

**CALIFORNIA LIBRARY LITERACY SERVICES
Regional Library Literacy Network Training
CALL FOR PRESENTERS**

Presentation Title: SUCCESSFUL GRANT WRITING AND BUDGET PREPARATION

Presenter's Name: Patricia Habeck

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Experience in Adult Literacy and/or Adult Education:

Initiated READ TO SUCCEED Adult Literacy Program serving Tulare County California. Have award winning Jail House Rocks Program serving adult inmates at the County Jail, a very successful ESOL Conversation Circle service, and two early literacy and family literacy programs.

Experience as a presenter:

Business owner of grant-writing and management firm, providing 14 trainings to organizations throughout the U.S. Frequent presenter at ProLiteracy Worldwide conferences, as well as the now defunct California Literacy Inc. conferences. Well organized and well received topics.

Presentation Abstract:

This hands-on workshop is designed to be 6 hours in length, but can be condensed to shorter versions. It gives the attendee an opportunity to research, prepare for and write a draft grant application. Additionally, we review the budget process, and how it drives the application itself.

Presentation Objectives:

- 1. Gives trainees an opportunity to visit the entire grant writing process;**
- 2. Allow trainees to research grants, and determine eligibility for grants;**

3. Provides trainees a chance to design a program, and review criteria of grants to determine appropriateness of program design;
4. Shows trainees how to begin planning a grant, then writing a draft; and
5. Review process of budget to realize how important the budget is to the entire grant process.

Presentation Content and Main Points:

The Grant Writing Workshop is a hands-on training. Our handout is a copyrighted workbook taking the group from grant conception to grant writing including researching for grants; determination of eligibility; writing a program outline; planning the grant writing process and determining who appropriate partners might be; and finally, begin writing a grant application. We allow a limited number of trainees in each workshop, to allow for interaction and meaningful discussion.