



SISTERS OF CHARITY FOUNDATION  
of South Carolina

## Learning Academy

# 2008 Grant Writing Basics Workshop

## Philosophy

As good stewards, it is the desire of the Sisters of Charity Foundation of South Carolina to provide a diverse population of non-profit organizations in South Carolina with the opportunity to expand their skills and knowledge and enhance educational access, while cultivating personal and organizational responsibility and capacity.

The purpose of the Foundation's Learning Academy is to leverage training and educational opportunities for the capacity building needs of multiple non-profit organizations in the state of South Carolina.

The Learning Academy strives to develop intentional individuals and organizations who are empowered, informed and responsible, provide learning environments that integrate emerging trends and innovation and promote continuous learning.

## Who Should Apply?

Organizations who have never been awarded grant funding, organizations who have received less than \$100,000 in grant funding or organizations who currently have only one funding source.

## About the Workshop

Wednesday, November 19 from 10 a.m. - 4 p.m.

Sisters of Charity Foundation of South Carolina Office

This interactive workshop provides individuals with the tools and resources for grant writing. By the end of the session participants will understand basic grant writing terms and the grant writing process, find local funders, complete budgets and budget narratives, write outcome objectives and more. Individuals will receive sample grant proposals, hear from actual funders and have the opportunity to submit a mock proposal to receive expert feedback. This hands-on workshop leaves participants educated and empowered.

## About the Facilitator:

Schrendria F. Robinson, MPH, CHES

Growing up in a rural, poverty stricken Georgia town, Schrendria Robinson knows firsthand the risks that plague youth and families in these areas. Robinson went on to earn a bachelor's degree from Clark Atlanta University and a Master of Public Health Degree from the University of South Carolina.

Robinson's career began in the field of alcohol and drug abuse prevention, and her most recent position was overseeing a three year project sponsored by the Centers for Disease Control and Prevention. As Senior Consultant of Clear Vision Consulting, Robinson specializes in non-profit management, board development and training, non-profit development, grant writing, team building and staff development. An ordained associate minister at Bethel AME Church in Columbia, S.C., her personal mission is to empower, educate and elevate individuals and communities to see their potential and maximize every opportunity to success.

To allow more interaction and learning opportunities, each workshop is limited in size. Participation in the workshop is determined by a selective process. The selection process requires the submission of a completed application form for each person seeking attendance.

Please mail, fax or e-mail your application to Katrina Spigner at the Sisters of Charity Foundation of South Carolina:

2711 Middleburg Drive | Suite 115 | Columbia, SC 29204  
o: 803.254.0230 | f: 803.748.0444 | kspigner@sistersofcharitysc.com

**APPLICATION DEADLINE:  
November 3, 2008**

Applicants will be notified of decisions  
November 10, 2008.



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# 2008 Grant Writing Basics Application

Name \_\_\_\_\_

Current Position/Title \_\_\_\_\_ Years with Organization \_\_\_\_\_

Organization \_\_\_\_\_ Age of Organization \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Does your organization a 501(c)3 non-profit status?      \_\_\_ Yes      \_\_\_ No

Brief overview of the work of the organization \_\_\_\_\_

Organization's Mission \_\_\_\_\_

Operating methods (A brief explanation of how the organization works.) \_\_\_\_\_

Annual Operating Budget \_\_\_\_\_

Funding (A description of where the organizational funding comes from, with percentage breakdowns where available.) \_\_\_\_\_

\_\_\_\_\_ Grants \_\_\_    Events \_\_\_    Annual Donors \_\_\_    Other \_\_\_

Governance (An explanation of how the organization is run, to whom it is answerable and how it forms policy.) \_\_\_\_\_

\_\_\_\_\_

Geographical spread (The counties in which the organization is active, the presence of regional offices, the number of staff employed and the headquarters location.) \_\_\_\_\_

\_\_\_\_\_

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# 2008 Grant Writing Basics Application (Continued)

**Part I. Questions** (Please check yes or no for the following questions.)

- Do you have 501 (c) (3) non-profit status? Yes \_\_\_ No \_\_\_
- Are you registered with the Secretary of State? Yes \_\_\_ No \_\_\_
- Do you have a Board of Directors? Yes \_\_\_ No \_\_\_
- If so, how many members? \_\_\_\_\_
- Do you have an employer identification number? Yes \_\_\_ No \_\_\_
- Have you ever written a grant for your organization? Yes \_\_\_ No \_\_\_
- Has your organization ever received a grant? Yes \_\_\_ No \_\_\_
- Do you know foundation funders who will fund your idea, project, or program? Yes \_\_\_ No \_\_\_
- Do you have a funding plan (i.e. mission statement, assessment for funding needs, funding goals, funding objectives, action plan, monitoring and evaluation of funding objective)? Yes \_\_\_ No \_\_\_

**Part II. Summary** (In your grant writing efforts, please give a brief summary of what you would like a grant to fund, such as after school program, computer center, educational materials, etc.)

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