



From Great Idea to Winning Proposal: How to Find and Attain Grant Funds for Your Nonprofit

Plus: *The Essential Guide to Community Foundation Grants*

Friday, March 20, 2015 from 8:30 am to 4:00 pm

UNC Coastal Studies Institute, Room 262, 850 NC Highway 345, Wanchese, NC

How do you develop a great idea into an articulate, compelling, and complete grant proposal? How do you find prospective funders for your project? How do you decipher a foundation's priorities and style? What details should you include in your proposal, cover letter, and budget, and how do you close your project with a strong final report?

Led by nonprofit guru Melissa Le Roy, this workshop will focus on all of the essential elements of a winning grant proposal, including the cover letter, executive summary, need statement, goals, objectives, methodology, evaluation, and budget. Participants will learn about the typical questions that funders consider, and the criteria they use when evaluating proposals. Melissa will guide you through the entire grants management process, from the grant proposal to the financial statements to the final grant report.

Bring your questions and a sample proposal you'd like to workshop with your peers and with Melissa. We'll provide lunch and a brief (optional) tour of CSI's beautiful new "LEED Gold" facility. At the end of the day, Lorelei Costa will walk you through the Outer Banks Community Foundation's grants criteria, application, and new final report form.

**Space is limited, and advance registration is required. Register early to ensure your spot!
Please register online at www.obcf.org by Monday, March 16.**



Melissa Le Roy is a nonprofit consultant and instructor. Through her firm *OnFire Nonprofit Consulting*, she helps nonprofits with structural issues, volunteer management, and strategic planning. Through Duke University's *Nonprofit Management Program*, she teaches classes on fundraising, accounting, special events, marketing, social media, and more. Melissa served for six years on the board of the *NC Center for Nonprofits*. She has also served as executive director of the *US Green Building Council, SC Chapter* and as executive director of the *Foothills Equestrian Nature Center*. Melissa has a master naturalist certificate from *Clemson University* and an advanced certificate in nonprofit leadership and certificate in nonprofit management from *Duke University*.



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Agenda

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| 8:30 | Networking and Coffee |
| 9:00 | Welcome and Introductions Loretta Michael, Outer Banks Community Foundation Lorelei Costa, Outer Banks Community Foundation |
| 9:15 | From Great Idea to Winning Proposal Part 1: Finding Prospective Funding Sources Melissa Le Roy, OnFire Nonprofit Consulting |
| 10:15 | Part 2: Components of a Winning Proposal |
| 12:00 | Lunch (<i>provided</i>) |
| 12:30 | Optional Tour of the CSI Facility |
| 1:00 | Part 3: Proposal Review (<i>optional: bring your draft grant proposal for workshopping and feedback!</i>) |
| 2:00 | Part 4: Final Reports and Closing Your Grant |
| 3:00 | The Essential Guide to Community Foundation Grants Lorelei Costa, Outer Banks Community Foundation |
| 4:00 | Adjournment |