

# **Grantwriting Overview Workshop**

## **Sponsor Packet**



**FUNDING  
EXCHANGE, INC.**

**FUNDING EXCHANGE, INC.**

P.O. Box 10843  
Fairbanks, Alaska 99710  
(907) 451-0885  
[www.fundingexchange.org](http://www.fundingexchange.org)



FUNDING  
EXCHANGE, INC.

Dear Partner:

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

FEI'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 collaboration with us 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 don't hesitate to contact us if you have questions about any part of the preparation. Thank you!

Sincerely,

*Sharon C. Gherman*  
President/CEO  
Funding Exchange, Inc.



FUNDING  
EXCHANGE, INC.

AGENCY

# LETTER OF AGREEMENT

between

**(AGENCY)**

and

**Funding Exchange, Inc.**

**(Agency)** has identified a need for grant development training. **Funding Exchange, Inc.** will conduct a two-day grant development class in partnership with the **(Agency)**. The workshop will be held in **(location)** through **(month)** \_\_th and \_\_th.

## SCOPE OF WORK

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

1. Instructor for a two-day grant training class
2. 1 copy of *The Art of Grantwriting: Communicating your Vision to Funders* handbook
3. Registration assistance (via FEI web site, distribution lists, provision of ready-made forms and instructions)
4. Advertising assistance (via methods listed above)
5. One full scholarship for the class to be used or gifted to another nonprofit

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

1. Provide a room to comfortably hold a minimum of twenty (20) students and a maximum of thirty (30) students
2. Internet connection in the classroom for a laptop, which will be used for teaching
3. Multimedia projector and screen

4. Whiteboard and/or blackboard, with accompanying chalk and/or markers
5. Beverages and snacks for class (if allowed, optional)
6. Class registration, including payment processing
7. Class advertisement as needed to recruit students for the workshop

**GENERAL FINANCIAL PROVISIONS**

**DEPOSIT**

A non-refundable deposit of \$500 for the two-day class is due no later than fifteen (15) 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 FEI has incurred.

**RELATIONSHIP**

(**Agency**) is a client of **Funding Exchange, Inc.** FEI may engage subcontractors to provide various services to the client. Under no circumstances will **FEI**, 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 **FEI**, or cancelling the workshop and reimbursing **FEI**.

(**Agency**) will pay instructor via agency check or money order on or before the first day of class. Total due will be total of registration fees minus the paid deposits.

<b>AGENCY</b>	<b>FUNDING EXCHANGE, Inc.</b>
	Sharon C. Gherman, President
<b>Date</b>	Date
	P.O. Box 10843 Fairbanks, Alaska 99710 907-451-0885 www.fundingexchange.org



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EXCHANGE, INC.

## Grantwriting Overview Class Announcement

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

“Students completing this class should have a good idea of where to look for funds and how to complete and submit a grant proposal to the grantmaker,” said Sharon Gherman, FEI President. “We use actual scenarios from the students in the class, and customize each class toward the students and their organizations’ funding needs.”

This is an introductory class into the world of grants, introducing the participant to some of the funders, the requirements and the terminology of this world, and answering some of the questions you may bring from your particular organization.

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

For further information call: (give your contact information here) or call Sherry Dudgeon at Funding Exchange, Inc. at: (907) 451-0885.



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# Registration Form

for

## Grantwriting Overview Class

Offered by Funding Exchange, Inc.  
In partnership with  
**(Partner Agency)**

*This grantwriting overview class, taught by Funding Exchange, Inc. and sponsored by Partner Agency, is an intensive two-day class that teaches grantwriting techniques for nonprofit organizations and government agencies.*

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

Agency  
Attn:

\_\_\_\_\_  
\_\_\_\_\_

**COST:**  
**\$400 per Registrant**  
(includes copy of *The Art of Grantwriting Handbook*)

Questions? Give Sherry Dudgeon a call at 907-451-0885

Your Name \_\_\_\_\_

Organization \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone \_\_\_\_\_ email \_\_\_\_\_

**Payment Information**

Amount Due \_\_\_\_\_

Check Enclosed

VISA

Mastercard

\_\_\_\_\_

Card Number

\_\_\_\_\_

Expiration Date

\_\_\_\_\_

Security Code

\_\_\_\_\_

Signature

# Funding Exchange, Inc.



FUNDING  
EXCHANGE, INC.

Partner Logo  
Here

*in partnership with*

**Your Name Here**

*Presents*

## **2-day Grantwriting Overview Class**

**DATE**

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This is a targeted workshop that provides a complete overview about securing grant awards for your organization and includes 1 copy of *The Art of Grantwriting: Communicating your Vision to Funders*

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

**Where:**

**When:**

**COST: \$400/person**

**QUESTIONS?** Call Sherry Dudgeon at (907) 451-0885

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