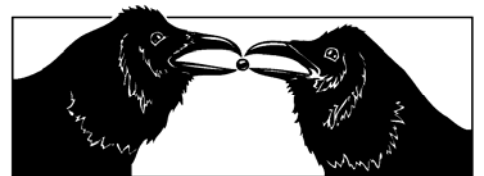


Five-Day Grant Workshop Sponsor Packet

DRAFT



ALASKA
FUNDING • EXCHANGE

ALASKA FUNDING EXCHANGE
P.O. Box 10843
Fairbanks, Alaska 99710
907-451-0885
www.funding-exchange.org

Dear Partner:

We look forward to working with you in this cooperative venture.

AFE's goal is to create 'win-win' opportunities to increase your organization's internal capacity to raise funds successfully. Grantwriting training is one important way we do this.

Your partnership in this endeavor is essential to its success – we could not make this training happen on this level without your participation.

As your partner, we are here to assist you throughout the process. Please do not hesitate to contact us if you have questions about any part of the preparation. Thank you!

Sincerely,

Sharon Gherman

Sharon Charnell Gherman, President
Alaska Funding Exchange

FOR FIVE DAY
CLASS



Grantwriting

Class Announcement

This (list dates) from (list times) there will be a five-day grant writing class that teaches grantwriting techniques for individuals from nonprofit organizations and government agencies.

"Students completing this class should leave with a final draft of a simple foundation proposal ready to submit to the grantmaker," said Sharon Gherman, AFE President. "Students practice searching for funding sources on the Internet; sort funding opportunities according to their suitability to the organization's mission and goals; and complete a funding proposal from the foundation of their choice. Each class is customized to the attending students and their organizations, and we use teaching scenarios from their organizations' actual situations. A student leaving this class should be able to implement a development plan for their organization and begin writing proposals immediately."

This is a hands-on, in-depth class on grant writing for students whose job or volunteer responsibilities include developing funding sources and writing grant proposals. The class is appropriate for those with beginning or intermediate grant writing skills, but experienced grant writers will also find tips and tools to assist them in their work. Students will learn the basics of creating a development plan and calendar and how to organize office and computer files to maximize their efficiency in writing proposals. We have found that many students develop a cohort of grantwriting peers over the week who serve as a professional network as they leave the class and begin grantwriting in earnest.

This class is sponsored by the (list your agency here) in partnership with the Alaska Funding Exchange. It will be held at the (list location here).

For further information call: (give your contact information here) or call Deborah at Alaska Funding Exchange at: 907-789-7084.



ALASKA
FUNDING
EXCHANGE

in partnership with

PARTNER
AGENCY

Partner
Agency
Logo

Presents

A Five Day Grantwriting Class

This is an intensive, targeted training that teaches you how to secure grant awards for your organization. You will practice your new knowledge "hands on" in a small class of no more than twelve students, and may leave the week of training with a final draft proposal suitable for submission.

This class is for beginning and intermediate professionals with nonprofit, tribal or government agencies

WHERE:

HOW:

WHEN:

COST: \$1,500

QUESTIONS: Call Deborah at: 907-789-7084

ALASKA
FUNDING EXCHANGE
P.O. Box 10843
Fairbanks, Alaska 99710
907-451-0885
www.funding-exchange.org

*A Service of the
Alaska Funding Exchange*





Registration Form

for

Grantwriting Class



Offered by Alaska Funding Exchange
In Partnership with
Partner Agency

This is an intensive, targeted training that teaches how to secure grant awards from selected organizations. This is a small class with no more than twelve students - the goal is to leave this training with a final draft of a proposal suitable for submission for an award.

To register by mail, fill out this form and send it with a check to:

Partner Agency _____

COST:
\$1,500 per Registrant

To register by phone, just call: _____

Questions, call Deborah at: 907-789-7084

Your Name _____

Organization _____

Mailing Address _____

Phone _____ email _____

Payment Information

Amount Due _____

Check Enclosed

VISA

Mastercard

_____ Card Number

_____ Expiration Date

_____ Security Code

_____ Signature



AGENCY

LETTER OF AGREEMENT

between

(AGENCY)

and

The Funding Exchange, Inc.
d.b.a. Alaska Funding Exchange

(Agency) has identified a need for grant development training. **Alaska Funding Exchange** will conduct a five-day grant development class in partnership with the (Agency). The workshop will be held in [redacted] through [redacted] [redacted]th and [redacted]th.

SCOPE OF WORK

In furtherance of these mutual goals, **Alaska Funding Exchange** agrees to provide the following:

1. Instructor for a five-day grant training class
2. Curriculum for the class
3. Registration assistance (via AFE web site, distribution lists, provision of ready-made forms and instructions)
4. Advertising assistance (via methods listed above)
5. Two full scholarships to be used or gifted for the scheduled workshop
6. Fifteen percent (15%) of registration income after AFE expenses have been paid

In furtherance of these mutual goals, **(Agency)** agrees to do the following:

1. Provide a venue to comfortably hold a minimum of ten (10) students and a maximum of twelve (12) students
2. Internet connection in the classroom for a Dell laptop, which will be used for teaching
3. Overhead projector for a Dell laptop and screen
4. Whiteboard and/or blackboard, with accompanying chalk and/or markers
5. Tablets and pencils for class participants
6. Beverages and snacks for class
7. Class registration, including payment processing
8. Class advertisement as needed to recruit students for the workshop

GENERAL FINANCIAL PROVISIONS

DEPOSIT

A non-refundable deposit of \$1,000 for the five-day class is due no later than thirty (30) days prior to the start of class.

Should **(Agency)** elect to cancel the class, the deposit will be forfeited (see Billing, below). In addition, **(Agency)** agrees to pay any expenses associated with the class that AFE has incurred.

RELATIONSHIP

(Agency) is a client of **Alaska Funding Exchange**. **AFE** may engage subcontractors to provide various services to the client. Under no circumstances will **AFE**, its employees or subcontractors be considered employees of the client.

BILLING AND PAYMENT

In the event that fewer than the allotted number of participants register for the class, **(Agency)** has the option of continuing the class and making up the difference financially to **AFE**, or cancelling the workshop and reimbursing **AFE**.

(Agency) will pay instructor via agency check or money order prior to the start of the first day of class. **AFE** will mail **(Agency's)** check for the 15 % after all expenses are tallied, but in no case later than 30 days after the first day of class.

AGENCY	ALASKA FUNDING EXCHANGE
	Sharon C. Gherman, President
Date	Date P.O. Box 10843 Fairbanks, Alaska 99710 907-451-0885 www.funding-exchange.org

DRAFT

**Grantwriting Classes with The Funding Exchange, Inc.
Sponsor Profit/Loss Worksheet**

Below are estimated expenses for AFE workshops in various regions of Alaska. If actual costs differ, these numbers will change. But the estimates will give organizations an idea of the potential gross income that could be generated by sponsoring an AFE workshop.

<u>2-day Workshop/20 students/1</u>	<u>instructor</u>	<u>ANC</u>	<u>Bethel</u>	<u>FBX</u>	<u>JNU</u>	<u>Barrow</u>
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Income:

Registration fees* (excluding scholarships) :	6,300	6,300	6,300	6,300	6,300
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Expenses:

Curriculum materials	300	300	300	300	300
Travel:					
Air fare	320	650	-	600	650
Hotel	300	450	-	360	360
Per diem @ \$50/day	125	200	100	150	150
Subtotal:	1,045	1,600	400	1,410	1,460

Income after expenses:	5,255	4,700	5,900	4,890	4,840
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15% to sponsoring agency:	\$788	\$705	\$885	\$734	\$726
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<u>5-day Workshop/12 students/1</u>	<u>instructor</u>	<u>ANC</u>	<u>Bethel</u>	<u>FBX</u>	<u>JNU</u>	<u>Barrow</u>
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Income:

Registration fees (excluding scholarships) :	15,000	15,000	15,000	15,000	15,000
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Expenses:

Curriculum materials	300	300	300	300	300
Travel:					
Air fare**	320	650	-	600	650
Hotel @ \$150/day	750	900	-	900	900
Per diem @ \$50/day	275	350	250	300	300
Subtotal:	1,645	2,200	550	2,100	2,150

Income after expenses:	13,355	12,800	14,450	12,900	12,850
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15% to sponsoring agency:	\$ 2,003	\$ 1,920	\$ 2,168	\$ 1,935	\$ 1,928
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** This is minimum registration. Income would increase with additional students; however, 25 or more students requires two instructors.*

*** Travel is from Fairbanks, Alaska*