

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>PREREQUISITES:</u>	There are no prerequisites for this course

COURSE OUTLINE:

This workshop enables participants to gain practical skills and knowledge through:

- preparing timely, thorough and appropriate agenda
- What is the difference between a tender, grant and a submission application?
- Identify projects and reasons for submission and/or tender
- New funding opportunities verses renewal applications
- Local funding sources – websites, government, private
- What the funding bodies are looking for?
- Selling yourself and your idea
- Maximising your funding
- Persuasive writing

WHO SHOULD ATTEND THE COURSE?

Staff required applying for grants or those writing submissions.

REGISTRATION

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

COURSE ENQUIRIES

Course enquiries may be directed to the Business Development Team on (02) 49 222 333.

Local Government Training Institute

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Local Government

TrainingInstitute

a Division of Hunter Councils Inc

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