

NONPROFIT WORKSHOP SERIES

FREE

SPRING 2017

FREE

Date/Time	Event	Description
Wednesday, March 29 10:00 am-Noon	HOW TO WRITE A LETTER OF INTENT/ INQUIRY	Presenter: Kristen Tierney, The Tierney Development Group More and more, funders are asking for a Letter of Intent/Inquiry (LOI) as the first step in the grant application process. The LOI is like a mini-proposal in which you have only one-to-three pages (depending on the funder's guidelines) to get your message across. In this workshop you will learn how write a LOI that is both compelling and concise.
Wednesday, April 12 10:00 am-Noon	WRITING WINNING PROPOSALS	Presenter: Kathy Frederick, Frederick Consulting Topics to be covered include: the role of grantmakers in the U.S. and trends in grantmaking; how to do funder research; selecting and presenting your most fundable projects; style writing tips; following up and learning from the proposal process.
Wednesday, April 26 10:00 am-Noon	SUSTAINING GRANT-FUNDED PROGRAMS	Presenter: Kathy Frederick, Frederick Consulting This workshop will focus on: Truths and myths about sustainability; creative ways to continue a program with reduced funding; and various levels of planning to sustain grant funded programs.
Wednesday, May 10 10:00 am-Noon	LOGIC MODELS FOR PROGRAM DEVELOPMENT AND EVALUATION	Presenter: Kristen Tierney, The Tierney Development Group This workshop provides a holistic approach to planning and evaluating programs. It helps program practitioners use and apply logic models – a framework and way of thinking to help improve your work and be accountable for results.
Wednesday, May 24 10:00 am-Noon	CREATING A PROPOSAL BUDGET	Presenter: Kristen Tierney, The Tierney Development Group The budget is often the most challenging part of a proposal, even for fundraisers who've mastered the "writing" part of the process. This workshop will address frequently asked questions such as: How do I allocate time for staff working across multiple projects? When can I include indirect costs and how do I know how much to add? Why do funders ask for details on income and what do I need to show them? How do I account for in-kind donations?
Wednesday March 15, 2017 & Tuesday, June 20 9:00 am-Noon	SO, YOU'VE DECIDED TO BUILD A NON-PROFIT. NOW WHAT?	Presenter: Martey Rhine, Management Solutions & Resources This workshop will cover the basics of building a board, budgeting, operational planning, marketing, and fundraising – all the building blocks your nonprofit organization needs. It will also provide you with the tools, templates, and references for taking the action steps to effectively structure your nonprofit organization and enhance your ability to achieve the mission.

All workshops are offered as a partnership between Hartford Foundation for Public Giving and Hartford Public Library

To register: Email your name and email address to dalexandre@hplct.org

Workshops will take place at Hartford Public Library, 500 Main Street, Hartford, CT 06103, Youth Program Room, 3rd Floor