicts to ensure full commitment for the *entire* week.

- March 25-29, 2024

### YOUR APPLICATION MUST INCLUDE THE FOLLOWING

- This completed PROJECT GRANTSMANSHIP Application Form
- Most recent Form 990, Form 990-N (submission confirmation), or copy of your organization's current annual operating budget as approved by the board
- Confirmation that your organization is listed on GuideStar's database ([GuideStar](#))

**Once approved, we'll email you instructions to complete your registration and make payment online with a credit card, PayPal, or via check.** If you mail a check, please remember that enrollment is only confirmed after payment is received.

### HOW TO SUBMIT YOUR APPLICATION

By Email: [applications@tgci.com](mailto:applications@tgci.com)

By USPS: PROJECT GRANTSMANSHIP  
c/o The Grantsmanship Center  
305 South Bixel St., Suite 110  
Los Angeles, CA 90017

**QUESTIONS?** Please email **Ashley Wright** at [ashley@tgci.com](mailto:ashley@tgci.com) or [applications@tgci.com](mailto:applications@tgci.com).

Class size is limited to 24 participants per training program. Enrollment is on a first come, first served basis. To withdraw and receive a refund, you must notify PROJECT GRANTSMANSHIP at least three weeks prior to the start of the training program. In an emergency, you may designate another eligible person to attend in your place prior to the start of training program. Please contact us if you have questions.