

Grant Writing Essentials for Local Development Districts

**Virtual Training
September 14 – October 15, 2020**

In a time of constrained budgets and growing challenges across Appalachia, effective grant writing is more important than ever. This virtual training is designed for individuals and agencies that are new to grant writing or want to expand their understanding of the fundamentals of grant writing and the resources that are available through different Federal agencies.

DDAA will deliver sessions virtually in a blended learning format. Attendees will receive pre-recorded webinars and resources that will be released every other week beginning September 14th through October 15th. The pre-recorded materials are available for you to review at your own pace.

In addition to the pre-recorded webinars, DDAA will sponsor four live webinars with an instructor to review the key concepts and discuss specific topics in greater depth. These live webinars also provide you with an opportunity to ask specific questions you may have about grant writing.

Meet Your Instructor

This grant writing series will be led by Tara Kunkel, founder and Executive Director of Rulo Strategies. Prior to founding Rulo Strategies, Tara served as a Senior Drug Policy Advisor at the U.S. Department of Justice, Bureau of Justice Assistance (BJA) where she led the implementation of the Comprehensive Opioid Abuse grant program authorized by the Comprehensive Addiction and Recovery Act of 2016. Under Tara's leadership, the COAP program grew from a \$27 million grant program in 2017 to \$187 million in 2019.

Prior to joining BJA, Tara served as a consultant, drug court administrator, and probation officer. Over the course of her career, Tara has served as the evaluator for over 20 projects at all points in the justice system from diversion programs, pretrial supervision, courts, probation, and corrections. Tara has developed and overseen cooperative agreements and grants with a variety of government agencies including planning, developing, and implementing multiyear grant proposals.

Tara has been awarded well over \$30 million in grants that she has written over the past several years. Tara has also taught grant writing courses at several state conferences and is nationally recognized as an expert in grant proposal development, and grant management.

Agenda

(all times in Eastern)

Monday, September 14th at 8:00 am: Sessions 1 and 2 (release of pre-recorded content)

These sessions have been pre-recorded so that you can view the content at your convenience. In addition to the webinars, each session includes companion resource material to reinforce the learning objectives. For maximum benefit, please review Sessions 1 and 2 before joining Session 3 which will be delivered as a live webinar on Thursday, September 17th at 2:00pm eastern.

- **Session 1: Identifying Local Funding Needs and Researching Funding Opportunities**
The virtual training series will kick off with an overview of Federal funding streams and foundation funding, how to find funding opportunities that match your needs, and determine which opportunities to pursue.
- **Session 2: Understanding the Structure of Funding Announcements and How the Federal Funding Process Works**
In this webinar you will learn how to dissect a funding announcement to understand the important components and review the life cycle of the Federal funding process from start to finish.

Thursday, September 17th at 2:00 – 3:00 pm: Session 3 (live webinar)

This webinar will review Sessions 1 and 2, answering all your questions about how Federal funding works, and discussing the upcoming sessions. Do you have a funding question you would like answered during the webinar? Submit your questions by Wednesday, September 16th.

Monday, September 21st at 8:00 am: Sessions 4 and 5 (release of pre-recorded content)

In addition to the webinars, each session includes companion resource material to reinforce the learning objectives. For maximum benefit, please reviews Sessions 4 and 5 before joining Session 6 which will be delivered as a live webinar on Thursday, October 1st at 2:00pm eastern.

- **Session 4: Organizing Your Grant Writing**
The grant writing process can be intimidating and stressful. This webinar will help you organize your grant writing process so you can focus your energy on the important components of the application and successfully meet the grant deadlines.
- **Session 5: Writing for Maximize Your Score and Standout in the Peer Review Process**
*Part 1 of a two-part series that will focus on understanding how the peer review process works and how to align each component of your application – Statement of Need, Project Description, Capabilities, and Budget – to ensure success. **This session will include homework that is intended to be completed before Session 6 on October 1st, which will be a live webinar.***

Thursday, September 24th at 2:00 – 3:00 pm: Session 6 (live webinar)

This webinar will the recently released INSPIRE Initiative grant opportunity from the Appalachian Regional Commission. Do you have a funding question you would like answered during the webinar? Submit your questions by Wednesday, September 23rd.

Thursday, October 1st at 2:00pm eastern Session 7

Join us for this live webinar where we will be reviewing Sessions 4 and 5 and reviewing the homework assignment from Session 5. Session 7 will include a deep dive into peer review scoring using actual applications.

Monday, October 5th at 8:00am: Sessions 8, 9, and 10 (release of pre-recorded content)

In addition to the webinars, each session includes companion resource material to reinforce the learning objectives. For maximum benefit, please review Sessions 8-10 before joining Session 11 which will be delivered as a live webinar on Thursday, October 8th at 2:00pm eastern.

- **Session 8: Developing Better Budgets**
Learn the basic elements of a grant budget including how much detail to include, how to address required matches, and how to write compelling justifications for your requested funds.
- **Session 9: Grant management 101**
Effectively managing the grant funds you receive is key to receiving future grant awards. In this webinar we will discuss how to effectively manage your grant from day 1 of your award through the closing of the grant.
- **Session 10: Sustaining Your Grant-Funded Project Through Strategic Communication and Marketing**
This webinar will offer a crash course in strategic communication, using data and client stories to promote your work, and marketing your program to ensure sustainability.

Thursday, October 8th at 2:00 pm: Session 11 (live webinar)

Join us for this live webinar where we will be reviewing Sessions 8, 9 and 10 and answering all your questions about grant management and sustainability. Do you have a question you would like answered during the webinar? Submit your questions by Wednesday, October 7th.

Monday, October 12th at 8:00 am: Sessions 12, 13, and 14 (release of pre-recorded content)

On Monday, October 12th at 8:00am, we will be releasing the final sessions of our grant writing series. These sessions have been pre-recorded so that you can view the content at your convenience. In addition to the webinars, each session includes companion resource material to reinforce the learning objectives. For maximum benefit, please reviews Sessions 12-14 before joining the final live webinar on Thursday, October 15th at 2:00pm eastern.

- **Session 12: Technical assistance opportunities**
Learn more about what opportunities are available for free technical assistance that can strengthen your existing projects or help you plan for your next initiative.
- **Sessions 13 and 14**
[The content for sessions 13 and 14 will be announced at a future date.]

Thursday, October 15th at 2:00pm: Session 15 (live webinar)

Join us for our final live webinar where we will be reviewing Sessions 12-14 and answering any final questions about grant writing not previous covered. Do you have a question you would like answered during the webinar? Submit your questions by Wednesday, October 14th.