

Mayor's Office of Partnerships and Grant Services (OPGS)
2016 Intensive 8-Week Grant Proposal Writing Course

The Mayor's Office of Partnerships and Grant Services (OPGS), in partnership with the Magi Group LLC, will offer an Intensive 8-week Grant Proposal Writing Course for District of Columbia Government Employees, Nonprofit Executive Directors, Staff, Program Officers, and Board Members responsible for fund raising in the District of Columbia. This hands-on course will focus on writing an existing competitive grant proposal while integrating some of the basic concepts – e.g. developing a compelling statement of need, designing-best practices and logic models, preparing program budgets – used to prepare an application. The course participants must meet the following criteria:

1. Actively operating programs in the District of Columbia for at least one year;
2. Certified 501 (c) (3) nonprofit that is registered by the District's Department of Consumer and Regulatory Affairs (DCRA) and in good standing;
3. Organizational staff with grant development and writing responsibilities; and
4. Have an actual Request of Funding (RFP) to work on during this course.

Please note that **independent nonprofit consultants and grant writers** are not eligible to participate. Please note that space is limited and only one person from an organization will be able to participate. If you have participated in this course before please do not submit a registration application .

The instructor will share national best practices used to guide the participants in ways to write successful grant proposals. Each participant must bring his/her laptop to report and work on the weekly course assignments. Weekly homework assignments will be given and must be completed to remain in the course. All grant proposals must be finalized by the end of the 8th week and ready for submission to the funder in order to receive a certificate of completion.

Classes will be held Tuesday nights from 6pm-8pm at 441 4th Street, NW (One Judiciary Square). Classes will begin Tuesday, May 10 and will conclude Tuesday, June 28, 2016.

This Intensive 8-week Grant Proposal Writing Course will be limited to 30 participants selected competitively based on the information submitted on their registration form. All registration forms must be submitted to pat.henry@dc.gov by 4:00 p.m. on March 18. Late applications will not be accepted. Selected participants will be notified by April 22. If you need additional information contact Pat Henry at pat.henry@dc.gov.