

ATTENTION
TRIBAL ADMINISTRATORS & TRIBAL AGENCIES

TRAINING OPPORTUNITIES AVAILABLE

GRANT WRITING
&
GRANT PROJECT MANAGEMENT

Alaska Project Solutions would like to introduce you to our training services for:

1. Grant Writing
2. Grant Project Management

Attendees learn how to apply for and manage grants that are often awarded to Alaska's rural Tribes.



Our Goal is to provide
personalized assistance to each attendee,
so we limit each workshop to 10 participants.
Please schedule your workshop early!
Helping Grantees Achieve Success

ALASKA PROJECT SOLUTIONS, INC.
1049 WEST 5TH AVENUE, SUITE 104, ANCHORAGE, AK 99503
PH. 907.334.9212 FAX 907.334.9716
www.AlaskaProjectSolutions.com Email: joanh@gci.net
Grant Writing · Project Coaching · Project Management

Summary of Workshops

1. Grant Writing for Tribes

Attendees will receive a practical overview of how to apply for a Federal grant. This two-day workshop will include an overview of typical terminology associated with grant application processes and will help participants obtain a clear understanding of grant preparation and submission.

Participants will learn the following **grant application** basics:

- ✓ finding funding opportunities that fit your need
- ✓ identifying eligibility and other important requirements of a proposal
- ✓ developing a timeline for your grant application
- ✓ impacts of Federal regulatory requirements on a project
- ✓ preparation of a narrative and timeline for competitive applications
- ✓ establishing a budget to accomplish your goals and meet Federal guidelines
- ✓ developing objectives and tasks that will accomplish your project goal
- ✓ evaluation planning that includes realistic deliverables and reasonable outcomes
- ✓ preparing necessary support documentation for your proposal
- ✓ electronic submission of a grant application

2. Grant Project Management

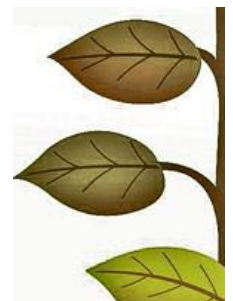
Attendees will receive vital information for successfully meeting the goals of their grant projects. This two-day workshop will include an overview of how to coordinate Federal project requirements while managing 'the picture perfect' project. Participants will also gain ideas for networking within their local community to build long-term sustainable programs.

Participants will learn the following **grant project management** basics:

- ✓ getting started with a new grant while managing multiple activities
- ✓ understanding grant award and funding agency requirements
- ✓ creating a 'power timeline' for managing your project
- ✓ implementing the project evaluation
- ✓ how to realistically achieve the goals and objectives of your project
- ✓ how to effectively engage your Tribal Council and local community
- ✓ financial reporting for budget expenditures and match
- ✓ progress reporting that meets Federal requirements

"The expertise that your team has is awesome! Your team's experience in dealing with the Villages/Native Community shows. I would highly recommend your services to others."

*-Tanana Chiefs Conference
Training Participant*



ABOUT US

APSI provides grant writing, technical assistance, and training services to its clients across Alaska. The company has more than 20 years of experience working with Alaska's rural Tribes, Tribal agencies, non-profits, and rural municipalities.

GRANT WRITING

APSI works with its clients to plan, prepare, and submit grant applications. Our team will help you find the grant that fits your needs and will work diligently to submit a quality proposal to the funding agency.

APSI's grant award success rate of 84% exceeds the national grant award success rate of 60%. Over just the past five years, our team has submitted grant applications for more than \$50 million for projects - mostly located in rural Alaska. Almost \$42 million of these applications *have been funded!*

TECHNICAL ASSISTANCE:

Our team can help eliminate the hurdles of project management to ensure compliance with reporting requirements. APSI will guide your agency through the entire process, including project planning, grant submissions, and then after the award – grant management and reporting. We can help you develop a timeline to accomplish all of your project tasks, train new grant staff, assist with electronic reporting processes, and offer other guidance that can help you accomplish your project.



Joan and Kelly on the ice road to Kwethluk

TRAINING

Our team has conducted grant writing and grant project management training for more than 230 Tribal staff across the state. APSI's training offers guidance on many different state and federal programs such as cultural preservation, community and facility planning, USDA Rural Development, Indian Community Development (ICDBG), renewable energy, HUD, ANA, health services, EPA-IGAP environmental and Brownsfield programs, Department of Justice Tribal Courts and Youth programs, and many other federal/state grants. Training is scheduled throughout the year and by special request from agencies.

For questions, please call Joan or Kelly at 907-334-9212 or email to joanh@gci.net
www.AlaskaProjectSolutions.com

GRANT TRAINING REGISTRATION FORM

The registration fee for each 2-day workshop is \$699. Fees include all presentation and workshop reference materials. Attendees may select any workshop or can schedule to have both workshops provided consecutively during the same week at the discounted rate of \$1,298. *Any additional travel, lodging, or per diem is in addition to the workshop fees.*

**ALL WORKSHOPS ARE LIMITED TO 10 PARTICIPANTS.
PLEASE SCHEDULE IN ADVANCE.**

Participant Information:

Your Agency: _____
Your Name: _____ Title _____
Address: _____ Zip _____
Phone: _____ Fax _____ Email _____

Please select the workshops you would like to request more info:

- Grant Writing for Tribes** : Two Day Workshop (Registration Fee: \$699)
 Grant Project Management for Tribes: Two Day Workshop (Registration Fee: \$699)

Dates Requested for Workshop(s):

- Grant Writing for Tribes**: Date Requested: _____
 Grant Project Management for Tribes: Date Requested: _____

Payment for all workshops is required in advance by check only.*

***Checks should be mailed to:
Alaska Project Solutions, Inc.
1049 West 5th Avenue, Suite 104
Anchorage, Alaska 99501***

**Please send your inquiry by fax so that we can respond to your request.
Our FAX number is 907-334-9716.**

WORKSHOP TIMES: 9 a.m-5 p.m. each day,
with a one-hour lunch break.

**Refunds are available only with a 10-day advance cancellation notice.*



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