

Grant Writing & Funding

Learn to research funders, write persuasive grant proposals, and manage funded projects from submission through to reporting.

9

MODULES

31

TOPICS

COURSE OVERVIEW

This course covers the funding landscape, from identifying potential funders and researching grant opportunities to understanding funder priorities and guidelines. It addresses preparing for grant writing through project concept development, goal setting, and budget planning, then moves into writing the grant proposal itself, covering components such as the executive summary, statement of need, project description, budget justification, and evaluation plan. It also covers submitting proposals in line with funder requirements, managing funded projects after award, and responding to rejections through feedback analysis and resubmission strategies. The course closes with best practices, tools, and resources for grant writing.

WHO THIS COURSE IS FOR

Grant Writers

Fundraising Officers

Nonprofit Program Managers

Project Managers

Development Coordinators

LEARNING OBJECTIVES

- Identify types of grants and funding sources
- Research potential funders and grant opportunities
- Explain funder priorities and application guidelines
- Develop a project concept, goals, and budget
- Apply writing tips for clarity and persuasiveness
- Compile a grant proposal with its key components
- Assess submission guidelines and compliance requirements
- Analyse feedback and revise rejected proposals

9 Modules, 31 Topics

01

Introduction to Grant Writing and Fund Applications

TOPICS

- Overview of grants and funding sources
- Importance of effective grant writing
- Types of grants and funding (government, private, corporate)

02

Understanding the Funding Landscape

TOPICS

- Identifying potential funders
- Researching grant opportunities
- Understanding funder priorities and guidelines

03

Preparing for Grant Writing

TOPICS

- Developing a strong project concept
- Defining project goals, objectives, and outcomes
- Building a detailed project plan and budget

04

Writing the Grant Proposal

KEY COMPONENTS OF A GRANT PROPOSAL:

- **Executive Summary:** Brief overview of the project and its significance
- **Statement of Need:** Articulating the problem or need your project addresses
- **Project Description:** Detailed explanation of the project, including goals, methods, and timeline
- **Budget and Budget Justification:** Detailed breakdown of costs and justification for each expense
- **Organization Information:** Background on the organization and its capacity to manage the grant
- **Evaluation Plan:** How the project's success will be measured and evaluated
- Writing tips for clarity, conciseness, and persuasiveness
- Common mistakes to avoid

05

Submitting the Grant Proposal

TOPICS

- Understanding submission guidelines and deadlines
- Preparing supporting documents and attachments
- Ensuring compliance with funder requirements

06

Managing Funded Projects

TOPICS

Post-award procedures and requirements · Reporting and documentation · Maintaining communication with funders

07

Responding to Rejections

TOPICS

- Analyzing feedback and learning from rejections
- Strategies for revising and resubmitting proposals

08

Best Practices and Resources

TOPICS

- Successful case studies and examples
- Tools and resources for grant writing (software, templates, databases)
- Professional organizations and networks

09

Conclusion

TOPICS

- Summary of key points
- Encouragement to practice and apply skills
- Importance of persistence and continuous improvement

WHAT IS INCLUDED

Everything You Need to Succeed

- Koenig course material for every module
- Delivery by certified instructors and subject matter experts
- Hands-on exercises throughout the course
- Course completion certificate from Koenig

ABOUT KOENIG

Who We Are

Established in 1993, Koenig Solutions is a globally recognised training provider with 35+ technology partnerships, 5,000+ training programmes and a network of certified instructors and subject matter experts, supporting individuals and enterprise teams worldwide.

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