

Next Level Federal Grant Training – 2025

Dates	Instructor(s)	Session Title	Content	Relation to Ethics (Code of Ethics)	GPCI Competencies (GPCI Competencies)
Jan 14	Cheryl Kester Thomas, CFRE, GPC and Melanie Palmer, CFRE, GPC	Introducing Federal Grants	<ul style="list-style-type: none"> • Introduce the class • Learn about the federal grant awarding process • Learn how to assess organizational readiness for federal grants • Learn about required registrations 	<ul style="list-style-type: none"> • Continually improve one’s professional knowledge and skills • Members shall recognize one’s individual boundaries of competence and be forthcoming and truthful about one’s professional experience, timely and accurate business practices, knowledge, and expertise. 	<p>#1: Knowledge of how to research, identify, and match funding resources to meet specific needs</p> <p>#2: Knowledge of organizational development as it pertains to grant seeking</p>
Feb 11	Cheryl Kester Thomas, CFRE, GPC	Find the Grant That's Right For You	<ul style="list-style-type: none"> • Learn how to find federal grant opportunities • Learn how to objectively assess funding opportunities and make good go/no-go decisions • Learn how to document decisions to pursue 	<ul style="list-style-type: none"> • Continually improve one’s professional knowledge and skills • Members shall recognize one’s individual boundaries of competence and be forthcoming and truthful about one’s professional experience, timely and accurate business practices, knowledge, and expertise. • Members shall engage professionally with peers, colleagues, [and] participants. . . in a manner consistent with GPA’s professional standards regarding diversity, equity, and inclusion, and is respectful of all individuals. 	<p>#1: Knowledge of how to research, identify, and match funding resources to meet specific needs</p> <p>#2: Knowledge of organizational development as it pertains to grant seeking</p>
March 11	Melanie Palmer, CFRE, GPC	Herding the Cats: Project Management	<ul style="list-style-type: none"> • Learn how to develop internal processes and people into an effective grant-seeking team • Learn how to treat the proposal as a project to be managed 	<ul style="list-style-type: none"> • Continually improve one’s professional knowledge and skills • Promote positive relationships between grant professionals and all stakeholders 	<p>#1: Knowledge of how to research, identify, and match funding resources to meet specific needs</p> <p>#2: Knowledge of organizational development as it pertains to grant seeking</p>

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				<ul style="list-style-type: none"> • Ensure that funds are solicited according to funder’s program guidelines 	<p>#4: Knowledge of how to craft, construct, and submit an effective grant application</p>
April 8	Cheryl Kester Thomas, CFRE, GPC	First Things First: Budgets	<ul style="list-style-type: none"> • Learn how to develop effective federal budgets, especially for multi-year programs • Learn how to write an effective budget narrative • Learn how to ensure your budget, budget narrative, and project plan are aligned 	<ul style="list-style-type: none"> • Members shall adhere to all applicable laws and regulations in all aspects of the grants profession • Members shall obey all applicable local, state, provincial, and federal civil and criminal laws and regulations. • Members shall take care to ensure that all solicitation materials are accurate and correctly reflect the organization’s mission and use of solicited funds. 	<p>#2: Knowledge of organizational development as it pertains to grant seeking</p> <p>#3: Knowledge of strategies for effective program and project design and development</p> <p>#4: Knowledge of how to craft, construct, and submit an effective grant application</p> <p>#5: Knowledge of post-award grant management practices sufficient to inform effective grant design and development</p> <p>#6: Knowledge of nationally recognized standards of ethical practice</p>
May 13	Melanie Palmer, CFRE, GPC	The Right Outcomes	<ul style="list-style-type: none"> • Learn how to write effective goals and objectives • Learn how to integrate goals and objectives with your narrative • Learn how to incorporate community-based project design 	<ul style="list-style-type: none"> • Practice one’s profession with the highest sense of integrity, honesty, and truthfulness to maintain and broaden public confidence. • Promote positive relationships between grant professionals and all stakeholders. • Members shall take care to ensure that all solicitation materials are accurate. 	<p>#3: Knowledge of strategies for effective program and project design and development</p> <p>#4: Knowledge of how to craft, construct, and submit an effective grant application</p> <p>#9: Ability to write a convincing case for funding</p>
June 10	Melanie Palmer, CFRE, GPC	Tackling the Blank Page: How to Start Writing	<ul style="list-style-type: none"> • Learn the basics of common federal proposal sections • Learn how to create effective writing outlines from NOFOs 	<ul style="list-style-type: none"> • Continually improve one’s professional knowledge and skills. • Ensure that funds are solicited according to funder’s program guidelines. 	<p>#1: Knowledge of how to research, identify, and match funding resources to meet specific needs</p> <p>#2: Knowledge of organizational development as it pertains to grant seeking</p> <p>#4: Knowledge of how to craft, construct, and submit an effective grant application</p>

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July 8	Cheryl Kester Thomas, CFRE, GPC	Data Speaks: Your Need Section	<ul style="list-style-type: none"> Learn how to research and use data to document evidence of need Learn how to present complex data using charts/tables Learn how to cite sources 	<ul style="list-style-type: none"> Members shall not be associated directly or indirectly with any service, product, individuals, or organizations in a way that they know is misleading. Members shall take care to ensure that all solicitation materials are accurate. Members shall not plagiarize. 	<p>#4: Knowledge of how to craft, construct, and submit an effective grant application</p> <p>#6: Knowledge of nationally recognized standards of ethical practice by grant developers</p> <p>#9: Ability to write a convincing case for funding</p>
August 12	Cheryl Kester Thomas, CFRE, GPC	Planning the Work: the Project Description	<ul style="list-style-type: none"> Learn how to present detailed and effective project descriptions Learn how to create timelines and workplans Learn how to develop strong logic models 	<ul style="list-style-type: none"> Practice one's profession with the highest sense of integrity, honesty, and truthfulness to maintain and broaden public confidence. Members shall take care to ensure that all solicitation materials are accurate. 	<p>#4: Knowledge of how to craft, construct, and submit an effective grant application</p> <p>#6: Knowledge of nationally recognized standards of ethical practice by grant developers</p> <p>#9: Ability to write a convincing case for funding</p>
Sept 9	Melanie Palmer, CFRE, GPC	Quality Counts: Personnel and Organizational Capacity	<ul style="list-style-type: none"> Learn how to describe applicant's resources, competencies, history, and qualifications to implement the grant Learn how to create staffing plans and document qualifications of personnel 	<ul style="list-style-type: none"> Practice one's profession with the highest sense of integrity, honesty, and truthfulness to maintain and broaden public confidence. Members shall take care to ensure that all solicitation materials are accurate. 	<p>#4: Knowledge of how to craft, construct, and submit an effective grant application</p> <p>#6: Knowledge of nationally recognized standards of ethical practice by grant developers</p> <p>#9: Ability to write a convincing case for funding</p>
Oct 14	Cheryl Kester Thomas, CFRE, GPC	What Does Success Look Like? The Evaluation Plan	<ul style="list-style-type: none"> Learn how to write an effective evaluation plan Learn how to ensure your evaluation, project plan, and logic model are aligned Learn how the Uniform Guidance rules impact selection of consultants/evaluators 	<ul style="list-style-type: none"> Members shall act according to the highest ethical standards of one's institution, profession, and conscience. Members shall obey all applicable local, state, provincial, and federal civil and criminal laws and regulations. Members shall take care to ensure that all solicitation materials are accurate. 	<p>#3: Knowledge of strategies for effective program and project design and development</p> <p>#5: Knowledge of post-award grant management practices sufficient to inform effective grant designs and development</p> <p>#6: Knowledge of nationally recognized standards of ethical practice by grant developers</p> <p>#8: Knowledge of methods and strategies that cultivate and maintain relationships between</p>

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					fund-seeking and recipient organizations and funders
*Nov 12	Melanie Palmer, CFRE, GPC	Clicking Submit!	<ul style="list-style-type: none"> • Learn about attachments and appendices • Discuss working in Grants.gov and Workspace for submission • Learn some challenges that occur with submission and tips for overcoming them 	<ul style="list-style-type: none"> • Members shall act according to the highest ethical standards of one's institution, profession, and conscience. • Members shall take care to ensure that all solicitation materials are accurate. 	<p>#6: Knowledge of nationally recognized standards of ethical practice by grant developers</p> <p>#7: Knowledge of practices and services that raise the level of professionalism of grant developers</p> <p>#8: Knowledge of methods and strategies that cultivate and maintain relationships between fund-seeking and recipient organizations and funders</p>
Dec 9	Cheryl Kester Thomas, CFRE, GPC and Melanie Palmer, CFRE, GPC	Final Tips and Tricks	<ul style="list-style-type: none"> • Intro to post-award management for pre-award professionals • Course Wrap-Up and Final Q&A 	<ul style="list-style-type: none"> • Members shall act according to the highest ethical standards of one's institution, profession, and conscience. • Members shall obey all applicable local, state, provincial, and federal civil and criminal laws and regulations. 	<p>#7: Knowledge of practices and services that raise the level of professionalism of grant developers</p> <p>#8: Knowledge of methods and strategies that cultivate and maintain relationships between fund-seeking and recipient organizations and funders</p>