

Preparing and Presenting Submissions, Tenders and Grant Applications

This one day workshop will provide the participants with an overview of the differences between tenders, submissions and grants and how this difference influences the approach taken to complete a successful application. Participants will also explore different sources of funding and how existing funding can be maximized. The workshop provides the participants with an understanding of the funding environment and the different strategic approaches to completing a successful application.

The afternoon session will be a practical application of writing persuasively.

<u>DURATION:</u>	1 day
<u>COST:</u>	on application
<u>FACILITATOR:</u>	Anne Morris

Ann Morris is a management trainer and consultant specialising in the design of personal and professional development programs. Ann has had extensive experience in the writing of tenders and submissions. She commenced tender writing in 1989 while working at the Hunter Institute of Technology and now consults extensively to both the public and private sector in tender submission.

She holds a Masters in Education Administration and other tertiary qualifications in teaching and business. Ann is also a Director of the Hunter Economic Development Corporation and works with community organisations to secure grant and corporate funding for development projects.

PREREQUISITES: Nil

COURSE OUTLINE

- The funding environment
- Tenders, submissions and grants
- Sources of funding
- Maximising your dollars
- Identifying your audience
- Making the decision to bid
- The tender SWOT analysis
- Competitor analysis
- Planning your case
- Presentation and compliance

WHO SHOULD ATTEND THE COURSE?

Staff required applying for grants or those writing submissions.

To register, please complete a LGTI registration form at <http://www.lgti.com.au/registrations/organisation.html> and submit online; or you can fax to Local Government Training Institute on (02) 4966 0655

Course enquiries may be directed to Training Administration on 4922 2333

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