



**Department of Human Services**  
**Human Services Institute**  
*Professional Development Seminars*

**“An Introduction to Grant Writing, from Research to Reporting”**

**Date:** Thursday, July 18, 2019

**Course times:** 9:30 am – 12:30 pm  
3 CE Hours

**Location:** One Bergen County Plaza, Room 460, Hackensack, NJ 07601

**About the Course:**

This workshop is intended to help the novice grant seeker understand the steps involved in grantsmanship. This includes; researching and evaluating grant opportunities; team building for application preparation and submission; preparing and submitting the application; application follow-up; grant management and reporting.

**About the Instructor:**

**Michele Hickey, CFRE**, has more than twenty five years of providing high quality written content for educational and social impact organizations, entrepreneurs, and thought leaders.

**Who Should Attend:**

This beginner level workshop is designed for social workers at all levels of experience and psychologists who are interested in learning about to research for and report on grants.

**Course Objectives:**

- Be able to visit and search databases that provide information about available grants.
- Be able to review grant guidelines to determine eligibility and appropriateness of a grant opportunity.
- Describe the need for team-building as it relates to grant seeking.
- Describe the need to create a plan and timeline for preparing and submitting a grant application.
- Describe the need and role of a grant writer/manager to oversee the application process.
- Describe the importance of project management and reporting once a grant is received.

## Course Outline:

9:30am to 9:45am	Introductions
9:45am to 10:00am	Grant research – Live view (if possible) of grant research websites with sample search
10:00am to 10:15am	II. Should we apply for this grant? – Review of grant guidelines and program criteria
10:15am to 10:45am	III. Planning to apply for a grant – Review of team-building, checklists, and assignments
10:45am to 11:45am	IV. Preparing and submitting the application – With emphasis on the program narrative
11:45am to 12:00pm	V. We didn't get the grant – What now? – Review of actions to take when an application is declined
12:00pm to 12:15pm	VI. We got the grant! – What now? – Review of actions to take when an application is successful
12:15pm to 12:30pm	VII. A quick conversation about the grant-seeker's mindset

**The cost is \$40.00 per person.** No refunds are available.

**Make check payable to:** "County of Bergen"

### **Send registration to:**

Terry Cannon  
Department of Human Services  
One Bergen County Plaza, 2nd Floor  
Hackensack, NJ 07601

*An Introduction to Grant Writing, From Research to Reporting, Course # 2359, is approved by the Association of Social Work Boards (ASWB) Approved Continuing Education (ACE) program to be offered by Bergen County Department of Human Services, Human Services Institute as an individual course. Individual courses, not providers, are approved at the course level. State and provincial regulatory boards have the final authority to determine whether an individual course may be accepted for continuing education credit. ACE course approval period: 05/08/2019 - 05/08/2021. Social workers completing this course received 3 General Social Work Practice continuing education credits.*

### **To receive a certificate (for CEs):**

Participant must pay the fee, attend entire workshop, sign in, sign out, *and* complete an evaluation. Certificates will be distributed at the conclusion of the workshop.

***If you have any questions or concerns, or need special accommodations, please call (201) 336-7425.***