

# LTAP

Local Technical  
Assistance  
Program

WSDOT's Highways & Local Programs LTAP Center presents:

## The Anatomy of a Grant

### A Comprehensive Workshop

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#### A two-day course

**Cost: \$175**

**CEUs: \$25\*** (optional)

**Location: One session per year**

**1.6 CEUs available through Pierce College\***

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#### Target Audience

For any local, state, federal agency employees or consultants interested in learning more about grant writing. This is an introductory to intermediate level course that gives practical tools to use and checklists to follow in order to write a successful grant or proposal.

#### Course Description

This comprehensive two-day workshop provides participants with the knowledge and skills needed to develop successful grant proposals. The curriculum takes the participant from program development through the planning and research process to the actual writing of a grant. Those who attend this class will learn how to develop a strategy that includes a variety of sources and approaches as they write their federal, state, and foundational grants. Plain Talk principles will be stressed in this course.

#### Course Objectives

Upon completion of this course, participants should be able to:

- ❖ Identify, target, choose, and make applications to appropriate funders.
- ❖ Use winning approaches in writing, packaging, and evaluating your written proposal for any funder.
- ❖ Follow easy steps to effectively write a business/organizational plan for any grant format.
- ❖ Develop strategies for shorter grant options such as a simple letter proposal.
- ❖ Learn the tricks of using online submission strategies.
- ❖ Present a grant for instructor critique to include examples of project description, goal, objectives, activities, outcomes, benefits, and comment on community involvement.
- ❖ Locate funding sources at every level: federal, state, foundational, or Pacific NW Funding Sources (PNW).

**\*Note:** This course offers 1.6 continuing education units (CEUs). Information and forms will be provided at class to apply for the CEUs. Cost is an additional \$25 payable to Pierce College after the class. You will receive a certificate from the college detailing the number of CEUs earned, the date and title of the course.



Washington State  
Department of Transportation

## **Instructor**

**Teena M. Kennedy, B.A., Just Ink:** Ms. Kennedy has over 20 years of experience in the grantwriting and administration field. She currently provides leadership in grantwriting, foundation management, and not-for-profit business startups. Her past experience includes 11 years working for the Department of Defense to secure funding through grants. She successfully managed a Washington State Procurement Technical Assistance Center team to obtain more than \$411 million in government contracts. Ms. Kennedy has written or assisted in the writing of successful awards of over \$500 million in grants. She has written successful grant proposals for federal organizations, state agencies, and international municipalities, fully administering the grants once received, and has extensive experience in researching for various types of grants. Ms. Kennedy and Dr. Sharon Bridwell are co-authors of the text for this course "The Anatomy of a Grant: A Comprehensive Workshop." Ms. Kennedy is also an online instructor, writing coach, and owner of the writing company, Just Ink.

**Questions?** Contact Judy McDonald at (360) 705-7355 or [McdonJT@wsdot.wa.gov](mailto:McdonJT@wsdot.wa.gov) for questions on this training, for registration assistance or cancellations.

(Disability accommodations provided upon request.)

Visit the  
**Washington State LTAP Center Web Page**  
<http://www.wsdot.wa.gov/localprograms/ltap/>