

L I N D A V A L L E J O
A to Z Grantwriting
www.atozgrantwritng.com

OVERVIEW

The A to Z Grantwriting Seminar presents a proven and simple system to implement a successful grantwriting campaign submitting ongoing proposals to government, foundation, and corporate funders.

Participants are taken through a step-by step overview of the entire grantwriting process and provided with the skills and tools needed to implement a successful grantwriting campaign. The instructor engages small groups students in meaningful discussions and welcomes students to ask questions and state needs as a part of the learning experience.

The seminar has been developed to assist a wide variety of non-profit professionals include representatives from education, arts, health, environmental, health social service, and religious non-profit organizations, higher education institutions, government agencies, and individuals wishing to become consultants. The seminar is an excellent opportunity for the novice as well as for the intermediate and advanced grantwriting professional in focusing and honing their skills.

PARTICIPANTS RECEIVE

- 200-page Seminar Manual with hundreds of tools, resources and samples
- A to Z Grantwriting Seminar Certificate of Completion
- Personalized list of targeted potential funding sources

PARTICIPANTS LEARN HOW TO

➤ **Implement a grantwriting campaign to submit up to a proposal each week**

Learn an easy and proven system that will prepare you for all funding opportunities and eliminate the stress and chaos of submitting proposals at the last minute

➤ **Diversify your funding base to include support from government, foundation, corporate, business and individual donors**

Read, study, and understand a variety of application guidelines

Learn how to develop positive communications and relationships with funding sources using roll-playing exercises

Learn from sample requests and proposed program budgets

➤ **Organize a grantwriting team and grantwriting office for greater results**

Learn how to establish a grantwriting team where everyone’s talents and interests are utilized and appreciated for maximum success

Learn how to use interns, support staff and volunteers to expand grantwriting efforts

Learn from a sample Grantwriting Plan and Report to share progress with staff, leadership and Board of Directors

➤ **Establish successful collaborating partnerships with like-minded organizations and agencies**

Develop a “win-win” relationship with collaborative partners

Use in-kind donations of products and services, and volunteers for greater fundraising success

➤ **Consolidate a major grant proposal package including budgets, need statement, measurable objectives, and evaluation plans**

Consolidate and write targeted mission and goals

Write compelling need statements with appropriate data and statistics

Write complete proposed program descriptions with well thought out measurable objectives and evaluation plans

Learn from sample organization income and expense budget and proposed program budget

INSTRUCTOR BIO

Linda Vallejo has over forty years of experience as a grantwriting consultant and instructor. She has written and received millions of dollars in grant funds from foundation, corporate, government and individual donors for her many clients. She has experience in all aspects of development office duties including donor communications and partnership building; program development and planning, establishment of development offices, tracking and reporting systems; budgets, financial records and reporting; and implementing grantwriting campaigns to corporate, foundation, and government funding sources. Over the past twenty-two years Ms. Vallejo has taught the A to Z Grantwriting Online Course with Education to Go in over 2,500 colleges and universities nationwide, Canada, Australia, and the United Kingdom.

In the past she served as a grantwriting consultant for Self Help Graphics and Art, Los Angeles, CA; 18th Street Art Center in Santa Monica, CA: and the Nevada Ballet Theatre, Las Vegas. She also served as a grantwriting instructor for Loyola Marymount University “Non-Profit Fundraising Certificate Program” and for Otis School of Art and Design “Public Practice MFA Program” in Los Angeles, CA. Currently she is working with Communities Create, a mental health arts-based non-profit organization in Los Angeles. Ms. Vallejo began her work in the non-profit sector as an artist and art teacher with Self Help Graphics, a non-profit arts organization in Los Angeles, California in 1977.

A to Z Grantwriting was established in 1985 with a 3-hour grantwriting class taught through the Learning Annex. In 1995 Ms. Vallejo expanded this workshop to create the A to Z Grantwriting Online Course, a 12 lesson / six-week on-line course with hundreds of resources, tools, samples, and examples.