



Effective Proposal Writing Workshop

October 25th and 26th, 2017

Saskatoon Inn, Canadian Room, Saskatoon, SK

October 25th (Day 1)

- 8:00 to 9:00 Continental Breakfast/Networking
- 9:00 Welcome
- 9:15 to 10:15 **Introduction to Effective Proposal Writing.** Effective proposal writing increases the opportunity to secure funding. This benefits your organization and community, and helps you realize your organizations goals.
- Effective proposal writing spans many topics; purpose of the proposal and policy aims, understanding the competition for funds, effective writing, program theory, roles and responsibilities, budgeting and risk assessment and mitigation. Case study and group activity.
- Speakers: Robert Andrews, MBA, CPA, CMA, CAFM**
- 10:15 to 10:30 **Health Break**
- 10:30 to 12:00 **Understanding Proposals and Policy Goals** – Understanding the funders objectives to ensure alignment with your proposal, **Competitive Landscape** – competing for funding dollars – this topic discusses the demand for funds and the need for a well-articulated, thoughtful funding request that aligns with the funders objectives. Case study and group activity.
- 12:00 to 1:00 **Luncheon Speaker - INAC Potential Funding Sources**
- 1:00 to 2:30 **Program Theory** – linking your funding request with activities and logically connections with the impacts and outcomes of your initiative. **Role of the Funder Relationship**, the quality of the relationship with the funder can not be underestimated, trust, past results and meeting the funders objectives improve the chances of receiving the funding request. Case study and group activity.
- 2:30 to 2:45 **Health Break**
- 2:45 to 4:00 **Budgeting Basics**- pro-forma statements, developing budgets and cashflows for your initiative, getting your numbers right to achieve your goals. Budgeting exercise.

October 26th (Day 2)

- 8:00 to 9:00 Continental Breakfast/Networking
- 9:00 to 10:00 **Understanding and Mitigating Risk** – delivering on your proposal. How will known unknowns and unknown unknowns affect your program and what can you do about them. Incorporating risk management in your proposal to achieve your program objectives. Case study and group activity.
- 10:00 to 10:15 **Health Break**
- 10:15 to 12:00 **Effective Writing: Putting the Pieces Together.** Effective writing provides assurance that you can deliver your program. Common formats help to make sure you cover all of the necessary elements for a high-quality proposal. Case study and group activities.
- 12:00 to 1:00 **Lunch**
- 1:00 to 3:00 Multi year proposals and incorporating the proposal into the work plan
- Speakers:**
- 3:00 Closing Remarks