



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

**“An Introduction to Grants 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

***NJ Social Workers: An application has been made for consideration of 3 General CE credits for this course.***

**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) 336-7455.***