

2010 Grant Writing Certification Program

FIU

**Metropolitan
Center**

Whether you're a beginning grant writer who's just getting started or a seasoned pro ready to move to your next level of performance, the Metropolitan Center at FIU can help you get there.

The Metropolitan Center in conjunction with several community partners is introducing a new certificate program in Grant writing for the Spring Calendar. This three day certificate program to become a grant specialist will touch upon developing a proposal concept, research and development, administering grants once received, programmatic marketing skills, hints on how to lobby state and federal legislative officers, establishing collaborative research partnerships and the use of the latest technology in grants writing and administration.

Certified Grant Specialist

This three-day detailed training presents an in-depth explanation of the grant development process from start to finish. The workshop format will feature both lecture sessions and group activities throughout the week long training. Participants will attend several group sessions enabling them to meet and interact with others who have similar interests and needs. Class participants will assemble to identify potential grant-writing partners and grant reviewers from their state and local area and to discuss relevant grant issues and strategies with other professionals from similar disciplines (such as education, mental health, social service, health care, law enforcement, etc.) Upon completion of this three-day workshop, participants will be tested in order to authorize certification.

The seminars address both practical and conceptual aspects that are important to the proposal-writing process. Emphasis is given to idea development, identification of the appropriate granting agency, how to write for reviewers, and tips and strategies of proven value in presenting an applicant's case to reviewers. Topics will include operational and capital campaign strategies, overview of planned giving structures, review of available funding sources and the preparation of a grant proposal.

Date: October 2010
Time: 8:30am – 4:00pm
Cost: \$400.00
Location: To Be Announced



Other programs offered:

Administrative Professional Certificate Program -

January 27, 28, 29, 2010

FIU, Biscayne Bay Campus - WUC 157

Business and Telephone Etiquette

February 4, 2010

FIU, Biscayne Bay Campus - WUC 157

Business Writing & Grammar -

March 10 & 11, 2010

FIU, Biscayne Bay Campus - WUC 157

Customer Service Essentials -

February 25, 2010

FIU, Biscayne Bay Campus - WUC 157

Office Professionalism -

March 25, 2010

FIU, Biscayne Bay Campus - WUC 157

Records Management Certification -

January 28 & 29, 2010

FIU, Biscayne Bay Campus - WUC 157

Time and Stress Management -

March 16, 2010

FIU, Biscayne Bay Campus - WUC 157

Trigger-Proof Your Way to Success:

**12 Tools to Keep Your Cool and
Confidence in the Workplace**

April 8, 2010

FIU, Biscayne Bay Campus - WUC 157