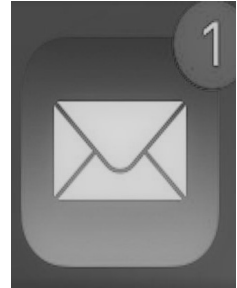


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Columbus, Ohio

Training Seminar Grant Proposal Writing

Instructor:

Janet Arrowood:

Janet Arrowood has been a writer, technical editor, and writing trainer for over 35 years. Ms. Arrowood is a mathematician by degree, an engineer by training, and a writer by profession. She specializes in training professionals, engineers, and contract specialists in "how to write in plain English."

Ms. Arrowood has been a presenter for NIGP's 2020 and 2021 Learning Labs and the 2020 Virtual Conference. She has also presented on procurement and professional development at NCMA in 2018 and 2019. Ms. Arrowood has developed and presented plain/practical language, proposal/solicitation writing training, and presentation skills training programs for numerous government agencies, and international organizations.

Ms. Arrowood writes proposals for a number of local and nationwide companies of varying sizes. She edits proposals and trains proposal and grant writers for clients around the world.

Janet Arrowood is the author of the Rowman & Littlefield book, *Plain Language, Please: How to Write for Results*. She is an international author, speaker, and trainer. Her small business-focused columns appear twice a month in the Grand Junction Business Times.

In addition to her training, editing, and writing expertise, Janet brings both engineering and military backgrounds to her work. She served as an Army Signal Corps Officer, a member of the technical staff at MITRE, and a staff engineer at Martin Marietta and NATO. She holds a degree in Mathematics from Vanderbilt University. Janet's "plain language" programs are consistently rated among the highest in any organization where she facilitates training.

October 15 & 16, 2024

Columbus, Ohio

Register online at: www.patc.com

Grant Proposal Writing

Course Objective:

- Identifying and writing to the “right” audience
- Creating and using a purpose statement to focus writing
- Employing and understanding “bottom line up front” (BLUF) to quickly convey critical messages to high level audiences
- Key elements of Technical Writing for the Real World: understanding and using plain language, grammar and punctuation essentials, simplification processes, sentence and paragraph management, using bullets, creating detailed outlines
- The Cs and Rs of effective proposals
- What makes proposals effective: Why proposals win and why they lose
- How to analyze solicitation documents: RFPs, Statements of Work (SOW), Performance Work Statement (PWS), Scope of Services (SOS), Request for Quotation or Qualifications (RFQ), Invitation for Bid (IFB), Terms of Reference (TOR), and other solicitation documents
- Coping with a poorly written/unclear RFP
- Understanding how to create a requirements compliance table
- Developing a proposal layout aligned with solicitation document (s) and outline
- Detailed analysis of a sample solicitation document
- Annotating and adding detail to outline to use as planning, writing, and management tool
- 40-50% of session is practical applications by participants

Seminar Agenda Grant Proposal Writing

October 15 & 16, 2024

October 15, 2024

08:00 to 08:30	Registration and Introductions
08:30 to 08:45	Identifying and writing to the “right” audience.
08:45 to 09:00	Creating and using a purpose statement to focus writing.
09:00 to 09:30	Employing and understanding “bottom line up front” (BLUF) to quickly convey critical messages to high level audiences.
09:30 to 12:00	Key elements of: understanding and using plain language, grammar and punctuation essentials, simplification processes, sentence and paragraph management, using bullets, creating detailed outlines (with practical activities)
12:00 to 1:00	Lunch (on your own)
1:00 to 2:30	The Cs and Rs of effective grant proposals (with practical activities)
2:30 to 3:00	What makes grant proposals effective: Why grants win and why they lose.
3:00 to 4:00	How to analyze Request for Applications (RFA), Co-operative Agreement Notices (CAN), www.grants.gov opportunities, etc.
4:00 to 4:30	Researching potential funders.
4:30 to 5:00	Examining examples of Common Grant Application forms and funder formats

25-35% of session is practical applications by participants.

October 16, 2024

08:00 to 08:30	Registration and Q&A from Day 1
08:30 to 10:00	Detailed analysis of a sample solicitation document (RFA, CAN, grant.gov posting or similar)
10:00 to 12:00	Creating, annotating, and adding detail to outline to use as planning, writing, and management tool (in line with Common Grant and funder formats)
12:00 to 1:00	Lunch (on your own)
1:00 to 1:30	Creating and using a requirements identification and compliance system
1:30 to 4:30	Drafting a top-level grant proposal using common grant application, custom format, and/or RFA/ Solicitation format
4:30 to 5:00	Q&A and Wrap-up

3 Ways to Register for a Seminar!

1. **Register Online** at www.patc.com — Yellow link in upper left corner
2. **Fax Form** to Public Agency Training Council **FAX: 1-317-821-5096**
3. **Mail Form** to

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Federal ID# 47-4078912

*** Pre-payment is not required to register ***

Upon receiving your registration we will send an invoice to the department or agency.

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Seminar Title:	Grant Proposal Writing	Seminar ID #GPW-002
Instructor:	Janet Arrowood	
Seminar Location	Columbus Ohio Division of Police Training Academy 1000 North Hague Avenue Columbus, OH 43204	
When:	October 15 & 16, 2024	
Registration Time:	8:00 A.M. (October 15, 2024)	
Hotel Reservations:	Drury Inn & Suites Columbus Convention Center 88 E. Nationwide Blvd. Columbus, OH 43215 Phone: 614-221-7008 Contact Hotel for State Govt. Rate	

Registration Fee: \$350.00 Includes Hand-outs, Class Material and Certificate of Completion.

Names of Attendees

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4. _____

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