



The Ralph M. Parsons Foundation

# PROJECT GRANTSMANSHIP 2010-2011

for Los Angeles County Nonprofit Organizations

PROJECT GRANTSMANSHIP is a partnership of the Annenberg Foundation, California Community Foundation, Dwight Stuart Youth Fund, The Ralph M. Parsons Foundation, and The Grantsmanship Center. This partnership was formed to strengthen community-based organizations by training nonprofit leaders to plan more effective programs and produce compelling proposals for funding.

The partner foundations underwrite up to 90 percent of the tuition for eligible nonprofit leaders to attend The Grantsmanship Center's five-day *Grantsmanship Training Program*<sup>®</sup>. Each PROJECT GRANTSMANSHIP participant pays \$200 or \$300 (depending on the size of their organization) for this \$895 training program. PROJECT GRANTSMANSHIP also provides all participants with follow-up support, including proposal reviews and access to The Grantsmanship Center's funder databases.

The *Grantsmanship Training Program*<sup>®</sup> is a comprehensive, hands-on workshop that covers the complete grant development process, from researching funding sources to writing and reviewing actual grant proposals.

**WHO MAY ATTEND?** Board members or paid staff of organizations based in **Los Angeles County** with IRS 501(c)(3) public charity status and annual budgets under \$10 million are eligible. Only two registrants per organization may enroll. Sorry, volunteers and independent consultants are not eligible.

### Dates:

- September 27-October 1, 2010
- November 8-12, 2010
- January 10-14, 2011
- March 7-11, 2011
- April 11-15, 2011
- June 13-17, 2011

### Location:

The Grantsmanship Center  
1125 West 6th Street, 5th Floor  
Los Angeles, CA 90017

### Training Hours:

Monday & Tuesday	8:30 AM to 5:30 PM
Wednesday	8:30 AM to 7:00 PM (Participants may choose to work later)
Thursday	8:30 AM to 5:30 PM
Friday	8:30 AM to 1:30 PM

**Tuition:** \$200 per person for organizations with budgets less than \$750,000  
\$300 per person for organizations with budgets between \$750,000 and \$10 million

**Proposal Review and Online Survey:** Within five months of completing the training, each PROJECT GRANTSMANSHIP participant is required to submit a draft proposal to The Grantsmanship Center for review. (The participant receives specific guidelines for this submission during the training.) Once the participant completes the entire review process, and an online survey, half of the participant's tuition payment will be refunded.

### HOW TO APPLY

Print and complete the PROJECT GRANTSMANSHIP Registration Form, making sure to include copies of all required documents and a check for tuition. **Incomplete applications will be returned.** For questions, please call the Project Grantsmanship Coordinator at 213-482-9860.

**PLEASE NOTE:** Class size is limited to 25 participants per training program. Enrollment is on a first-come, first-served basis. Because of the comprehensive nature of this training and the team approach to certain segments, participants are required to attend all scheduled time for all five days. To withdraw and receive a refund, you must notify The Grantsmanship Center at least three weeks prior to the training program. In an emergency, you may designate another eligible person to attend in your place prior to the start of the training.

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## Registration Form

**MUST SELECT ONE**

Paid Staff

Board Member

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

Organization \_\_\_\_\_

Mailing Address (or attach business card) \_\_\_\_\_

City \_\_\_\_\_ State CA Zip \_\_\_\_\_

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

Other Phone (in case of emergency) \_\_\_\_\_

E-mail Address \_\_\_\_\_

### Dates: (Choose one)

- |   |  |
|---|--|
| <input type="checkbox"/> September 27-October 1, 2010 | <input type="checkbox"/> March 7-11, 2011  |
| <input type="checkbox"/> November 8-12, 2010          | <input type="checkbox"/> April 11-15, 2011 |
| <input type="checkbox"/> January 10-14, 2011          | <input type="checkbox"/> June 13-17, 2011  |

### Location:

The Grantsmanship Center  
1125 West 6th Street, 5th Floor  
Los Angeles, CA 90017

**Tuition:** What is your organization's annual budget? \$ \_\_\_\_\_

- \$200 per person for organizations with budgets less than \$750,000  
 \$300 per person for organizations with budgets between \$750,000 and \$10 million

### A complete application MUST include the following:

- This completed PROJECT GRANTSMANSHIP Registration Form
- Tuition payment (Checks should be payable to: THE GRANTSMANSHIP CENTER)
- Copy of your organization's most recent IRS Form 990.

**IF IRS FORM 990 IS NOT AVAILABLE, INCLUDE COPIES OF BOTH:** Original Federal Tax Exemption Letter under Section 501(c)(3) of the Internal Revenue Code

– AND –

Operating budget documenting your organization's revenue

### PROJECT GRANTSMANSHIP Proposal Review and Online Survey

Each participant in PROJECT GRANTSMANSHIP is required to submit a draft proposal for review to The Grantsmanship Center within five months of completing this training. Specific guidelines for this proposal review are given to participants during the training. Half of the participant's tuition fee will be refunded to their organization after the participant: 1) submits a draft proposal to The Grantsmanship Center for review, 2) incorporates the reviewer's comments into a final proposal, and 3) completes a brief online survey.

### Registration forms and attachments will not be accepted by fax or email.

Please mail completed applications to:

**The Grantsmanship Center  
ATTN: Project Grantsmanship  
P.O. Box 17220  
Los Angeles, CA 90017-0220**

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