



2019 GPA SESSION PROPOSAL APPLICATION FORM
2019 GPA Annual Conference, November 6-9, 2019

GPA invites you to submit a session for our 2019 Annual Conference. Deadline for submission is Friday, February 15, 2019 at 12:00 pm Pacific Standard Time. All individuals who submit a proposal will be notified of the status of their submission by April 30th, 2019. *All submissions must be completed through our online portal. This form is for your review of the questions and use only.*

If you have any questions, contact Barb Boggs at barb@grantprofessionals.org.

Section 1: Application Information	
Primary Contact:	
Contact's Title:	
Organization:	
Email Address:	
Phone Number:	

Section 2: Session Information
Presentation Title: <u>100 characters, including spaces.</u>
Brief Description: If your session is selected for presenting, this snapshot will appear in promotional materials. <u>200 characters, including spaces.</u>
Full Description: Descriptions <u>MUST</u> include learning objectives and explain the benefits of the workshop content to grant professionals and how the content specifically aligns with one or more GPC competencies. <u>2,000 characters, including spaces.</u>

Length of Session: All sessions are 1 ¼ hours long. Provide rationale below if requesting half-day/2 ½ hour session.

Format: Describe the session format (panel, presentation, hands-on learning, etc). Include what your learners will be doing as well as what tools they will gain that they can take home. 500 characters, including spaces.

Room Set: Indicate preferred room set (not guaranteed)

- Theatre
- Classroom
- Rounds of 8-10
- Other (please specify): [Click here to enter text.](#)

Skill Level: *Note: Master Level topics will be selected from strategy and white papers, identified new trends in grant seeking, grant development and grant management, and best-practices.*

- Early-career grant professionals (materials that would be relevant to the needs of individuals with less than 5 years of experience in the field)
- Mid-career grant professionals (materials and knowledge that would be relevant to the needs of individuals with 5 to 10+ years of experience in the field)
- Master Level - These will be selected from new trends in grant seeking, grant development and grant management, and best-practices in the grant profession as well as personal professional growth.

Comments on Skill Level:

Please list the specific Learning Objectives your presentation will address: These should correlate with those listed in the full description of your session above.

Please indicate which GPC (Grants Professional Certified) competencies your presentation will address: Check all that apply but please make sure they are described in the full description above.

- How to craft, construct, and submit an effective grant application
- Strategies for effective program and project design and development
- How to research, identify, and match funding resources to meet specific needs
- Organizational development as it pertains to grant seeking
- Nationally recognized standards of ethical practice by grant developers
- Post-award grant management practices sufficient to inform effective grant design and development
- Methods and strategies that cultivate and maintain relationships between fund-seeking and recipient organizations and funders
- Practices and services that raise the level of professionalism of grant developers

Learning Track: Please provide the learning track for your session (Select One.)

- Consulting
- Evaluation/Collaboration
- Federal Grants
- Grant Management/Budgets
- Personal Growth
- Prospect Research/Donor Relations
- Proposal Development/Communication Strategies
- Other (please specify): [Click here to enter text.](#)

Section 3: Presenter Information**Presenter 1 Information:****Name:****Title:****Organization:****Email:****Phone:****Demonstration of content expertise:** include details that illustrate significant knowledge and experience in content field. **600 characters (including spaces) maximum****Level of Presenting Experience:**

- No presentation experience
 Limited Presenter, some small groups or trainings
 Presentation experience at larger meetings or conferences
 Experienced Presenter at multiple national conferences

Presented at prior GPA Annual Conference:

- Yes
 Year _____ Presentation _____
 Year _____ Presentation _____
 Year _____ Presentation _____
 No - **SEE BELOW**

If you have **NOT** presented at a GPA Conference, please provide three professional references who can attest to your public speaking abilities or content knowledge (name, telephone, email, relationship) Do not include co-presenters. ALL references will be contacted so please ensure information is correct.

Name _____ Phone (____) _____ E-mail _____

Relation/How person knows your work: _____

Name _____ Phone (____) _____ E-mail _____

Relation/How person knows your work: _____

Name _____ Phone (____) _____ E-mail _____

Relation/How person knows your work: _____

Professional Biographical Sketch: For marketing purposes should your application be accepted. **500 characters (including spaces) maximum**

Presenter 2 Information:

Name:	
Title:	
Organization:	
Email:	
Phone:	

Demonstration of content expertise: include details that illustrate significant knowledge and experience in content field. **600 characters (including spaces) maximum**

Level of Presenting Experience:	<input type="checkbox"/> No presentation experience <input type="checkbox"/> Limited Presenter, some small groups or trainings <input type="checkbox"/> Presentation experience at larger meetings or conferences <input type="checkbox"/> Experienced Presenter at multiple national conferences
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Presented at prior GPA Annual Conference:	<input type="checkbox"/> Yes Year _____ Presentation _____ Year _____ Presentation _____ Year _____ Presentation _____ <input type="checkbox"/> No - SEE BELOW:
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Relation/How person knows your work: _____

Name _____ Phone (____) _____ E-mail _____

Relation/How person knows your work: _____

Professional Biographical Sketch: For marketing purposes should your application be accepted. **500 characters (including spaces) maximum**

Presenter 3 Information:

Name:	
Title:	
Organization:	
Email:	
Phone:	

Demonstration of content expertise: include details that illustrate significant knowledge and experience in content field. **600 characters (including spaces) maximum**

Level of Presenting Experience:	<input type="checkbox"/> No presentation experience <input type="checkbox"/> Limited Presenter, some small groups or trainings <input type="checkbox"/> Presentation experience at larger meetings or conferences <input type="checkbox"/> Experienced Presenter at multiple national conferences
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Relation/How person knows your work: _____

Name _____ Phone (_____) _____ E-mail _____

Relation/How person knows your work: _____

Professional Biographical Sketch: For marketing purposes should your application be accepted. **500 characters (including spaces) maximum**

Presenter 4 Information:	
Name:	
Title:	
Organization:	
Email:	
Phone:	
Demonstration of content expertise: include details that illustrate significant knowledge and experience in content field. 600 characters (including spaces) maximum	
Level of Presenting Experience:	<input type="checkbox"/> No presentation experience <input type="checkbox"/> Limited Presenter, some small groups or trainings <input type="checkbox"/> Presentation experience at larger meetings or conferences <input type="checkbox"/> Experienced Presenter at multiple national conferences
Presented at prior GPA Annual Conference:	<input type="checkbox"/> Yes Year _____ Presentation _____ Year _____ Presentation _____ Year _____ Presentation _____ <input type="checkbox"/> No - SEE BELOW
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Professional Biographical Sketch: For marketing purposes should your application be accepted. 500 characters (including spaces) maximum	
Any Additional Presenters:	