Obtain Best Practices to Identify and Manage Grants

2004 Florida State Grants Summit

Writing Effective Grant Proposals to Meet New Performance, Auditing and Transparency Standards

December 6-7, 2004 • Tallahassee, FL

Sponsored by:

The Performance Institute



✔ Measure and Report Outcomes

Develop performance goals, timelines and strategies for outcomes that are difficult to measure

✔ Identify New Funding Opportunities

Learn from Florida state grant managers about how to obtain existing grants

✔ Comply with Federal Auditing Rules

Understand applicable legislation and compliance issues as well as the links between direct and indirect costs

✔ Utilize New Evaluation Tools

Design evaluation criteria that will assist in measuring and correcting program performance

Updates and Model Proposals for Grants in:

Law Enforcement
Education
Social Services
Public Health

Write Effective Grant Proposals and Survive the Budget Crunch

Tap New Sources for Grant Funding

Dear Grant Seeker,

Grant managers must be prepared to meet new standards. Plus, identifying existing grants remains difficult and writing effective performance-based grants confounds even the most astute grant seeker.

To help you meet the new standards and win grants, join us for the ***2004 Florida State Grants Summit*** in Tallahassee, FL, December 6–7.

Acquire Tools for Locating Funding and Enhancing Your Grant Writing Skills

This Summit is designed to provide you with best practices and strategies to improve your success rate in finding, winning and managing grants. Our faculty of national and Florida-based leaders in grant management will share "secrets to success". Our experts will also address an area that is severely lacking among most grant seekers today—the lack of knowledge about what funding is available and how to obtain it. In these days of increasing challenges and decreasing resources, the time to develop these critical skills is now.

Enhance Accountability for Results

The ***2004 Florida State Grants Summit*** is your opportunity to improve grant writing skills to get the most profitable results. Through the incorporation of outcome-oriented performance measures, grant seekers will be able to communicate, monitor and comply with the compliance requirements that will guarantee a successful closing or extension of the grant.

Hone Your Skills Through Interactive Exercises

Grants development is a combination of strategic planning, project management, performance-based budgeting and collaborative efforts with internal and external partners. This interactive program is designed to provide you with first-hand knowledge of grant opportunities, along with a strategic process to obtain funding. You will learn from national experts and participate in small-group grant development exercises that will allow you immediate opportunities to apply what you're learning. Over the two-day event, you will develop an outline for a grant application and network with others to learn about model projects.

Space will be limited, so register yourself and your colleagues today by calling 703-894-0481, or visit us on-line at www.PerformanceWeb.org. *I look forward to meeting you this December!*

Best Regards,

Benjamin Neumann
Director, State and Local Affairs
The Performance Institute

Key Benefits of Attending the Florida State Grants Summit:

1. **Acquire** best practice strategies for identifying grants
2. **Develop** strategic indicators and evaluation frameworks that enhance organizational effectiveness and ability to change
3. **Incorporate** lessons learned in performance measures for a number of service issues and outcomes
4. **Improve** your ability to provide critical information to policymakers and to better target scarce resources
5. **Implement** leading best practices to link resources to results in grant applications, proposals, budgets, evaluations and performance reports

Specifically Designed for Grant Seekers in Florida Social Services, Education, Public Health and Law Enforcement that are:

- Grant Makers and Monitors
- Program Administrators
- Grant Writers
- Foundation and Corporate Giving Program Administrators
- Federal, State, and Local Health, Social Service, and Research Agencies
- Trustees Interested in Improving Evaluation and Performance
- Executive Directors and CEOs
- Community Foundation Administrators
- Community-Based Development Organizations (CBDOs)
- Community Development Corporations

www.PerformanceWeb.org

Florida State Grants Summit *Agenda & Speaking Faculty*

Day One: December 6, 2004

8:30 Registration and Continental Breakfast

9:00 Keynote Address: State Updates in Grants Management and Regulations
The State of Florida offers guidance to grant seekers through technical assistance and information about available federal, state and private grants, proposal writing support and review of applications and proposal writing training. Listen to a representative from the State discuss updates to state guidelines and mandates for grants management.
***Walter Sachs**, Senior Fellow, The Performance Institute*

9:45 Comprehensive Framework for Performance-Based Grants Management
- Develop a framework for measuring grant program performance
- Utilize logic modeling to link end-outcomes to specific grant program activities
- Understand emerging accountability and transparency issues in grants management

10:45 Show Me the Money: How to Identify Available Grants
Listen to a panel of grant administrators from the state and learn about available grants in:
- Florida Education Department
- Florida Department of Health
- Florida Children and Families Department
- Florida Law Enforcement Department

12:00 Luncheon Dialogue: Grant Managers and Grants Seekers: Getting on the Same Page
This informal luncheon discussion will be a continuation of the previous session. Grants representatives from the following agencies will be on hand to answer questions and discuss grants opportunities.
- Florida Education Department
- Florida Department of Health
- Florida Children and Families Department
- Florida Law Enforcement Department

1:15 Costing and Auditing Rules for Grants
- Understand applicable legislation and compliance issues
- Discuss the pros and cons of developing and implementing performance measures to evaluate grant program success
- Understand the links between direct and indirect costs and implement indirect cost rate allocation methodologies

***Walter Sachs**, Senior Fellow, The Performance Institute*

2:30 Performance-Based Grants Management
- The Ten-Step Approach to Maximize Grant Management Efficiency
- 6 Proven Success Stories in Performance-Based Grants Management
- Selecting Your Targets and Measuring Your Improvements

***Walter Sachs**, Senior Fellow, The Performance Institute*

4:00 Adjourn

Day Two: December 7, 2004

8:30 Continental Breakfast

9:00 Establishing A Grants Program in Your Organization
- Building Organizational Capacity for Grant Success
- Strategic Budgeting - Working with Elected Officials
- The master task list for grants administration & program success

***Jeff Barlow**, The Hawthorn Institute*

10:00 Problem Identification
- Developing a strong problem based-application
- Sell the problem before selling the solution – Problems Motivate, Goals Direct

***Jeff Barlow**, The Hawthorn Institute*

11:00 Program Evaluation Overview
- Models for program evaluation & when to use them
- Consider Evaluation success stories that justified General Revenue pick up

***Jeff Barlow**, The Hawthorn Institute*

12:00 Networking Luncheon

1:00 Grants Writing Workshop
- Writing measurable goals and objectives
- Integrating project management in the application process
- Utilize the Logic Model methodology for grant writing

***Jeff Barlow**, The Hawthorn Institute*

4:15 Conference Adjourns

How Do I Register?
Call The Performance Institute at **703-894-0481** or visit us online at **www.PerformanceWeb.org**. Please be sure to use priority code **S174** when registering.

Venue
The ***2004 Florida State Grants Summit*** will be held at the Homewood Suites Tallahassee. A limited number of rooms have been reserved at a discounted rate of $109 until November 15, 2004. Please contact the hotel directly and be sure to ask for the Performance Institute conference rate **Code PI-9**.

Homewood Suites Tallahassee
2987 Apalachee Parkway
Tallahassee, FL 32301
www.tallahasseehomewoodsuites.com
Contact: Tim Cogdill (850-402-9400, ext. 2005)

Tuition
The fee for attending the ***2004 Florida State Grants Summit*** is $995.

Group Discounts
Reduced tuition rates for delegates who attend in groups of three or more are available by contacting Nick Grasso at 703-894-0481 or Grasso@PerformanceWeb.org.

Administrative Note: A 10% cancellation fee on registration will be charged for cancellations received less than three weeks from the date of the conference. As speakers are confirmed six months before the event, some speaker changes or topic changes may occur in the program. The Performance Institute is not responsible for speaker changes, but will work to ensure a comparable speaker is located to participate in the program.

Presented by: The Performance Institute

December 6-7, 2004 • Tallahassee, FL

The Performance Institute
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Arlington, VA 22201

Tap New Sources for Grant Funding!

Registration Form for 2004 Florida State Grants Summit

Call 703-894-0481; Fax this Form to 703- 894-0482; Or visit www.PerformanceWeb.org

☐ **Yes!** Register me for the Summit.

☐ **Yes!** Sign me up for free e-mail updates on PI research on social policy issues. My e-mail address is below.

☐ **Please call me.** I am interested in a special Group Discount for my team.

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