

2019 Professional Development Course 5

Grant Writing 101

The TOI Education Program is pleased to offer several Professional Development Courses in 2019 for township officials and staff. The fifth program of the year is **Friday, September 27, 2019**, at the TOI Office in Springfield. The session is limited to 25 attendees. The cost is \$75 and includes lunch. The seminar is scheduled from 10am – 3pm to accommodate travel time. Six hours of education credit will be given for workshop completion.



You know the challenges of funding your local programs. You also know that grant funding is one piece of a diverse funding plan. Applying for grants, however, is time-consuming and requires specialized expertise. This one-day seminar is designed for Illinois township officials and employees with little or no experience writing a grant proposal. Kristin Olson will demonstrate how to conduct a grant search and help you discern if a grant opportunity is a good fit for your funding needs. Then she'll walk you through the process of writing a grant narrative, including the need statement, evaluation plan, and budget. Last, but not least, Kristin will pass along her tips of the trade to help you put the finishing touches on your proposal before you submit it.

Kristin Olson, Grant Writing Specialist with Grants Galore, has submitted more than 500 grant proposals over the past 20 years. With a success rate of 53%, she has secured \$109 million in grant funds and government contracts for Illinois nonprofits and units of local government.

Deadline to register is Friday, September 20, 2019
Please fill in all information below and print clearly.

Name: _____

Township Position:

County/Township:

Address:

City, State, Zip:

Phone/Email:

Registration is \$75/person. Refunds cannot be given for any cancellations received after the deadline to register.

Payment method: Check or Credit Card. Please make checks payable to Township Officials of Illinois.

Credit Card (Visa / MasterCard only) Card Number:

_____ **Exp:** _____

Signature: _____

Return to the TOI office by fax at 217.744.7419, email to kayla@toi.org, or mail to 3217 Northfield Dr., Springfield, IL 62702.