

Date	Who	Session Title	Content	Ethics	GPCI Competencies
Feb 12	Scot	Think Like a CEO and Lead your Grant Professionals Career	Learn how to consistently engage in strategic high-level activities that develop and advance how you think, work, and approach your grants profession as a whole, whether you're employed as a consultant or in a nonprofit agency.	Understand the habits that a grant professional can utilize to improve their level of success in the sector; Understand the branding, leadership, and communication habits of CEO's and leading nonprofit and grant professionals; Understand the types of personal development that offer grant professionals growth opportunities and advances the grants profession.	<p>Knowledge of organizational development as it pertains to grant seeking</p> <p>Practices and services that raise the level of professionalism of grant developers</p>
March 11	Scot	Develop the Board to be your Top Grant Support Team	Understand the principles necessary to effectively recruit, train, and work with board members to create a culture of philanthropy for the nonprofit organization that encourages a successful grants process.	Practice their profession with the highest sense of integrity, honesty, and truthfulness to maintain and broaden public confidence	<p>Knowledge of organizational development as it pertains to grant seeking</p>

Date	Who	Session Title	Content	Ethics	GPCI Competencies
April 8	Cyndi	Create a Roadmap for Your Organization	<ul style="list-style-type: none"> ✓ Understand the importance and use of strategic plans ✓ Discuss who should be part of this important process ✓ Learn how to create and implement a strategic plan with specific goals, objectives and outcomes 	Continually improve their professional knowledge and skills	Knowledge of organizational development as it pertains to grant seeking
May 20	Cyndi	Identify Resources that are the Right Fit	<p>Topics to Include:</p> <ul style="list-style-type: none"> ✓ Learn where to find grants and how to align the strategic plan to your search ✓ Understand information on 990's and how to decide whether each funder is the right resource for your long-range goals ✓ Utilize decision making models and tools 	Ensure that funds are solicited according to program guidelines	Knowledge of how to research, identify, and match funding resources to meet specific needs

Date	Who	Session Title	Content	Ethics	GPCI Competencies
June 10	Cyndi	Developing and Managing a Collaborative Application Process	Topics to Include: <ul style="list-style-type: none"> ✓ Discuss why the trend of collaborative grant applications are a winnable strategy ✓ Learn who should be at the table, how to set ground rules ✓ Discuss the pros and cons to collaboration ✓ Utilize tools to organize the process to reduce challenges and increase successes ✓ Review a case study 	Foster cultural diversity and pluralistic values and treat all people with dignity and respect; Become leaders and role models in the field of grantsmanship; Ensure that funds are solicited according to program guidelines; Value the privacy, freedom, choice and interests of all those affected by their actions	Knowledge of nationally recognized standards of ethical practice by grant professionals; Knowledge of strategies for effective program and project design and development
July 8	Cyndi	Aspects of the Proposal-Outlines, Data, Programs and more	Topics to Include: <ul style="list-style-type: none"> ✓ Review the basic components and “typical outline” of an application ✓ Review where to get data for your community needs with tools and interview techniques ✓ Discuss the use of evidence-based programs and policies for implementation 	Ensure that funds are solicited according to program guidelines; Practice their profession with the highest sense of integrity, honesty, and truthfulness to maintain and broaden public confidence; Adhere to all applicable laws and regulations in all aspects of grantsmanship	Knowledge of how to craft, construct, and submit an effective grant application;

Date	Who	Session Title	Content	Ethics	GPCI Competencies
August 12	Scot	ETHICS- In All Things Grants	<p>Review the Ethics Code of Conduct and discuss how Ethics is in every aspect of the grant life cycle and in all we do as grant professionals.</p> <p>Topics to Include:</p> <ul style="list-style-type: none"> ✓ GPA Member ‘Oath’ ✓ Client Choice ✓ Contract ✓ Confidentiality ✓ Compensation ✓ Standards of Professional Practices 	<p>Adhere to all applicable laws and regulations in all aspects of grantsmanship; Members shall take care to ensure that grants are used in accordance with the grant's intent; Members shall take care to ensure that all solicitation materials are accurate and correctly reflect the organization's mission and use of solicited funds</p>	<p>Knowledge of nationally recognized standards of ethical practice by grant developers</p> <p>Practices and services that raise the level of professionalism of grant developers</p>

Date	Who	Session Title	Content	Ethics	GPCI Competencies
September 9	Scot	Preparation is Everything... How to Demonstrate Program Impact in Grant Reporting	Topics to Include: <ul style="list-style-type: none"> ✓ Staying mission & vision focused ✓ How the grant professional can work collaboratively with programming ✓ The <u>importance</u> of measuring program outcomes ✓ The <u>process</u> of measuring program outcomes ✓ S.M.A.R.T. outcome objectives ('model') 	Ensure that funds are solicited according to program guidelines; Practice their profession with the highest sense of integrity, honesty, and truthfulness to maintain and broaden public confidence; Members shall not be associated directly or indirectly with any service, product, individuals, or organizations in a way that they know is misleading.	Knowledge of strategies for effective program and project design and development Knowledge of how to craft, construct, and submit an effective grant application

Date	Who	Session Title	Content	Ethics	GPCI Competencies
October 14	Cyndi	Budgets- Why Not Create Them First?	Topics to Include: ✓ Learn the importance of a solid budget ✓ Let your budget shape your narrative ✓ Understand allowable costs under the Office of Management & Budgets (OMB) ✓ Review different budget formats, ✓ Track Volunteer Time ✓ Discuss appropriate policies and procedures for financial management	Ensure that funds are solicited according to program guidelines; Members shall take care to ensure that grants are used in accordance with the grant's intent; Members shall use accurate and consistent accounting methods that conform to the appropriate guidelines adopted by the American Institute of Certified Public Accountants (AICPA) for the type of organization involved	Knowledge of nationally recognized standards of ethical practice by grants professionals

Date	Who	Session Title	Content	Ethics	GPCI Competencies
November 11	Cyndi	You Won- Now What?	Topics to Include: <ul style="list-style-type: none"> ✓ Begin to understand the complex aspect of managing grants and the importance of accurate program and financial reporting. ✓ Understand that relationships within the finance department and with the funders DO matter! ✓ Know that Grant Professionals are leaders, but also need to be part of a team ✓ Learn the importance of tracking time, mileage, keeping records, attaching receipts, etc. 	Promote positive relationships between grant professionals and their stakeholders; Members shall take care to ensure proper use of funds, including timely reports on the use and management of such funds	Knowledge of post-award grant management practices sufficient to inform effective grant design and development

Date	Who	Session Title	Content	Ethics	GPCI Competencies
December 9	Cyndi	Policies and Procedures – Reduce your Risk	Topics to Include: ✓ Review why compliance is necessary to reduce your risk throughout the grant cycle ✓ Discuss Procurement, Conflict of Interest, Financial, and Indirect policies and procedures- all are required as part of Office of Management & Budget regulations	Adhere to all applicable laws and regulations in all aspects of grantsmanship; Members shall use accurate and consistent accounting methods that conform to the appropriate guidelines adopted by the American Institute of Certified Public Accountants (AICPA) for the type of organization involved.	Knowledge of post-award grant management practices sufficient to inform effective grant design and development

Date	Who	Session Title	Content	Ethics	GPCI Competencies
January 13	Scot	Stewardship- It's all about Relationships: Building Trust	Topics to Include: <ul style="list-style-type: none"> ✓ Where to find Corporate Giving ✓ Programs, Community and Top Giving Foundations who are interested in your mission ✓ Understanding the importance and value of 990's and what you can learn from them ✓ How to foster the relationship and keep the funder engaged ✓ How to steward the funds once you receive them ✓ Why the relationship matters for other initiatives ✓ What to do when there are staff changes or mission changes 	Promote positive relationships between grant professionals and their stakeholders	Knowledge of methods and strategies that cultivate and maintain relationships between fund-seeking and recipient organizations and funders